



TYPE OF REQUESTED ENGINEERING JOB

- Permanent Foundation Certification for Manufactured Home**
 - NEW home (fill out Section 1 & 2 data only)
 - EXISTING home evaluation (fill out Section 1 & 2 data only)
 - EXISTING home upgrade by installer (fill out Section 1 & 2 data only)
- Site Built Home Structural Repair** (fill out Section 1, 3 & 4 data only)
 - Engineering Drawings for Permitting (fill out Section 1 & 3 data only – section 4 as needed)
 - As Built Verification (fill out Section 1 & 3 data only)
- Site Built Home Structural Letter** (fill out Section 1 data only)

SECTION 1—CONTRACTOR INFORMATION

Date ordered: _____
 Contact Person: _____
 Company: _____
 Address: _____

 Contact phone: off: _____ cell: _____
 Fax _____
 Email to deliver project: _____

SECTION 1—JOB LOCATION INFORMATION

Street Address of home: _____
 City, State, Zip: _____
 Owner Name: _____
 Owner Phone: _____

SECTION 2— MANUFACTURED HOME INFORMATION

Minimum required photographs:

- HUD label #(s): _____
- FOCUSED PHOTO REQUIRED AND WRITE NUMBER ABOVE!!**
- front back additions (show foundation) skirting (show footing, if any)
- tie downs/anchors (one photo for each kind) piers (show base)

OBSERVED FEATURES:

Skirting:

- concrete block or brick w/observed footing
 - unbacked vinyl other vinyl or plastic wood tin
 - other: _____
- other observable footing no observable footing

Piers:

- on poured concrete footing (concrete observed)
 - poured pads strip footings full/partial slab
- on grade on plastic (ABS) base on 16"x16"x4" CMU base on wood base

Tie Downs/Anchors:

- anchored into concrete. ground anchors.
- total number installed on front and back _____ (perpendicular to I beam)
- total number installed on sides _____ (parallel to I beam)
 - galvanized straps cable welded rebar/beams
 - other: _____

Proprietary Systems:

- Existing Newly Installed
- Oliver number: _____
- Foundation Works number: _____
- Minuteman Products (LLBS) number: _____
- Tie Down Engineering (XI2) number: _____
- Seismic Piers number: _____
- Other number: _____
- Manufacturer (if known) _____

SECTION 3—JOB INFORMATION

- Type of Job:
- wall anchor
 - helical wall anchor
 - push pier
 - helical pier
 - crawlspace jack
 - other: _____

Manufacturer: _____

Sketch showing full dimensions of foundation and proposed location of anchors/piers must be attached or included below

Copy of homeowner's contract attached

As Built Request

copies of before/after photos attached

If applicable,

Building Insp Dept: _____

Bulding Insp Dept phone: _____

Other Comments _____

Sketch of proposed pier layout (or attach copy)
Show dimensions

Blank area for sketching pier layout and dimensions.



Section 4—Observed Exterior Features
Sections left blank will be considered "not applicable"
Include Photo of Each & ID by # and Show on Sketch

1. Existing Foundation Construction: Approximate Age:
Basement %: Crawlpace %: Slab %:
Poured Concrete Stone CMU Block Wood
Other:

2. Ext Foundation Condition:
a) horizontal / vertical cracks (circle one)
b) diagonal cracks
c) foundation cracks: max width in
d) bowed/leaning foundation wall in
e) settlement
f) uplifting
g) other:
observed existing foundation repairs
Describe:

3. Exterior Cladding/Skirting Construction: Approx Age:
Brick Stone CMU Block Wood Stucco
Other:

4. Exterior Cladding/Siding Condition (if applicable);
a) horizontal / vertical cracks (circle one)
b) diagonal cracks
c) bowed/leaning wall in
d) racking
e) chimney separation
f) other:

5. Roof Condition
a) wavy
b) racking
c) other:

(Note: looking for foundation problems as evidenced by roof shape)

6. Exterior Site Condition
a) poor surface drainage away from house
north / south / east / west (circle)
b) downspouts need extensions
c) settled areas near foundation
d) describe lot slope:

e) other:

Other Comments:

Section 4—Observed Interior Features
Sections left blank will be considered "not applicable"
Include Photo of Each & ID by # and Show on Sketch

7. Basement Construction:
Basement Finished % Basement Unfinished %
Basement Walls:
Poured Concrete Stone CMU Block Wood
Interior supports
Drywall condition:
Other:

8. Basement Condition:
a) horizontal / vertical cracks (circle one)
b) diagonal cracks
c) wall cracks: max width in
d) bowed/leaning basement wall in
e) settlement / uplifting (circle one)
f) floor cracking
g) noticeable lip: in
h) sloping floor
i) floor separation from wall
j) other:

9. Crawlpace / Old Basement Issues:
a) wood posts on dirt
b) caisson deterioration
c) beam damage
d) old "homemade" supports
e) collapse voids
f) possible insect damage
g) sump present
h) pump present operating yes / no / unknown
i) drain tile in sump can't see interior of sump
j) visible signs of mold
k) visible efflorescence
l) visible signs of water entry
m) describe:

10. Living Area Condition:
a) doors don't operate properly
b) windows don't operate properly
c) horizontal / vertical cracks (circle one)
d) diagonal cracks
e) bowed/leaning wall in
f) settlement / uplifting wall (circle one)
g) skewing in wall
h) sloping floor
i) other:

11. Attic Construction/Condition:
truss unsupported rafters supported rafters
a) wavy roof line
b) moisture damage
c) rafter / joist / truss damage
d) other:

Required Photographs:

- 1) Front, Back, & Sides of House
2) Visible Portions of Foundations
3) Each Item of Structural Concern
4) Each Observed Item Checked Above
5) Reference each photo by number and letter (e.g. 2b or 6a)

ATTACH SKETCH SHOWING LOCATION OF SECTION 4 ITEMS

Call 877-831-5550 if you have questions on using this checklist