



Mathews County Building Department
17 Court St, Mathews VA 23109; Phone: (804) 725-7171

Manufactured Home Building Permit Info & Data Sheet

All Manufactured Homes installed, moved or relocated in Mathews County must comply with the following regulations:

- The Mathews County Zoning Ordinance
- The Virginia Uniform Statewide Building Code (USBC)
- 24 CFR 3285 Model Manufactured Home Installation Standards
- The manufacturers installation manual
- The Mathews County Floodplain Management Ordinance and the FEMA-NFIP regulations, if the home is to be placed in a flood zone (SFHA).

Unit Info

Make-model of unit (s)	
Number of units	
Length of unit (s)	
Width of unit (s)	
Exterior HUD Label Number (s)	

To obtain a Building Permit the following info & construction documents must be submitted:

1. A Mathews County Zoning Permit.
2. A footing-foundation-pier layout plan (size & spacing of piers must be labeled).
3. An anchor or tie down plan (listing or showing the spacing of the tie-downs or anchors).
4. If the manufactured home is to be placed in a flood zone (SFHA), the proposed elevation of the lowest floor must be listed or labeled and a Flood Zone Permit must be signed.

In addition, prior to a Final Inspection and a Certificate of Occupancy being issued, an Elevation Certificate must be submitted (for review and approval) to the Building Dept.

5. All steps, stairs, handrails, guards and decks must be USBC approved. All decks require plans showing the construction details (landings up to 4'x4' do not require plans).
6. Prior to a Final Inspection and a Certificate of Occupancy being issued, documentation from the Virginia Department of Health must be submitted to ensure an approved well and sewage disposal (septic) system is installed.
7. Per the Code of Virginia (§ 36-99.8) Approved skirting (or equivalent) shall be installed around the perimeter of the manufactured home.