

City of Andrews
Manufactured Home Guide

Permitting and Inspection Process

Must have the **address**: street, avenue, lot number, legal description, etc.

Confirm with City Staff that proposed location is **properly zoned** for a manufactured home.

Approval of **Legal Property Owner**. A letter of agreement or contract with the property owner to place a manufactured home on their property is required before move-in permit will be issued. If the same owner, a property title or sales contract is required to confirm ownership. A search through the Andrews Appraisal District will be conducted to confirm that the manufactured home owner and property owner are one in the same.

Warning: Lots or property found within old mobile home parks may NOT meet all requirements to comply with the zoning regulations, which allow ONE dwelling per platted lot. In the past, there has been some confusion with the property's use, sale, platting and re-platting. The primary issue is the misunderstanding of *Platted lots vs. Mobile Home Spaces*. These previous mobile home parks were zoned (Specific Use) with a variance that allowed two mobile homes per platted lot, thus creating spaces NOT platted lots.

All **taxes** must be up-to-date at the time of applying for a permit. Texas allows only **one homestead to be filed**.

Title or sales contract of manufactured home must be in hand to verify ownership of the home to be moved in. HUD or Texas Seal Number Identification tag is used to verify same manufactured home.

A manufactured home (formerly known as a mobile home) is built to the Manufactured Home Construction and Safety Standards (HUD code) and displays a red certification label on the exterior of each transportable section. Ref: www.hud.gov Manufactured Home – Consumer's Guide

The manufactured home must display the **bonafide HUD or Texas Seal Number Identification Tag** and/or permanent identification number, frequently found welded or stamped into the steel frame.

TITLE 24 – HOUSING AND URBAN DEVELOPMENT Sec. 3282.205 Certification requirements.

Survey of property must be provided (corner pins must be in place) in order to verify property lines required to determine setbacks.

Preliminary Site Plan must be submitted and reviewed by staff prior to permit being issued. A good resource for a site plan is your survey. The minimum paper size of the site plan is letter (8-1/2 x 11 inches). The site plan should include the entire lot, with the following:

- Lot lines with dimensions and road frontage noted. Lots must have a minimum width of 50' (unless specified in a Specific Use Permit)
- existing or proposed driveway, a minimum 5' length by 10' wide and 4" thick concrete approach from street right-of-way onto property.
- parking spaces and walkways, with width and surface material described.

There shall be a minimum of one off-street parking space for each platted lot.

NOTE: Should a manufactured home be brought into the city limit that does not meet the set minimum standards: A 10-day written notice to remove or repair will be given to the owner and may then be filed in Municipal Court if not removed or repaired within the 10 days. Each day that violation exists after the 10 days have expired shall be deemed a separate offense. Any person who shall fail to comply with these requirements shall be guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed two-thousand dollars (\$2,000.00). Ordinance 1430, Sec. 6

Fees

- Water and Garbage Deposit - \$65
- Water Tap (3/4") - \$484; (1") - \$625; upgrade from 3/4" to 1" - \$250
- Sewer Tap - \$225
- Move-In Permit for Manufactured Home - \$0.05¢/square foot
- Plumbing and Electrical Permits - \$25.00/ea.

The **Move-In Permit** will be issued once the site plan and application have been approved and all details have been discussed with the applicant. Issuance of this permit will include all inspections required to set-up the home: utility connections, tie-down, skirting, installation of stoops and steps. Decks 36 square feet or less will be included with this permit. Any deck exceeding 36 square feet will require a separate permit.

Footings and pier spacing and anchorage shall meet the current Texas Manufactured Housing Division (MHD) Regulations for Manufactured homes and the Manufacturer's Installation Instructions. Steps shall meet the Texas (MHD) Regulations for Manufactured Homes.

Reminder: A Certificate of Occupancy is **required** before occupancy of any new, or relocated manufactured home.

Note: A manufactured home owner (per title) is required to obtain the move-in permit. The City highly recommends that a State registered licensed set-up/installer be used. Regardless of whether the work is performed by a licensed installer, homeowner or anyone else, the installer's name must appear on the permit as the "installer". All installation work is subject to State inspection by state officials or city building inspector, and in accordance with the rules of the Texas Department of Housing and Community Affairs, Texas Administrative Code, Chapter 80, Manufactured Housing Division. A copy is available for review in the Inspection Office or may be viewed online at <http://info.sos.state.tx.us>.

Required Contractors: Plumbing, Electrical and Air Conditioning/Heat must be installed/connected by a contractor licensed in the State of Texas to conduct such work.

Exception: A home-owner may perform the work when both the manufactured home and the land on which it is placed are owned by the same person **and** the home will be their registered homestead (not for rental purposes). Approval may be granted to the applicant for any such work associated with the manufactured home pending approval from the building inspector or

official. If the homeowner chooses to perform the work, they must schedule an appointment with the Building Inspector before any work is performed.

Misleading or false information may result in the termination of all utilities and/or legal prosecution.

Inspections should be called in at least 4 hours prior to the actual inspection. The homeowner or installer must be present during all inspections and must be 18 years or older.

1. *Site Inspection* – property corner markers, area where manufactured home will be placed and location of utilities, driveway, parking space, curb & gutter.
2. *Primary Inspection* – Exterior examination, soil condition, bracing/blocking, tie-downs, plumbing, electrical, and ac/heat hookup, and interior walk through.
3. *Final Inspection* – *Underpinning/Skirting are installed (Ord. 1272). Verification of any minor repairs needed to the exterior and/or interior, utilities may be released if all is found to be in compliance.*

The following is a summary of items required at the inspection. This is meant to be a guide and is not a complete list of code requirements. Requests for inspections are made after work has been completed and the home is open and ready for inspection. **The proper address must be posted and visible from the street.**

1. All entrance doors must have steps leading to them.
2. Entrance doors swing out shall have a minimum 3' x 3' landing outside the door (not applicable for screen or storm door).
3. All windows and doors are intact, undamaged and operable.
4. Exterior roof, siding and seams in good condition, water tight, painted (water repellent) and well sealed.
5. Interior walls and floors sound and intact with no holes
6. Smoke detectors throughout as per State law.
7. All steps are in accordance with the Texas (MHD) Regulations.
8. Decks and porches sound and with no holes.
9. Additions to a manufactured home are required to be engineered and must be reviewed and permitted. With exception of ramps, stoops and steps.
10. For new homes, the manufacturer's installation instructions must be in a conspicuous location. Foundation system and tie-downs must be installed in accordance with the installation instructions for new homes. Installation of relocated homes must also be in accordance with the Texas (MHD) Regulations.
11. In the absence of specific instructions from the manufacturer, an engineer's letter is required for the set up when more than 25% of the homes main support piers are higher than 3'-0" above grade measured at the bottom of the I-Beam.
12. Undisturbed soil bearing the loads of the bracing/blocking (determined pier spacing) must be verified during the site inspection.
13. An engineer's letter is required when screw anchors are placed in concrete.
14. Underneath the home is graded to prevent water from collecting.
15. A GFCI convenience receptacle is located adjacent to mechanical equipment.
16. The electrical system is complete with proper conductor and over current device sizes.
17. All electrical conduit is supported according to code.
18. The gas supply is installed in accordance with local regulations and the International Fuel Gas Code.
19. All hose bibs have means for backflow prevention.
20. The sewer line is run with correct fall and the connection to sewer line exposed for the inspection.
21. All mechanical equipment must be installed with proper over current protection device.
22. All mechanical equipment located outside is level on a suitable pad.

23. The ductwork run under the home is supported every 4'-0" and is greater than 0'-4" above grade.
24. Any replacement mechanical equipment must be approved for use in manufactured housing.
25. Do not install any skirting until all inspections have been conducted and approved.
26. Underpinning/skirting must be installed before utilities can be released.

Certificate of Occupancy – Once all the inspections are completed and all alterations, repairs, and conformations have been made and the Certificate of Occupancy has been filed, the home may be occupied.

**MANUFACTURED HOME MOVE-IN
CHECKLIST NO. 1 - PERMIT CHECKLIST**

ALL OF THE FOLLOWING STEPS MUST BE COMPLETED BEFORE A PERMIT FOR A MANUFACTURED HOME CAN BE ISSUED.

HAS APPLICATION BEEN COMPLETED PROPERLY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE TAXES PAID AND UP TO DATE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
TITLE OR SALES CONTRACT IN HAND?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
HUD OR TEXAS SEAL INTACT ON MANUFACTURED HOME?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SURVEY WITH STAKES ON SITE OR MARKED PROPERTY STAKES IN PLACE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SITE PLAN DRAWN OUT AND READY TO BE TURNED IN?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SETBACKS MEASURED OUT ON ALL FOUR SIDES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ACCESS TO ALL UTILITITES	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DRIVEWAY APPROACH	<input type="checkbox"/> YES	<input type="checkbox"/> NO
OFF-STREET PARKING	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CURB AND GUTTER IN PLACE (IF APPLICABLE)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PROPER DRAINAGE/PLACEMENT PAD (4" THICK)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOES MANUFACTURED HOME MEET MINIMUM STANDARDS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

IF YOU HAVE ANSWERED "YES" TO ALL OF THE ITEMS ABOVE, YOU ARE NOW READY TO HAVE THE INSPECTOR REVIEW YOUR INFORMATION FOR A PERMIT.

PROCEED TO CHECKLIST NO. 2

MANUFACTURED HOME MOVE-IN

CHECKLIST NO. 2 – FINAL INSPECTION CHECKLIST

All entrance doors must have steps leading to them.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Entrance doors swing out shall have a minimum 3' x 3' landing outside the door (not applicable for screen or storm door).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
All windows and doors are intact, undamaged and operable.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Correct address is placed on the home, on the side facing the addressing street. They must be plainly visible in at least 3" and in a contrasting color from home.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Exterior roof, siding and seams in good condition, water tight, painted (water repellent) and well sealed.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Interior walls and floors sound and intact with no holes	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Smoke detectors throughout as per State law.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
All steps are in accordance with the Texas (MHD) Regulations.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Decks and porches sound and with no holes.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Additions to a manufactured home are required to be engineered and must be reviewed and permitted. With exception of ramps, stoops and steps.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
For new homes, the manufacturer's installation instructions must be in a conspicuous location. Foundation system and tie-downs must be installed in accordance with the installation instructions for new homes. Installation of relocated homes must also be in accordance with the Texas (MHD) Regulations.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
In the absence of specific instructions from the manufacturer, an engineer's letter is required for the set up when more than 25% of the homes main support piers are higher than 3'-0" above grade measured at the bottom of the I-Beam.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Undisturbed soil bearing the loads of the bracing/blocking (determined pier spacing) must be verified during the site inspection. An engineer's letter is required when screw anchors are placed in concrete.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Underneath the home is graded to prevent water from collecting and required compacted improved surface is in place, minimum 4" thick.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
A GFCI convenience receptacle is located adjacent to mechanical equipment.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The electrical system is complete with proper conductor and over current device sizes.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

All electrical conduit is supported according to code and exposed for the inspection.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The gas supply is installed in accordance with local regulations and the International Fuel Gas Code.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
All hose bibs have means for backflow prevention.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The sewer line is run with correct fall and the connection to sewer line exposed for the inspection.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
All mechanical equipment must be installed with proper over current protection device.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
All mechanical equipment located outside is level on a suitable pad.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The ductwork that is run under the home is supported every 4'-0" and is greater than 0'-4" above grade and exposed for inspection.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Any replacement mechanical equipment must be approved for use in manufactured housing.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Install all skirting except the pieces that would conceal any article or utility needing inspection until all inspections have been conducted and approved.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Underpinning/skirting must be installed before utilities can be released.	<input type="checkbox"/> YES	<input type="checkbox"/> NO



APPLICATION FOR MANUFACTURED HOME PERMIT

APPLICANT
Owner's Name (for the Manufactured Home):
Current Address:
City/State/Zip:
Phone No.:
Owner of Land (if not the same as owner of Manufactured Home):
Current Address:
City/State/Zip:
Phone No.:
SITE INFORMATION
Site Address:
List Existing Structures on the Property: (On back of this form, draw in your lot showing street, alley and avenue, if applicable, along with location of manufactured home and any other structures located on the lot)
MANUFACTURED HOME INFORMATION
Bedrooms:
Bathrooms:
Other Rooms:
Value:
Serial No.: (UL/HUD)
Make:
Year:
Size:
Color:
Previous Address (Include City and State) where Home was located or Business from which it was purchased:

SET-UP
Set Up Contractor:
Address:
City/State/Zip:
Phone No.:
License No.:
Contact Name:
Phone No:
ELECTRICAL
Electrical Contractor*:
City/State/Zip
License No.:
Phone No.:
PLUMBING
Plumbing Contractor*:
City/State/Zip
License No.:
Phone No.:
A/C & HEATING
A/C Heating Contractor*:
City/State/Zip
License No.:
Phone No.:

* Plumbing, Electrical and A/C & Heat work must be installed/connected by contractor licensed in the State of Texas for such work.

Exceptions: A person may perform the work when both the mobile home and the land on which it is placed are owned by that person **and** the home is for their own residence (**not rental property**).

Approval must be granted to the applicant for any such work associated with manufactured homes. Talk with the Building Inspector before any work is performed.

Misleading or false information may result in the termination of all utilities or legal prosecution.

Applicant agrees to comply with all Building Regulations and other applicable laws to the use of the structure and facilities referred herein. The permit issued for work shall expire by limitation six months after the date of issuance, if the work authorized has not started. If after commencement, the work is discontinued for a period of six months, the permit shall expire. No work, authorized by any expired permit, shall be performed until a new permit has been obtained.

Applicant/Owner/Agent

Phone No.

Date

FOR OFFICE USE ONLY – DO NOT COMPLETE
PIN/Tax Map/Parcel:
Legal Description:
Zoning Classification:
Move-In Permit No.:
Approved By: