



PLAN AND PREPARE THE HOMESITE

Coordinate the exact home location, access, earthwork, drainage, foundation, permits, and inspections.

PROPERTY

DEALER

HOME / MODEL

DELIVERY CONTACT

SITE-WORK CONTACT

DATE UPDATED

LOCK DOWN THE HOMESITE PLAN

- ☐ The exact home footprint, orientation, and section layout are marked.
- ☐ The driveway entrance and full delivery route are marked.
- ☐ There is room for every home section, transporter, setup machine, and crew.
- ☐ Property lines, easements, setbacks, and restricted areas are marked.
- ☐ Septic, sewer, electrical, water, gas, internet, and other utility routes are marked.
- ☐ Parking, steps, porches, HVAC equipment, drainage, and future additions were considered.
- ☐ Every contractor and provider is working from the same current plan.

PERMITS, APPROVALS, AND INSPECTIONS

- ☐ State, county, city, health-department, utility, and building requirements were checked.
- ☐ I confirmed whether both city and county requirements apply.
- ☐ Every required permit and approval is listed.
- ☐ The person responsible for each permit and fee is written down.
- ☐ The inspection sequence and what must remain visible are understood.
- ☐ Pre-foundation, pre-delivery, setup, utility, and occupancy approvals are scheduled or complete.
- ☐ Approved plans, permits, inspections, and final approvals are saved.

CLEARING AND DELIVERY ACCESS

- ☐ Required trees, brush, stumps, structures, fences, and overhead obstacles are removed.
- ☐ The driveway, entrance, culvert, turns, staging area, and setup area are ready.
- ☐ Roads, bridges, culverts, slopes, and soft ground can support delivery equipment.
- ☐ Low lines, limbs, gates, signs, mailboxes, ditches, and narrow turns are resolved.
- ☐ Protected septic, well, utility, and easement areas are clearly marked.
- ☐ The dealer or delivery contractor rechecked the route after major site work.

EARTHWORK AND DRAINAGE

- ☐ Excavation, fill, grading, compaction, gravel, and retaining work are complete.
- ☐ The site is graded so water drains away from the home and wastewater system.
- ☐ Low areas, standing-water paths, erosion risks, and unstable slopes are corrected.
- ☐ Drainage from roads, neighboring land, roofs, HVAC, and future hard surfaces is planned.
- ☐ Fill and heavy equipment stayed out of protected septic areas unless approved.
- ☐ Required compaction, elevation, drainage, or soil verification is documented.

KEY CONTACTS

- ☐ Dealer project and delivery or setup contacts are recorded.
- ☐ Site-work and foundation contacts are recorded.
- ☐ Electric utility and electrician contacts are recorded.
- ☐ Water provider or well-contractor contacts are recorded.
- ☐ Septic or sewer and HVAC contacts are recorded.
- ☐ Local permit and inspection offices are recorded.



COORDINATE EVERY UTILITY

Confirm provider requirements, contractor responsibilities, inspections, timing, and activation for each service.

ELECTRICAL SERVICE

- ☐ The physical service address and serving electric provider are confirmed.
- ☐ The account and new-service request were started early.
- ☐ The provider received the home location, load information, site plan, and requested details.
- ☐ Overhead or underground service and the approved route are confirmed.
- ☐ Pole, transformer, trench, conduit, meter, disconnect, grounding, and customer equipment rules are confirmed.
- ☐ Utility, electrician, dealer, and buyer responsibilities are written down.
- ☐ Costs, inspections, prerequisites, scheduling, and activation steps are recorded.
- ☐ The electrician has the provider's current manufactured-home specifications.

WATER SERVICE OR WELL

- ☐ Public water availability, meter or tap location, fees, and specifications are confirmed.
- ☐ Provider-owned and customer-owned portions are identified in writing.
- ☐ Pipe, burial depth, valves, backflow, trench, crossing, and inspection rules are confirmed.
- ☐ Well project: permit, location, drilling, pump, pressure system, testing, treatment, and connections are confirmed, if applicable.
- ☐ The completed customer-owned water line will be pressure-tested.
- ☐ Required inspections will happen before the trench is covered.
- ☐ The route, pipe, fittings, valves, and crossings will be photographed before backfill.

SEPTIC OR PUBLIC SEWER

- ☐ The approved septic design or public-sewer connection is confirmed.
- ☐ Tap, impact, permit, design, installation, and inspection fees are understood.
- ☐ Tank, drain field, replacement area, sewer route, setbacks, and elevations are marked.
- ☐ The installer, provider, dealer, and buyer responsibilities are written down.
- ☐ Required soil evaluation, design, permits, installation, and inspection are complete or scheduled.
- ☐ No work will be covered before required inspection.
- ☐ Vehicles, fill, and construction traffic are kept out of protected septic areas.

HVAC PREPARATION

- ☐ The exact equipment, efficiency, thermostat, and manufacturer package are confirmed.
- ☐ The installer has the home's design information and completed the applicable load calculation.
- ☐ Floor or overhead ducts and required equipment airflow arrangement are confirmed.
- ☐ Outdoor pad, disconnect, circuit, ducts, condensate, permits, inspections, startup, and testing are assigned.
- ☐ Permanent electrical service will be available for startup and commissioning.
- ☐ Supply, installation, startup, registration, and warranty responsibilities are written down.
- ☐ Equipment and duct connections will be tested before move-in.

FOUNDATION PREPARATION

- ☐ The approved foundation matches the home, lender, installer, soil, and local requirements.
- ☐ Manufacturer instructions and any required engineered design are on site.
- ☐ Soil, bearing, fill, compaction, frost, drainage, and elevation requirements are confirmed.
- ☐ Pier system: pad material, grading, footings, and pier locations are confirmed, if applicable.
- ☐ Footer or crawlspace: layout, access, ventilation, drainage, and utility routes are confirmed, if applicable.
- ☐ Slab: drains, sleeves, conduits, and connection points were confirmed before concrete, if applicable.
- ☐ Basement: engineering, soil, drainage, chases, utilities, and home alignment are confirmed, if applicable.
- ☐ Required foundation inspections are complete before delivery.



CONTROL RESPONSIBILITIES AND CONFIRM READINESS

Document the work, track every handoff, and get the delivery team to confirm the site before scheduling.

DOCUMENT THE WORK BEFORE IT IS COVERED

- ☐ Current provider specifications, drawings, and contractor packets are saved.
- ☐ Quotes, contracts, invoices, receipts, permits, inspections, and approvals are saved.
- ☐ Trenches, conduits, pipes, fittings, valves, crossings, and connections are photographed.
- ☐ Fill, compaction, grading, drainage, foundation, and protected areas are photographed.
- ☐ Every scope, price, route, material, responsibility, or schedule change is written down.
- ☐ Photos, videos, and records are organized by contractor, provider, and part of the project.

RESPONSIBILITY AND TIMELINE TRACKER

- ☐ Every remaining task has one named responsible person or company.
- ☐ Each task shows prerequisites, required documents, cost, scheduled date, and next action.
- ☐ Dealer, installer, provider, contractor, lender, inspector, and buyer handoffs are clear.
- ☐ I follow up before a promised or required date is missed.
- ☐ Provider backlogs and contractor lead times are included in the schedule.
- ☐ No one is relying on a verbal assumption about who will complete or pay for work.

OTHER SERVICES AND TRENCH COORDINATION

- ☐ Propane or natural-gas tank, route, regulator, connections, permits, and testing are confirmed, if applicable.
- ☐ Internet, phone, cable, or fiber availability and route are confirmed.
- ☐ Trenches will be shared only when every provider and code requirement allows it.
- ☐ Utilities will be located and marked before digging.
- ☐ Completed work will be protected from later contractors and heavy equipment.
- ☐ Each provider's prerequisites are complete before its crew is scheduled.
- ☐ Account numbers, contacts, appointments, inspections, and activation dates are recorded.

FINAL DELIVERY-READY CHECK

- ☐ The legal delivery route and homesite are clear, stable, and accessible.
- ☐ The footprint, foundation, and section orientation match the ordered home.
- ☐ Required permits, approvals, and pre-delivery inspections are complete.
- ☐ Foundation work is complete and accepted for delivery and setup.
- ☐ Septic or sewer areas are protected and ready for the correct next step.
- ☐ Electrical, water, HVAC, and other utilities are ready for the correct next stage.
- ☐ Everyone agrees on remaining responsibilities, timing, and payment.
- ☐ No unresolved work blocks delivery equipment or the setup crew.
- ☐ The dealer or delivery contractor confirmed readiness before scheduling delivery.

IMPORTANT

- ☐ Delivery-ready does not always mean move-in-ready.
- ☐ Final utility connections, HVAC startup, inspections, trim-out, and occupancy approval may happen after delivery.
- ☐ Confirm the exact sequence for your home, lender, installer, providers, and location.
- ☐ Do not schedule delivery based only on your own checklist; obtain confirmation from the dealer or delivery contractor.