
Introduction

This pamphlet was prepared to assist individuals who are considering adding additional sites to their manufactured home community, and those constructing a new manufactured home community. The Illinois Department of Public Health is responsible for regulating the construction of manufactured home communities and for licensing the communities after they are constructed. The only exception is those communities located in home rule units, which are exempt from the Mobile Home Park Act (210 ILCS 115/1 et seq.). Like any building project, three basic elements are necessary for manufactured home community development - planning, designing and constructing.

Planning

Before you spend any money on your development, you should be sure it is feasible and be informed of all state requirements. You should read the Mobile Home Park Act and the Manufactured Home Community Code. Copies are available from the Department at 217-782-5830. The Manufactured Home Community Code references other construction codes pertaining to water, sewage, electrical and fuel supply. You should also obtain copies of these regulations. If the proposed construction is in an area subject to flooding, there are additional requirements.

You also need to contact the local unit of government that has jurisdiction in this area (county, municipality or township) to determine its requirements. At a minimum, there will most likely be zoning restrictions that must be met. You will be required to employ licensed individuals for your project, such as architects, engineers, plumbers, private sewage contractors and water well drillers. The local authority may have additional regulations for individuals who perform the work.

You may wish to contact the regional office of the Illinois Department of Public Health to have the manufactured home community inspector meet with you at the proposed location of the construction to discuss your plans. Your local authorities also may be willing to consult with you at this time. While there is little expense involved in proper planning, the decisions made at this stage are most important.

Design

Once you have completed your construction plans, you need to put your ideas paper. The Mobile Home Park Act requires that the plans for a new community be prepared by either an engineer or architect licensed to practice in Illinois. The plans must be detailed to indicate compliance with all items of the Manufactured Home Community Code. Upon completion of the plans, the following items must be submitted to the Department's central office in Springfield.

1. Three copies of the "Application to Alter or Construct"
2. Two copies of the sealed plans
3. A completed "Special Flood Hazard Area Location Request Form"
4. The plan review fee, which is \$100 for new communities or \$50 for the expansion of existing licensed communities

Upon receipt of this information, one copy of your application will be sent to the local jurisdiction to determine if the project meets its zoning requirements.

Your plans normally will be reviewed within two to three weeks. Any comments or requests for additional information will be sent to you in a letter, and your engineer or architect will be provided a copy. After all necessary information has been provided and found to meet the requirements, the Department will issue a construction permit. Please read it carefully and follow all the conditions listed. You also may need plan approval from other governmental agencies such as the Illinois Environmental Protection Agency (if your construction involves public water or public sewage systems) or your county or municipality.

Construction

After receipt of all the required permits, you can begin construction. As noted previously, much of this work must be performed by licensed contractors. You should check the progress of the construction daily and, if you have any questions or if something needs to be constructed differently than indicated on the approved plans, notify the regional office of the Department.

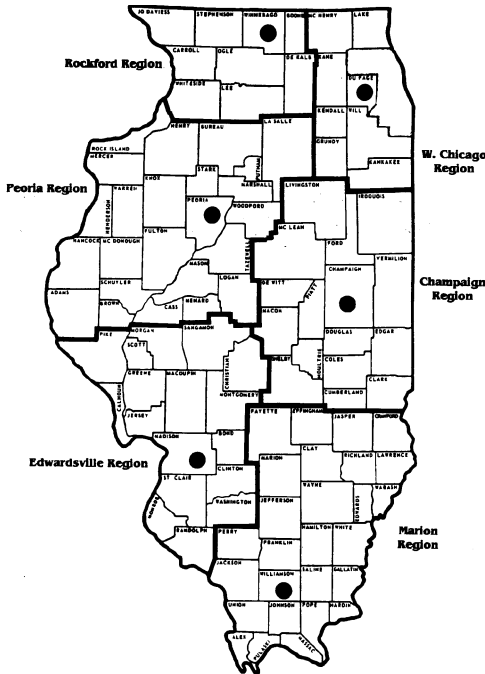
Licensing

Upon completing the construction of new sites, contact the Department's regional office to arrange for an inspection. Before homes can be placed on the new sites, Department approval must be issued. The Department inspector will notify the central office upon approval of the construction and a bill will be provided to you for licensure of the sites. A new community is required to pay \$3 per site plus a base price of \$100. Additional sites in an existing licensed community are billed at \$6 per site. New community fees are prorated according to the amount of time remaining before the April 30 license expiration date. Upon receipt of the fee and, in the case of a new community, the completed license application form, a license will be issued to your community if there are no zoning problems.

You will be responsible for maintaining the community in compliance with the Department's regulations. At least annually, a Department representative will inspect your facility to determine if it is eligible for license renewal.

For further information or assistance, please contact the Illinois Department of Public Health, Division of Environmental Health, 525 W. Jefferson St., Springfield, IL 62761, telephone 217-782-5830, TTY (for hearing impaired use only) 800-547-0466) or visit the Web site at <www.idph.state.il.us>.

Direct inquiries to the regional office serving your area.



Rockford
4302 N. Main St.
Rockford, IL 61103
815-987-7511

Peoria
5415 N. University
Peoria, IL 61614
309-693-5360

Edwardsville
22 Kettle River Drive
Glen Carbon, IL 62034
618-656-6680

Marion
2309 W. Main
Marion, IL 62959
618-993-7010

Champaign
2125 S. First St.
Champaign, IL 61820
217-278-5900

Central Office - Springfield
Division of Environmental Health
525 W. Jefferson St.
Springfield, IL 62761
217-782-5830

Expanding or Constructing a Manufactured Home Community

