

NOTICE:

TO ALL OWNERS /MANAGERS OF MANUFACTURE HOME COMMUNITIES

This is to inform all owners/managers of all manufacture home communities that if and when you have a new pad poured, are if you have any extension poured to an existing pad you are hereby notified that you are required to call the Administration Office at (618) 931-6100 x 18 to have a footing inspection before the concrete is poured. Failure to abide by the above may result in tearing out the poured concrete.

Also BEFORE a manufactured home is brought into the community either by the management or by a resident the pad will have to have an onsite inspection. This inspection will be conducted by the Pontoon Beach Occupancy Inspector; this may be arranged by coming into the Village Hall at #1 Regency Parkway, Pontoon Beach, Illinois. Failure to abide by the above could result in the owner not being allowed to get utilities turned on. It is imperative that the pad is inspected by Barry before the manufactured home is set on the pad.

All managers are to tell residents that they have to come into the Village Hall for a Placement Form this form shows who is setting the manufactured home who is doing the electric, and plumbing. The cost of this form is \$305.00, after all inspectors signs off on the placement form the resident will again come into the Village Hall and fill out an Occupancy Permit which is a cost of \$50.00. This office has mailed each community forms that you may copy if you wish and give them to your prospective residents.

If you have any questions please feel free to call the Administration Hall at (618) 931-6100 x 18.

Thank you,

**Barry Gauen D/b
Pontoon Beach Occupancy Inspector**