



Division of Professional Credential Process
Manufactured Homes/Manufactured Home Unit
1400 E Washington Ave
P.O. Box 8935
Madison WI 53708-8935
(608) 264-9596

TO: Manufactured Home Community License Applicant

FROM: Manufactured Home/Mobile Home Unit

RE: Manufactured Home Community License Requirements

Following is an outline of the requirements needed to obtain a new Manufactured home community license or to expand a current facility. Please be advised that Wisconsin Administrative Code SPS 326 requires you to submit the Manufactured home community plan before work begins on the community. This requirement applies to new or expanded Manufactured home communities.

SPS 326 defines a "Manufactured home community" or "community" as any plot or plots of ground upon which 3 or more Manufactured homes that are occupied for dwelling or sleeping purposes are located. The Manufactured home community license is valid until June 30, 2014. A statement will then be issued to renew the license in 2014.

Please submit the following to apply for a new Manufactured home community license or to be approved for a community expansion:

1. **MANUFACTURED HOME COMMUNITY PLAN**--Submit at least 2 copies of a detailed drawing that clearly shows the location of each site, distance on all sides of units and between any other buildings and property lines, location and width of streets, location of street lights, and location of the well and septic systems and one set of specifications, if applicable.
2. **PLUMBING PLAN**--If the community contains a private sewage system, you must submit documented proof from the Department of Commerce, Safety & Buildings Division, of a plumbing plan approval for the septic systems, waste collection/drainage systems, and water distribution system.
3. **WATER QUALITY TEST**--If the community contains a private water supply, you must submit documented proof of a safe water sample. Please contact our office if you need a list of testing labs.
4. **APPLICATION FOR MANUFACTURED HOME COMMUNITY LICENSE**--Complete the Department of Commerce, Mobile Home/Manufactured Home Community License Application (enclosed) and submit with the appropriate fees.
5. **SCHEDULE AN INSPECTION**--After plans and approvals are received by the Division of Safety and Buildings, an inspection will be scheduled to determine compliance with the Manufactured home community code.

Enclosed is a copy of SPS 326 and the Manufactured Home Community License Application. If you have any questions, please call (608) 264-9596. Thanks for your interest in the Manufactured Home Program.

SUBMIT ALL FORMS TO:

Department of Safety and Professional Services
Division of Professional Credential Processing
Manufactured Home/Mobile Home Unit
P.O. Box 8935
Madison, WI 53708-8935