



# Manufactured Home Permit Application

**Application Instructions:** Please print clearly. Fill in all blanks as they pertain to your project or label N/A. Read all sections on each page and please sign at the bottom of page 2 & 3! Incomplete applications will cause delays and will not be approved!

ADDRESS / LOCATION OF WORK:	DATE OF APPLICATION:
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LEGAL DESCRIPTION:	OFFICIAL USE ONLY:					
<table border="1" style="width:100%"> <tr> <td style="width:33%">SUBDIVISION:</td> <td style="width:17%">PHASE:</td> <td style="width:17%">LOT #:</td> <td style="width:33%">BLOCK #:</td> </tr> </table>	SUBDIVISION:	PHASE:	LOT #:	BLOCK #:	<table border="1" style="width:100%"> <tr> <td style="width:100%">PERMIT #:</td> </tr> </table>	PERMIT #:
SUBDIVISION:	PHASE:	LOT #:	BLOCK #:			
PERMIT #:						

<b>PROPERTY OWNER INFORMATION:</b> <table border="1" style="width:100%"> <tr><td>NAME:</td></tr> <tr><td>ADDRESS:</td></tr> <tr><td>CITY/STATE/ZIP:</td></tr> <tr><td>EMAIL:</td></tr> <tr><td>FAX:</td></tr> <tr><td>PHONE:</td></tr> <tr><td>CELL:</td></tr> </table>	NAME:	ADDRESS:	CITY/STATE/ZIP:	EMAIL:	FAX:	PHONE:	CELL:	<b>HOME OWNER INFORMATION (if different)</b> <table border="1" style="width:100%"> <tr><td>NAME:</td></tr> <tr><td>ADDRESS:</td></tr> <tr><td>CITY/STATE/ZIP:</td></tr> <tr><td>EMAIL:</td></tr> <tr><td>FAX:</td></tr> <tr><td>PHONE:</td></tr> <tr><td>CELL:</td></tr> </table>	NAME:	ADDRESS:	CITY/STATE/ZIP:	EMAIL:	FAX:	PHONE:	CELL:	<b>Staff Checklist</b> <ul style="list-style-type: none"> <li>• Plat</li> <li>• Encroachments into easements, rights-of-way, etc.</li> <li>• Utilities</li> <li>• Property address and legal description</li> <li>• Property lines and lot dimensions</li> <li>• Abutting streets and alleys</li> <li>• Easements</li> <li>• Water meters, electric meters, sewer and water taps</li> <li>• Outline of structures</li> <li>• Driveway location, material, and vehicle accommodation</li> <li>• Zoning</li> </ul>
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<b>MANUFACTURED HOME SALES PERSON:</b>	
NAME:	PHONE/CELL:
ADDRESS:	FAX:
CITY/STATE/ZIP:	EMAIL:

<b>STATE LICENSED MANUFACTURER HOME INSTALLER INFORMATION</b>		
NAME:	CITY/STATE/ZIP:	PHONE/CELL:
ADDRESS:	EMAIL:	FAX:

<b>BUILDING DATA:</b>		
Circle one: <u>New</u> or <u>Used</u>	Year of home:	Model.:
SQUARE FEET OF HEATED AREA:		Manufactured Home Serial No.:
SQUARE FEET OF UNHEATED AREA:		Manufactured Home Label No.:
SQUARE FEET TOTAL:	# of bath rooms:	# of bedrooms:

<b>TAPS:</b>
WATER TAP SIZE:
SEWER TAP SIZE:
IRRIGATION TAP SIZE:
FIRE SPRINKLER LINE TAP SIZE: (4" MIN.)

# CITY OF MADISONVILLE RESIDENTIAL SITE REQUIREMENTS

The following is a list of requirements for which the Applicant will be responsible. This information should be read very carefully and, if any of these requirements are unclear, please ask for assistance or clarification by the City Staff. **Do not sign** this application until you **understand** these requirements. **Please initial each statement to affirm that you have read, understand, and will conform to each of these requirements.**

I agree that the residence will accommodate the minimum parking requirements for 1-2 bedrooms: 2 spaces: 3-4 bedrooms: 3 spaces: 5 or more bedrooms: 4 spaces composed of an all-weather surface of asphalt, Portland cement, or a steel slag material up to one inch in size and a minimum of four inches thick:  
a. A throat width of at least 12 feet.  
b. Each space shall be a minimum of 9 ft width x 20.0 ft length.

I agree that if the residence to be placed on the property is a manufactured home it will follow these requirements:  
a. The manufactured home must be placed, tied down, and secured according to the standards set forth by the Building Official.  
b. All manufactured homes shall be skirted with a suitable weatherized material.

I agree that construction on property located in the 100-year Floodplain will require a **Development Permit and Elevation Certificate**. Such development is subject to certain additional restrictions and requirements as outlined in the Code of Ordinances.

**Call before you dig! Free Service!  
Just Dial 811**

INCOMPLETE APPLICATIONS  
MAY BE DELAYED AND MAY  
NOT BE APPROVED

## Inspection Sequence for Manufactured Home:

1. Inspection Prior to Move. If MH is located further than 30 miles outside of the city, photos may be submitted as required by the building official.
2. Pre-Pour (Driveway is formed and steel in place) / Driveway Inspection
3. Mechanical / Electrical/ Plumbing and Building Inspection (steps, handrails, landings, etc.)
4. Crawl Space Skirting / Final Building Inspection

**By signing this application, I acknowledge that I have read, understand and will conform to all requirements as stated on this page. Any errors or omissions not identified, as a result of the City of Madisonville's review of this application does not relieve the applicant from complying with City of Madisonville's Codes.**

\_\_\_\_\_  
**Applicant's Signature**

This site ( does / does not ) lie within a designated Special Flood Hazard Area. (100-year Floodplain)

This site (does / does not ) lie within a designated Floodway.

Approved for permitting by the City of Madisonville:

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Time in: \_\_\_\_\_ Time Out: \_\_\_\_\_

## MANUFACTURED HOME REQUIREMENTS FOR BUILDING PERMIT ISSUANCE

(Please initial that you have read, complied with each of the following items, and attached to this application all requested items below – BUILDING PERMITS WILL NOT BE ISSUED AND THE HOME WILL NOT BE APPROVED FOR OCCUPANCY UNLESS ALL OF THE FOLLOWING ITEMS ARE IN COMPLIANCE and attached to this application):

- I have attached a Site Plan to this application. Site plans shall be **8 1/2"X11" format**. Locate and dimension driveways, building setbacks, property lines, label overall dimensions of all structures on the site.
  
- I have attached a survey of the property, signed and sealed by a State of Texas Licensed Surveyor.
  
- Installers information is Required** – Only an installer currently licensed by the State of Texas will be issued a permit to install or level a manufactured home. It is a crime in Texas to perform any installation function on a manufactured home unless licensed by the state.
  
- The owner of the property where the home is to be placed must sign the building permit application.
  
- The HUD Label or Texas Seal** is affixed to the home - A manufactured home in Texas only qualifies as such if the HUD label or State Seal is properly affixed. If these are not present, the building is not considered a manufactured home and must comply with all residential building codes adopted by Madisonville for site built homes.
  
- Home must be Habitable** - Manufactured housing is habitable only if: (1) there is no defect or deterioration in or damage to the home that creates a dangerous situation; (2) the plumbing, heating, and electrical systems are in safe working order; (3) the walls, floor, and roof are: (A) free from a substantial opening that was not designed; (B) structurally sound; and (4) all exterior doors and windows are in place and operate properly. The City of Madisonville will not accept homes needing repairs, permit is for moving home into the city onto a private lot or in a licensed park.
  
- Attach copy of TxDOT Permit** - It is illegal to transport a mobile home even in the city limits without a TxDOT permit. Each section of the structure must have its own permit. TxDOT provides an online permitting process. [https://apps.dot.state.tx.us/apps/cps/cps\\_login.asp](https://apps.dot.state.tx.us/apps/cps/cps_login.asp) (1-800-299-1700)
  
- Attach Current Statement of Ownership and Location (SOL) and a Completed Application for a new SOL** - All mobile homes in Texas are required to have a Statement of Ownership and Location (SOL). It identifies who owns the home, what the home is being declared as (personal property or real property), where the home is physically located, and of course, the home information like the serial number, make, model, size, etc. If you move a mobile home, you have to update the SOL. Information on how to apply for a new SOL is available online from the Texas Department of Housing and Community Affairs – Manufactured Housing Division and is form 1037. <http://www.tdhca.state.tx.us/mh/docs/1037-applysol.pdf> (800-500-7074)
  
- I understand that All steps, landings, handrails, porches, accessory structures, etc. require compliance with city codes and ordinances and plans, details, etc. need to be submitted along with the site plan.

APPLICANTS SIGNATURE :

DATE:

PAGE 3 OF 3

PROPERTY OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT'S):

DATE: