



This Information Bulletin is for use in obtaining building permits to locate a mobile home on property outside of an approved mobile home park. *(Note that 'mobile homes' are now called 'manufactured homes' by federal HUD standards and Missouri state statute.)* A mobile home located outside of an approved mobile home park must be converted to real property. Private subdivision covenants should be referenced to ensure that this type of development is permitted in a specific subdivision.

The mobile home may be converted to real estate by submitting the following for review and approval:

1. Construction plans and site plans as required in [Information Bulletin No. 100 - Requirements for Plans Review Submittal, One- and Two-Family Dwellings](#). Such plan shall indicate that the running gear will be removed and shall provide details of the connection of the mobile home frame to the permanent foundation;
2. Information from the manufacturer of the mobile home indicating the approval of the construction by the Missouri Public Service Commission, Manufactured Housing Division, or by the U.S. Department of Housing & Urban Development (HUD); and,
3. A letter stating that the mobile home vehicle title, registration, and license plates will be surrendered to the County Assessor and that the property will then be placed on the tax rolls as real property.

A building permit will be issued after review and approval of this information in accordance with Information Bulletin No. 100. No certificate of occupancy shall be issued until the owner or licensed residential contractor has provided evidence that the requirements of item #3 above have been completed.