

DEPARTMENT OF PUBLIC WORKS  
Building Inspection Division



**MEMORANDUM**

November 1, 2004

**BULLETIN E-01-04**

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

**SUBJECT: Meter Box Locations and Projections for Mobile/Manufactured Homes**

City Ordinances 2002-608-E and 2003-891-E have required that many mobile/manufactured homes be provided with a projection of some sort, and also that the electrical meter box be mounted directly to the home. I would advise that you contact the mobile home installer and/or homeowner to clarify your scope of work. The Zoning section is ensuring that if these items are required, that they are shown on the approved site plan. In order for the electrical inspector to be able to confirm that these requirements have been met, the site plan must be on-site and available at the electrical final.

Therefore, **effective immediately**, an approved site plan must be available at the site for the final electrical and tie-down inspection for mobile/manufactured homes.

Xc: James Schock  
Jimmy Douglas

