

City of Huntsville

HUD MANUFACTURED HOME PERMIT PROCESS

Permits required for a mobile home to be installed within a mobile home park or on private property, including price, are as follows:

Certificate of Compliance	\$75.00
Connection Permit	No Charge
Electrical Permit	\$40.00
Plumbing Permit (no gas)	\$40.00 or
Plumbing Permit (with gas)	\$42.00
Mechanical Permit	\$45.00

1. The first step is to obtain a connection permit and a certificate of compliance application from the Central Inspection Division, located at the City Service Center, 448 Highway 75 North. The information required to obtain these permits is:
 - a. Manufactured home owner, mailing address, business address, and phone number.
 - b. Name of mobile home park, address of park, lot number, the address of the mobile home within the park.
 - c. Description of the manufactured home including year, manufacturer, model, color, serial number, body width and length, year home purchased, cost, etc.
 - d. Site plan, (an example is included in this packet) showing property lines, setbacks, legal description of property, a copy of the deed, etc.

After these two forms are completed, submit them for approval.

2. The second step is to obtain the additional permits (electrical, plumbing and mechanical). The permits must be obtained before any work is started.
 - a. The electrical permit entitles the person obtaining the permit to connect the mobile home to the service pole. Once electrical service is connected to the manufactured home, an electrical inspection is required.
 - b. The plumbing permit entitles the person obtaining the permit to connect the mobile home to the water, sewer and gas line. **A GAS TEST IS REQUIRED.** All water, sewer and gas line shall be connected before the inspector will inspect.
 - c. The mechanical permit entitles the person obtaining the permit to connect the manufactured home to the air conditioning unit. An inspection is required after the connection is made.
3. Plumbing, electrical and air conditioning connections must be permitted and performed by properly licensed persons in each of these trades. If your mobile home is occupied by you and is on private property which is legally recognized as your homestead, you may do your own electrical, plumbing and air conditioning connections without license requirements.

4. Tie down straps will be required on all manufactured homes located within a park or a private lot. Straps must be installed before the final occupancy approval by the inspector.
5. A manufactured home on a private lot has additional requirements but include the same permits necessary for a manufactured home in a mobile home park. (see attached Manufactured Home on a Private Lot for procedures).
6. **HUD MANUFACTURED HOME INSTALLATION:**

Electrical

- a. Electrical service poles must be placed in the location that Entergy or Mid-South Electric designates.
- b. The electrical service feeding the electrical distribution panel in your mobile home must match the rating list on the electrical nameplate attached to your manufactured home. If the name plates calls for **100 amps**, the wire size must be a **minimum of #4 AWG** with the proper type insulation. If the nameplate calls for **200 amps**, the wire size for the feeders must be **2/0 AWG** with the proper type insulation. There must be a ground wire attached to the frame of the manufactured home to either a galvanized ground rod - 5/8"x8' or copper ground rod - 2"x8' may be used.
- c. All outside air conditioning compressor units shall have a weather proof disconnect installed on the adjacent wall at a height no more than five (5) feet from the finish grade. Air conditioning compressor unit shall be connected in conduit to the electrical service.

Plumbing (Water, Sewer, Gas)

- a. Sewer line must be installed in PVC or ABS, minimum schedule 40. Minimum size is 3". Minimum trench depth is 12".
- b. Water line must be either copper or PVC, minimum schedule 40. Minimum size is 3/4". Minimum trench depth is 12". Water line above ground must be insulated. Anti-syphon device must be installed on all hose bibs.
- c. Gas line must be copper, black steel or galvanized pipe. Copper shall not be installed underground. Minimum copper size is 5/8". For all other sizes, contact the Central Inspection office. Minimum trench depth is 12". Install accessible shut off valve on gas line at mobile home; must be a ball valve, not wheel type.
- d. Gas test must be conducted by homeowner or contractor by turning off all gas stops at all gas appliances. Install a mercury gauge or air gauge onto gas line. Mercury gauge must hold at least 10" of mercury. The air gauge must hold six (6) lbs. of pressure. **Gas test must remain on line to be witnessed by inspector.** Accessible shut off valve at trailer required.

Mechanical

Mechanical permit is required to make sure all air conditioning connections and duct work are installed properly. This includes all new and reinstalled units.

7. Manufactured home must have address permanently affixed per 2009 Fire Code for emergency personnel.
8. **THE CITY OF HUNTSVILLE CAN AUTHORIZE THE ELECTRICAL AND GAS COMPANIES TO CONNECT TO THE MOBILE HOME ONLY AFTER ALL OF THE ABOVE REQUIREMENTS HAVE BEEN SATISFIED.**
9. **EFFECTIVE MAY 13, 2016 ANY NEW MANUFACTURED HOUSING UNITS PLACED INSIDE THE CITY LIMITS SHALL BE LESS THAN 20 YEARS OLD ON THE DATE OF APPLICATION. (City of Huntsville Development Code Article 4 Section 4.203.I)**
10. **EFFECTIVE MAY 13, 2016 THE OWNER AND OCCUPANT WILL HAVE 30 DAYS FROM THE DATE OF THE ELECTRICAL INSPECTION TO INSTALL THE REQUIRED SKIRTING. (City of Huntsville Development Code Article 4 Section 4.203.D)**
11. If you need additional information before you start your installation, please call the Central Inspection office at 936-294-5717.

HUD MANUFACTURED HOME ON A PRIVATE LOT

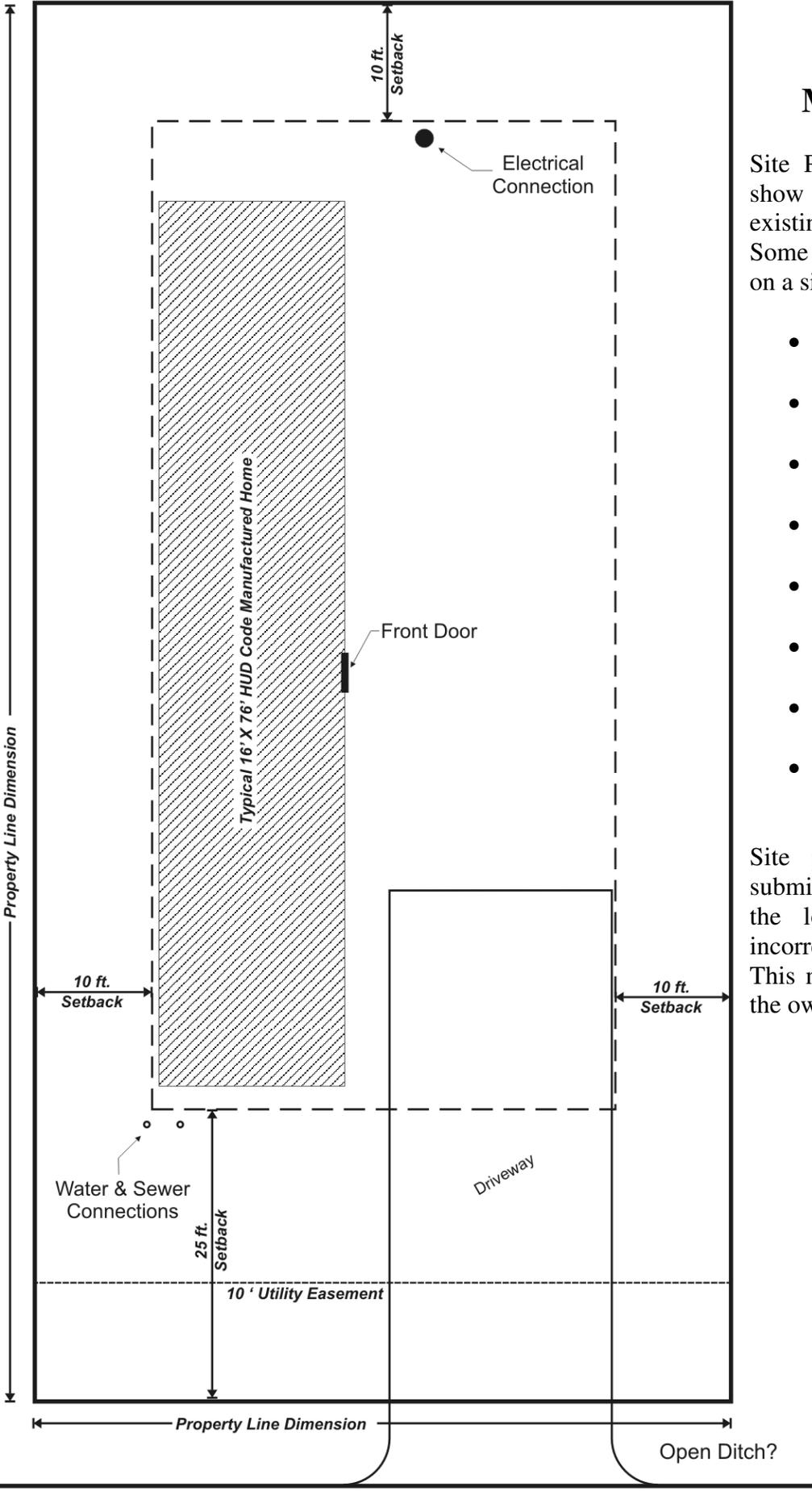
1. Draw a site plan. This drawing should show the dimensions of the following:
 - a. Property lines
 - b. Location of manufactured home from property line
 - c. Manufactured home size
 - d. Driveway approach (minimum width 12', maximum width 24')
 - e. Location of two (2) parking stalls (18' x 19')
 - f. Location of well and septic system (if applicable)
 - g. Location of all recorded easements
2. Supply a copy of the deed, giving legal description of property.
3. Follow the manufactured home permit process for installation of utilities.

Typical Site Plan HUD Code Manufactured Home

Site Plans are scaled documents that show the development site and all existing and proposed improvements. Some of the items that may be included on a site plan are:

- dimensions of the lot
- existing structures
- proposed location of home
- distance of home from lot lines
- setbacks as required by codes
- existing or proposed easements
- flood areas and/or elevations
- existing and/or proposed utilities

Site plans and permits should be submitted prior to moving the home on the lot. If the home is placed incorrectly it will need to be re-located. This may result in additional costs for the owner.





Development Permit Application

City of Huntsville | 448 State Highway 75 North | Huntsville, TX 77320 | 936-294-5782

This application is for a Certificate of Compliance. You must fill this form out completely (including signatures) and attach the required documents or this application cannot be accepted. Allow up to 7 business days to process. Do not submit payment at this time.

Property Information

Is Property in Floodplain? Yes No

Physical Address _____

City Limits or ETJ

If the physical address is not known give a legal description of the property below:

Residential or Commercial

Development Type - Attach one (1) site plan on letter size (8-1/2x11) paper and drawn to a measurable scale.

Describe what you are doing on this property: _____

Building Construction

Construction: New Add-on Remodel

Sewer Tap: New Existing OSSF

Water Tap: New Existing Well Other

Manufactured Home Placement

Year Model _____

Sewer Tap New Existing OSSF

Water Tap New Existing Well Other

Accessory Building or Construction

Storage Building Carport/Garage Swimming Pool

On-Site Sanitary Sewer Facility

(You must submit a design by a Registered Sanitarian)

Driveway Construction

Driveway Culvert – for non-curb & gutter streets

Sign Placement

Electricity to sign

Change of Use

Current Use _____ Proposed Use _____

911 Address for Utility Purposes Only

Property Owner Information – By signing below, I acknowledge that I am the rightful owner of the property proposed for development; and, if different, I authorize the “Applicant” to serve as my agent to file and execute this application on my behalf.

Property Owner Name _____

_____ Mailing Address

_____ City

_____ State

_____ Zip Code

Phone Number _____

E-mail _____

PROPERTY OWNER SIGNATURE REQUIRED

Date

Applicant Information - As authorized by the property owner or if same as the property owner write in “Same as above”.

Name or Company _____

_____ Mailing Address

_____ City

_____ State

_____ Zip Code

Phone Number _____

E-mail _____

APPLICANT SIGNATURE REQUIRED

Date

FOR STAFF USE ONLY

Signatures

Site Plan(s)

OSSF Design

Received/By: _____

GEO ID _____



MANUFACTURED HOME CONNECTION PERMIT

JURISDICTION OF THE CITY OF HUNTSVILLE

LOCATION

911 Assigned Address of Proposed Location:

Manufactured Home Park

Name of Park:

Private Property

Name of Property Owner:

MANUFACTURED HOME

Owner Name:

Mailing Address:

City:

State:

Zip:

Email:

Phone:

Manufacturer:

Make:

Year Model:

Color:

Width:

Length:

Serial Number:

Label Number:

Certificate Number:

Cost:

Property taxes are the personal obligation of the person who owns or acquires the property of January 1st of the year for which the tax is imposed. A person is not relieved of the obligation because he or she no longer owns the property. For qualifying exemptions, contact the Walker County Appraisal District. (Property Tax Code, Section 32.07)

Signature of Manufactured Home Owner

Date

For Permit Office Use Only

Certificate of Compliance # _____

Electrical Permit # _____

Plumbing Permit # _____

Mechanical Permit # _____