



**MANUFACTURED HOME INSTALLATION PACKET  
3/3/26**

**CONTACT INFORMATION**

City of Vincent 25 Florey Street Vincent, AL 35178

Phone: (205) 672-2261

Email: [hthweatt@cityofvincental.com](mailto:hthweatt@cityofvincental.com)

Website: [www.cityofvincental.com](http://www.cityofvincental.com)

Office Hours: Monday–Friday, 8:00 AM – 4:00 PM

**CALL 811 BEFORE YOU DIG!**

Delivery of any manufactured home to a property within the City of Vincent is prohibited until a city-issued permit has been obtained. Applicants must secure all required approvals prior to scheduling transport or placement of the manufactured home. A valid State of Alabama Transportation Permit must be submitted as part of the City's permitting process before approval will be granted.

## **ITEMS REQUIRED UPON APPLICATION FOR A MANUFACTURED HOME PERMIT**

- **Completed Application for Improvements**
- **Application fee \$150.00**
- **Sewer / Septic Documentation**
  - Septic: Shelby County Health Department approval
  - Sewer: Paid impact fee letter or utility approval
- **Zoning Approval** from the City of Vincent
  - Plot plan showing home location, setbacks, driveway, and utility connections
- **Setback Verification Survey** (if required in zoned districts)
- **Floodplain Requirements** (if applicable)
  - Floodplain Development Permit
  - Setback verification survey
  - Elevation certificate (if required)
- **911 Address** from Shelby County 911 Business Office: (205) 439-6911
- **Contractor Licensing**
- All contractors must hold proper State of Alabama licenses
- Manufactured home installers must be certified by the **Alabama Manufactured Housing Commission (AMHC)**
- AMHC Phone: **(334) 242-4036**

## **MANUFACTURED HOME SET UP**

### **Installer Certification**

Manufactured homes must be installed by an installer certified by the **Alabama Manufactured Housing Commission (AMHC)**.

Certification must be current at the time of installation.

AMHC Contact: **(334) 242-4036**

### **Utilities**

Electrical power will not be released until installer credentials are verified and all inspections are passed.

Gas service will not be released until the installer's credentials have been verified by the City and all required inspections have been completed and approved

## **INSPECTIONS REQUIRED PRIOR TO ELECTRICAL POWER RELEASE**

### **Trade Permitting Requirements**

All trade work associated with the installation of a manufactured home, including Electrical, Plumbing, Mechanical/HVAC, and Gas—must be permitted separately and performed by contractors who hold the appropriate State of Alabama licenses. Each permitted trade is required to undergo a city inspection, with a fee of \$100 per inspection. If any trade fails its initial inspection, a \$100 re-inspection fee will be required and must be paid before a Certificate of Occupancy is issued.

## **1. PLUMBING INSPECTION REQUIREMENTS**

### **Water Service**

- Approved materials only
- Minimum burial depth: **12 inches**
- Approved fittings required
- Hose bibbs must include backflow prevention

### **Sanitary Drainage**

- Approved piping and fittings
- Connection to septic tank must be fully exposed for inspection
- Cleanouts required every **100 feet**

### **Septic / Sewer**

- Septic: Tank and field lines must be visible at inspection
- Sewer: Provide utility approval or impact fee documentation

## 2. GAS INSPECTION REQUIREMENTS

All gas piping and appliance connections must be performed by a **licensed gas contractor**.

Requirements include:

- Pressure test prior to inspection
- Proper regulator installation
- Sediment traps at required appliances
- LP tanks installed per **NFPA 58** (if applicable)

## 3. MECHANICAL INSPECTION REQUIREMENTS

### Equipment Installation

- Installed per manufacturer instructions and applicable codes

### Outdoor Units

- Raised at least **3 inches** above finished grade
- Supports must prevent vibration, settlement, or movement
- Units must be listed and labeled for outdoor installation

### Duct Systems

- Must comply with **ACCA Manual D** or another approved method
- All joints sealed with approved mastic or tape

### Refrigerant Ports

- Must have **locking, tamper-resistant caps**

## 4. ELECTRICAL INSPECTION REQUIREMENTS

### General Requirements

- Must comply with the **National Electrical Code (NEC)**
- All equipment must be listed by an approved testing laboratory

### Service Equipment

- Located adjacent to the home
- Not mounted on or in the home
- Within sight and not more than **30 feet** from the exterior wall
- Additional disconnect required if located elsewhere
- Minimum rating: **100 amperes**
- Must include extra breaker spaces for exterior equipment

### Height Requirements

- Bottom of enclosure: **minimum 2 feet** above finished grade
- Highest operating handle: **maximum 6 ft 7 in** above finished grade
- Meter center: **4–5 feet** above finished grade

### Grounding Electrode System

- Two ground rods
- Minimum **6 feet** apart
- At least **8 feet** of each rod in contact with earth

### Bonding

- Intersystem bonding termination required for telephone, CATV, or antenna systems

## 5. BUILDING INSPECTION REQUIREMENTS

### Stairs

- Minimum width: **36 inches**
- Minimum tread depth: **10 inches**
- Maximum riser height: **7 ¾ inches**
- Landings required at top and bottom, minimum **36 inches** in direction of travel
- Handrails required on stairs with **four or more risers**
- Handrail height: **34–38 inches**

### Guards

- Required where walking surfaces exceed **30 inches** above grade
- Minimum height: **36 inches**
- Openings must not allow passage of a **4-inch sphere**

## **LICENSE REQUIREMENTS**

### **City of Vincent Business License**

Required for:

- General contractors
- Electrical contractors
- Plumbing contractors
- Mechanical contractors
- Gas fitters
- Manufactured home installers
- Any subcontractor performing work within city limits

### **State Licensing Requirements**

Depending on scope of work:

- Alabama General Contractors License
- Alabama Electrical Contractors License
- Alabama Plumbers & Gas Fitters Board Certification
- Alabama HVAC Board Certification
- Alabama Manufactured Housing Commission Installer Certification

### **PROPERTY OWNER (ACTING AS CONTRACTOR)**

Property owners may act as the contractor for work performed on their own property for their own use. All trade work must be performed by properly licensed subcontractors.

## **CODES ENFORCED BY THE CITY OF VINCENT**

- National Electrical Code – **2026 Edition**
- International Plumbing Code – **2024 Edition**
- International Mechanical Code – **2024 Edition**
- International Fuel Gas Code – **2024 Edition**
- International Fire Code – **2024 Edition**
- International Building Code (with Appendices C, E, H, I) – **2024 Edition**
- International Existing Building Code – **2024 Edition**
- International Energy Conservation Code – **2015 Edition**
- International Residential Code (with Appendix G) – **2015 Edition**
- ICC A117.1 Standard for Accessible & Usable Buildings & Facilities – **2017 Edition**