

HUD MANUFACTURED HOME

PERMIT APPLICATION AND DOCUMENT SUBMITTAL CHECKLIST

Applicant name: _____ Date: _____

Address (Location of Home): _____

Contact Phone#: _____ Email: _____

Please use this checklist to aid in preparing a complete manufactured home permit application package. Most permit processing delays are the result of incomplete or inadequate permit submittal information. Please check off each line as you identify that your submittal contains the required information. Ask the Permit Technician if you need supplemental information to assist you with preparing required documents.

NOTE: Remodeling, additions or modifications to a HUD labeled manufactured homes are not allowed. Proof that the home has not been modified may be requested by the City.

NOTE: All installations, must meet all current zoning requirements.

The City of Aledo has adopted the following codes on 1-26-2017 (Ordinance 2017-073 §1)

2015 International Residential Code	2015 International Plumbing Code	2015 International Mechanical Code
2015 Energy Conservation Code	2015 International Fire Code	2014 National Electrical Code
2015 International Fuel Gas Code		

IF YOUR PERMIT DOCUMENTS ARE NOT COMPLETE YOUR SUBMITTAL WILL NOT BE ACCEPTED.

IF YOU START WORKING PRIOR TO HAVING AN APPROVED PERMIT ON THE HOME YOU WILL BE ISSUED A WRITTEN WARNING NOTICE AND COULD BE SUBJECT TO A PENALTY


PLEASE FULLY COMPLETE AND SUBMIT THE FOLLOWING:

INITIAL EACH SECTION

Office	Applicant	
		NEW OR USED MANUFACTURED HOME INSTALLATION
		Project Information Sheets (page 1-4)
		Two (2) complete full size sets of deck/stair construction drawings (min 11" x 17") (Decks, landings, and stairs at entries must be permanently installed with foundations)
		Two (2) copies of proposed site/space plan – (prefer 8 ½" x 11") Show space dimensions with distances between all structures. Show parking dimensions
		Two (2) copies of proposed blocking and tied down requirements from manufacturer or drawing per 10 Texas Administration Code, Chapter 80
		Copy of installers registration information license and insurance security bond
		Copy of TXDOT move permit with hauler information
		One (1) Completed Contractor Acknowledgement Form (include all contractor disciplines)
		REMODELING OR ADDITIONS ARE NOT ALLOWED
		HUD homes that have been modified cannot be located in the city.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law, ordinance, or regulation. The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, city ordinances and/or state or federal laws, whether herein specified or not.

Applicant signature: _____ Date: _____

MANUFACTURED HOME QUESTIONS	ANSWERS
Who is the manufacturer of the home?	
What is the model of the home?	
Is this a New or Used manufactured	
What is the Housing and Urban Development label number of the home? Located on the end of the home.	_____
How many sections are there to this home?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
What will be the overall dimensions of this home?	Width_____ x Length_____
What will be the square footage of all open or covered decks? (not including the entry steps and landing)	_____ Sq. ft.
Number of parking spaces?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Parking spaces are on? Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel <input type="checkbox"/> or 	Other:_____
How many? Bedrooms?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
How many? Bathrooms?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
REMODEL OR ADDITION QUESTIONS	
Has this home been remodeled, altered or modified since it was originally sold?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes cannot be installed
UTILITY QUESTIONS	
Are all your utilities electric?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you going to need a new gas meter (Contract Texas Gas) <i>Note: A gas test will be required</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

MANUFACTURED HOME APPLICATION CONTRACTOR ACKNOWLEDGEMENTS

ONLY individual contractors **MUST COMPLETE AND SIGN** this form. If your State License or COI (Certificate of Insurance) is expired the permit you are working will be invalid and will not be issued or may be cancelled by the Building Official.

Construction address: _____

Building Contractor: _____

MASTER ELECTRICIAN'S STATEMENT:

I, _____, do acknowledge that I ***will be doing the electrical work*** for the construction at the above stated address.

_____/_____/_____
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

(Company name, address, & phone number)

MASTER PLUMBER'S STATEMENT:

I, _____, do acknowledge that I ***will be doing the plumbing work*** for the construction at the above stated address.

_____/_____/_____
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

(Company name, address, & phone number)

MECHANICAL/HVAC STATEMENT:

I, _____, do acknowledge that I ***will be doing the mechanical/HVAC work*** for the construction at the above stated address.

_____/_____/_____
(Date) (Master Signature) License # Exp. Date Cert. of Insurance exp date

(Company name, address, & phone number)