

September 14, 2021

**TOWN OF RICHLANDS
MANUFACTURED HOME
HANDBOOK**

Town of Richlands
200 WASHINGTON SQUARE
RICHLANDS, VA 24641
PHONE (276) 964-2566 *Fax (276) 963-2889

INTENT

This handbook is designed to supply general information to the public and to the contractors involved in the placement and setup of manufactured homes in The Town of Richlands. The handbook is intended to assure that the placement of all homes is uniform and meet all regulations, state and local.

The Town of Richlands will inspect the location of the home to verify the placement of the home meets the zoning requirements of the Town.

The Virginia Uniform Statewide Building Code prevails in all situations dealing with construction and the installation process. The county building Inspector will inspect the installation of the electrical service, grounding, water service, sewer service, tie downs, piers, porches, decks, and underpinning.

The Town of Richlands or other utility provider will verify the utility installation meets their requirements for providing power, water or sewer services.

State law and the Town of Richlands Zoning Ordinance require all manufactured homes to be underpinned.

A manufactured home license fee is required on all singlewide homes placed in the Town of Richlands.

Zoning and Permits

** No home shall be located within the Town limits without a Zoning Permit**

A conditional use permit is required from The Richlands Town Council prior to a permit being issued for any manufactured home to be placed on a private lot. A conditional use permit is required for the establishment of a park for manufactured homes.

A Zoning Permit must be issued before any manufactured home is placed on a private lot or in an approved park in the Town of Richlands.

The permit application requires the exact address and lot number of the property. The Zoning Administrator must verify that the lot is properly zoned and of the correct dimension for the home. The property must be located out of the floodway. If it is out of the federally designated floodway but within the floodplain boundary a certificate of elevation from a Virginia certified surveyor is required. The property owner is responsible for obtaining the elevation certificate.

The home shall be elevated a minimum of 1 foot above the Federally designated base flood elevation

After the zoning permit is issued the applicant must obtain a building permit from The Tazewell County Building Department.

After the setup is complete the Tazewell County Building Inspector will inspect the installation. A Town of Richlands employee will inspect the power connection, water connection and sewer connection if it is served by Town utilities. If served by another provider you need to contact them for requirements.

ELECTRICAL SERVICE

The power company must approve the service location and type of service

The entrance may be located overhead to an approved power pole or underground to an approved pedestal. (See diagrams)

For overhead service the service pole should be at least 8 inches in diameter and be of a treated type approved by the power company. The pole height is determined by the location of the service. It should be at least 18 feet above grade and be sturdy enough to support lateral strain as necessary. The pole should be a minimum of 4 feet in the ground and tamped or cemented in place. In some locations a guy wire may be required.

For underground service an approved pedestal or approved meter base construction is allowable. Contact the power company for requirements.

All wire and grounding materials shall meet National Electric Code standards. A four wire system is required from the main disconnect near the meter to the interior breaker panel in the home. The outside disconnect shall be sized to match the interior breaker panel. There should be a minimum 6 inch conduit nipple between the outside disconnect and the meter base. The meter base shall be provided by the power company or meet their requirements. For overhead services a mast assembly should be used for the service wire feeding down the pole to the meter base. The mast shall be of approved electrical conduit. The meter base and disconnect shall be mounted solidly on the pole. Ditches need to remain open for inspection. Wire and conduit should not be covered without approval of the inspector.

Manufactured Home Wiring Diagram for Underground Service

1. Meter Pedestal
2. Meter
3. Disconnect Panel
4. Ground Wire – Bare Copper
5. Ground Clamp
6. 8' Ground Rod – Two Required – Minimum Distance 6' apart
7. Gray sunlight resistant electrical conduit with proper connectors
8. Direct burial cable – Insulated 4 wire system buried 24" deep in proper conduit
9. Disconnect Panel – Inside
10. Frame Ground

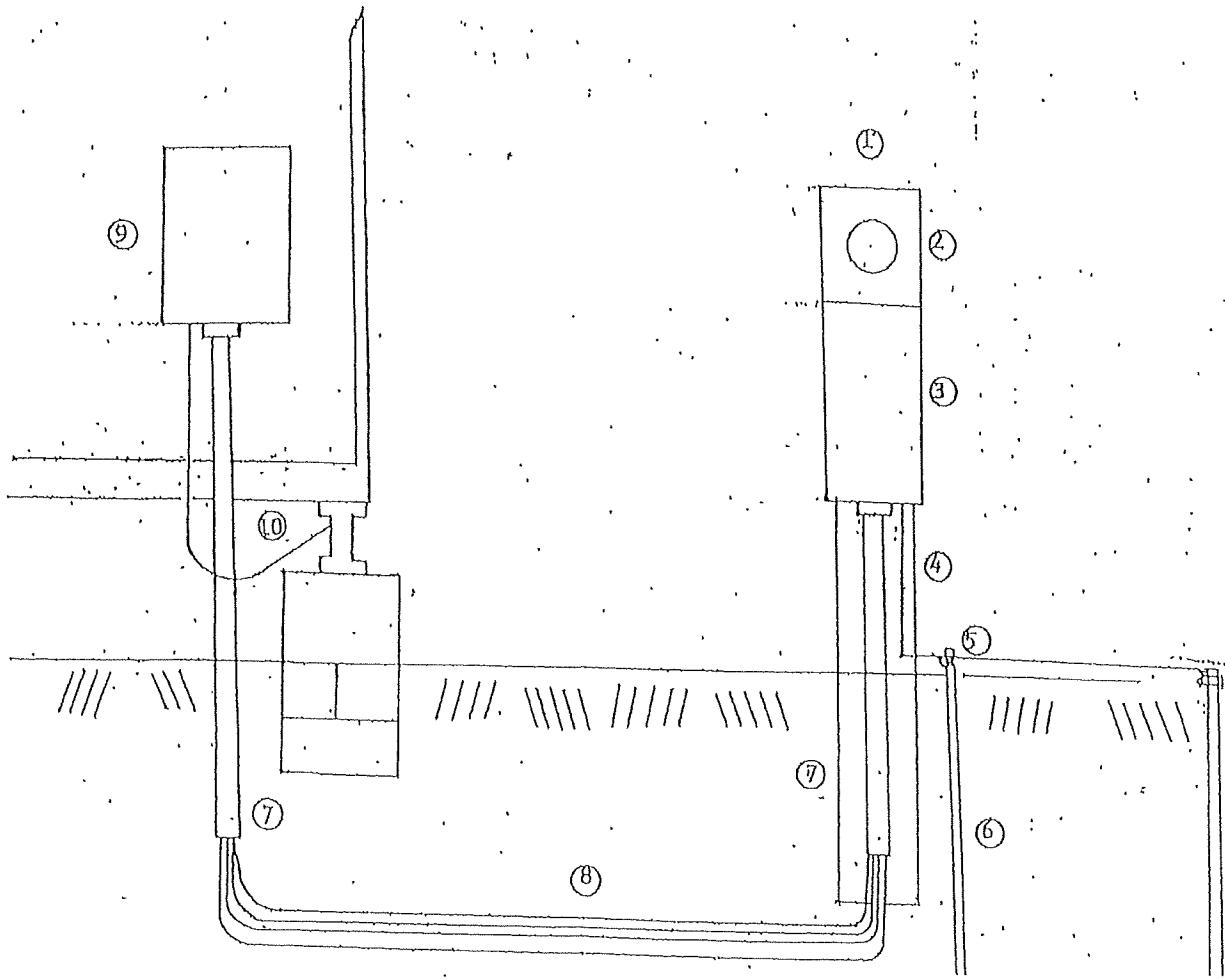
Check with the power company for location of your service prior to installation

Manufactured Home Wiring Diagram for Overhead Service

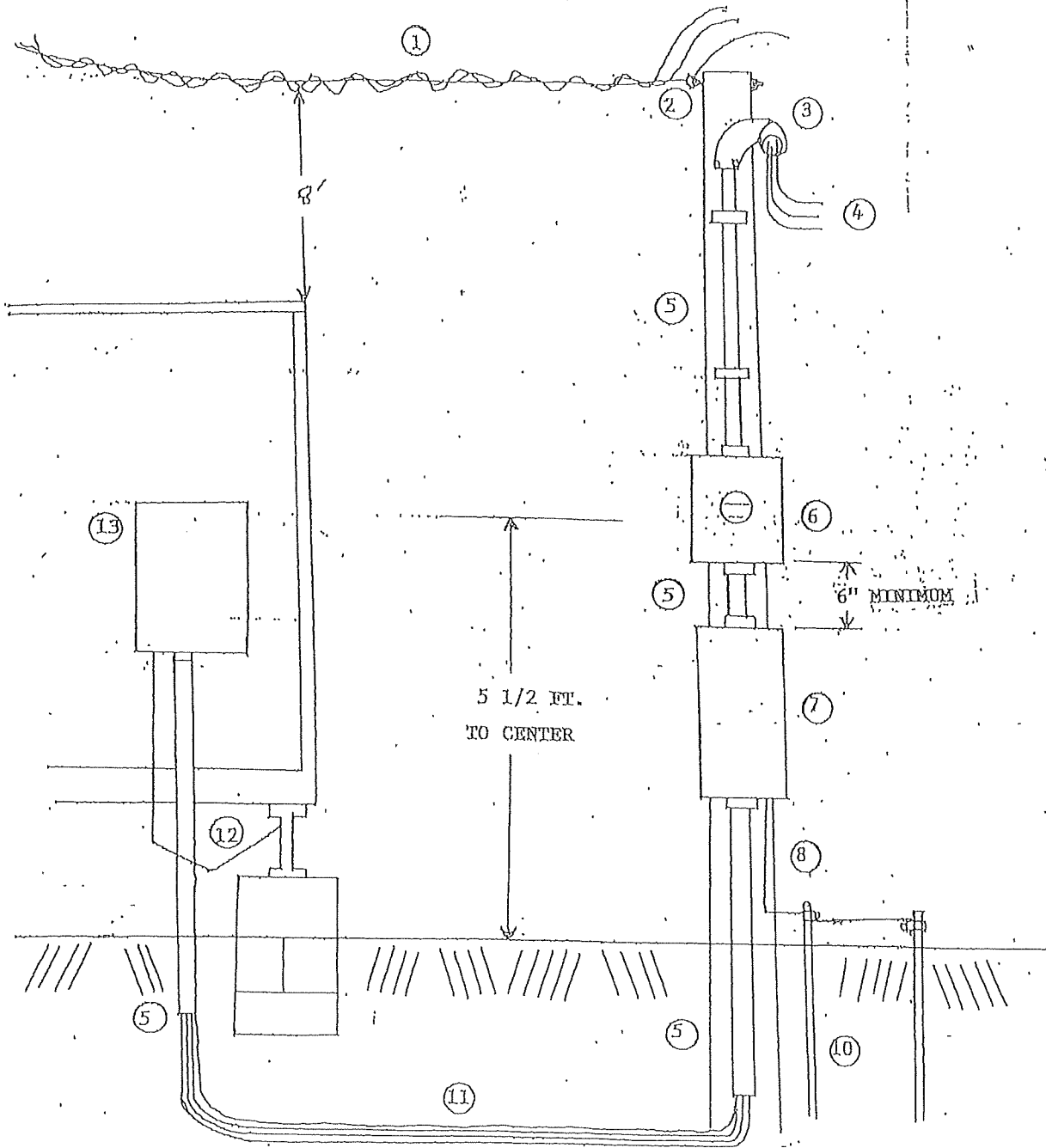
1. Power Company service drop – 8' minimum clearance if pulled across home
2. Treated pole, 8" minimum diameter – 18 feet or more above grade – 4 feet minimum in ground
3. Approved weather head – within 1 foot of top of pole
4. Minimum 18" drip loop required
5. Gray sunlight resistant electrical conduit or galvanized pipe – with proper connectors
6. Meter base – may be provided by power company – check with power company
7. Disconnect panel – weather proof (meter base / Disconnect combination may be used if approved by the power company
8. Ground wire – bare copper
9. Ground clamp
10. 8' ground rod – Two required – Minimum distance 6' apart
11. Approved electric cable – Insulated 4 wire system buried a minimum 24" deep in proper conduit
12. Frame Ground
13. Disconnect Panel – Inside home

Check with the power company for location of your service prior to installation

Town of Richlands
Mobile Home Wiring Diagram
Underground



Town of Richlands
Mobile Home Wiring Diagram
Overhead



WATER SERVICE

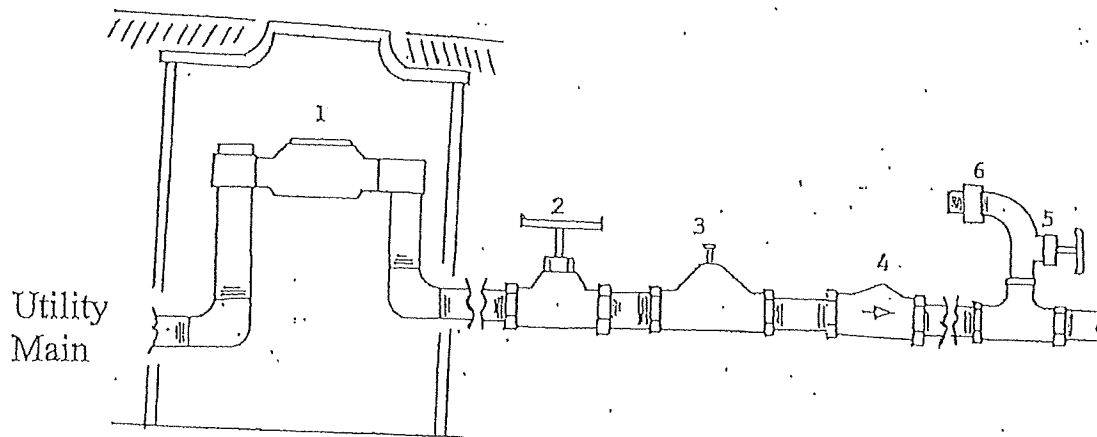
The owner is responsible for the water line to the Town meter. The water line shall be of an approved type $\frac{3}{4}$ inch minimum, 200-psi copper, PVC, steel or plastic. The owner shall install the water line a minimum of 24 inches deep. The water line should not be covered until it has been tested for leaks and inspected.

The customer service line is required to have a main cut off valve, pressure regulator and a dual check valve backflow preventer (be sure to install a dual check valve, not a double check valve). All hose bibs (spigots) require a vacuum breaker for backflow protection for the customer line. Installation should be readily accessible for testing or maintenance, in the basement, under the floor in a crawl space, or in an approved pit at the customer's property line.

Connection Requirements

1. Utility meter installation – authorized personnel only
2. Customer main cut off valve required on all service connections
3. Pressure regulator required on customer main in areas of high pressure (check with the water provider for pressures)
4. Customer main line dual check valve backflow preventer (minimum) required on all service connections. ** Additional protection as required on certain commercial connections **
5. Hose bib (Spigot) if installed on customer line (optional)
6. Hose bib vacuum breaker (anti siphon device) required on every spigot installed on the line

This diagram is the standard acceptable installation
(Installation should be readily accessible for testing or maintenance)
(May be located in the basement, under the floor in a crawl space, or in an approved pit at the property line)



SEWER SERVICE

- The owner shall be responsible for installing the sewer line to the property line.
- Only approved pipe shall be used (4" schedule 40 minimum below ground installation)
- Hanging brackets or straps, a minimum of every four feet, shall support the sewer line
- All joints shall be glued, cemented or connected, as approved by the manufacturer. Tape shall not cover any connection or joint
- Each main should have clean outs as required by code
- The sewer line should not be covered until it has been tested and inspected
- A pressure test should be performed on the system to verify it is airtight
- Water lines and sewer lines should be separated by at least one foot of dirt horizontally and vertically with the sewer line below the water line
- All unused connections must be capped to prevent sewer gas release and to prevent unnecessary water intake into the public sewer system
- When a home is removed from a site the connections must be capped to prevent unnecessary water intake into the public sewer system

UNDERPINNING (SKIRTING)

State law and the Town of Richlands Zoning Ordinance require all manufactured homes to be underpinned. This must be done within 30 days of setup or the home. The Skirting is required to be of approved weather resistant material. The home shall have a minimum of one opening in the skirting to provide ready access to any water supply fittings or sewer drain connections under the home. The opening shall be a minimum of 18 inches in any dimension and not less than three square feet in area. The access panel or door shall not be fastened in a manner requiring the use of a special tool to open or remove the door.

PARK DIAGRAM

