

# Beverly Municipal Inspections

**BN02**

## Building Notes

*A series of notes to assist the homeowner/contractor through the permitting and construction process*

July 20, 2004

### INFORMATION REQUIRED FOR MANUFACTURED BUILDING PERMIT APPLICATION

#### Cover Sheet

1. Must have a Massachusetts Stamp of approval or if date is not current, a copy of the Current Annual Re-Certification letter from the State.
2. Must have a Massachusetts Architect or Engineer's Seal of Registration.
3. Must be for the attached plan (some will be for multiple designs).
4. Design Specifications must be completed, and must meet required specifications for the area the house is to be set and should match the data plate.

#### Plans

1. Must have a current Third Party Approval Stamp (Wet Stamped) \* on every page.
2. Must include foundation print with support post locations.
3. Must include a site installation or set manual or approved drawings detailing **exactly** how the building is to be attached, i.e. at foundation, girders, supports, boxes, roof.
4. Must include all information required by the State as part of the Systems approval.
5. A copy of the Stipulations for Systems Approval must be on file

with this office or provided with the plans.

6. Must include plans for site built additions.
7. Must include location of BBRS labels and the data plate.

\*A Wet Stamp is an original stamp and signature.

#### Other Requirements

1. A licensed Construction Supervisor is required.
2. A certified installer of manufactured buildings for the project must be designated on the application.

For more information, refer to the Massachusetts State Building Code.

Links to electronic versions of **Beverly Building Notes (BNs)** and other helpful publications are available on our website at:  
<http://www.beverlyma.gov/departments/municipal-inspections-building-department>

**LEGAL DISCLAIMER:** Building Note (BN) should not be used as substitutes for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in these BN.

