



# New Manufactured Home Installation Building Permit Application

Permit #: HUD \_\_\_\_\_ - \_\_\_\_\_

*(Please Print)*

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Address (Location of Home): \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ EMAIL: \_\_\_\_\_ Contact FAX #: \_\_\_\_\_

**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 Weatherford has adopted the following codes on 1-14-2014 (Ordinance 660-2014-05):**

- |                                    |   |                            |
|------------------------------------|---|----------------------------|
| 2009 International Building Code   | 2009 International Energy Efficiency Code | 2009 NFPA 54 Fuel Gas Code |
| 2009 International Mechanical Code | 2008 National Electrical Code             | 2012 TAS- Accessibility    |
| 2009 International Fire Code       | NCTCOG/City of Weatherford Amendments     | Weatherford Municipal Code |
| 2009 International Plumbing Code   | 2011 NFPA 58 Liquefied Petroleum Gas Code |                            |

**IF YOUR PERMIT APPLICATION IS INCOMPLETE YOUR SUBMITTAL WILL NOT BE PROCESSED.**

<b><i>New or Used Manufactured Home Installation</i></b>  <b><i>Garage Customer Assistance Bulletin #10</i></b>  <b><i>Deck Customer Assistance Bulletin #4</i></b>	✓ <b>CHECK YES</b>	✓ <b>CHECK NO</b>	<b>Office Use Only</b>
1. <b>REQUIRED</b> – One digital application and plan set. <b>OPTIONAL</b> – One paper copy of the application and plan set.			
2. <b>Plans must be legible and drawn to scale.</b>			
a). <b>Site Plan/Space Plan</b> - Show space dimensions with distances between all structures. Show parking dimensions			
b). <b>Construction details</b> – Show construction details for all decks and stair construction, including foundation/piers, spans and lumber dimensions. (Decks, landings and stairs at entries must be permanently installed with foundations)			
c). <b>Blocking and Tie-Down Requirements from Manufacturer</b> - Two (2) copies of proposed blocking and tie-down requirements from manufacturer or drawing per 10 Texas Administrative Code, Chapter 80			
d). <b>Installers Registration Information</b> - Provide installers' registration information license and insurance security bond is required.			
e). <b>TXDOT Move Permit</b> – Copy of permit issued by TXDOT permit with hauler's information is required			
e). <b>Contractor Acknowledgement Form</b> – Contractors' Acknowledgement Form must be signed by licensed contractors registered with the City of Weatherford. (Include all contractor disciplines)			

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 home?	New <input type="checkbox"/> Used <input type="checkbox"/>
What year was the home manufactured?	
What is the <b>Housing and Urban Development</b> label number of the home? Located on the end of home.	_____
How many sections are there to this home?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
What will be the overall dimensions of this home?	Width _____ x Length _____
What will be the square footage of all open or covered decks? <i>(not including the entry steps and landing)</i>	_____ Sq.ft
Number of parking spaces?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Parking spaces are on? Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel <input type="checkbox"/> or →	Other <input type="checkbox"/> _____
How many <b>bedrooms?</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
How many <b>bathrooms?</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>REMODEL or ADDITION QUESTIONS</b>	
Has this home been remodeled, altered or modified since it was originally sold?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes cannot be installed
<b>UTILITY QUESTIONS</b>	
Are you on public water or a private well?	<input type="checkbox"/> Public <input type="checkbox"/> Private
Are all of your utilities electric?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who will supply your electricity?	<input type="checkbox"/> WE <input type="checkbox"/> TXU <input type="checkbox"/> ONCOR <input type="checkbox"/> TRI-COUNTY
Are you going to need a new gas meter? <i>(Contact Texas Gas)</i> <b>NOTE: A gas test will be required</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
What type of sewage disposal do you have?	<input type="checkbox"/> Public <input type="checkbox"/> Private



# New Manufactured Home Installation

## CONTRACTOR ACKNOWLEDGEMENT FORM

Permit#: HUD \_\_\_\_\_ - \_\_\_\_\_

(Please Print)

***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  
(print name)  
construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(date) (signature) License # Exp. date Cert. of Ins. Exp. Date

\_\_\_\_\_  
(Company name, address & phone number)

### **MASTER PLUMBER'S STATEMENT**

I, \_\_\_\_\_, do acknowledge that **I will be doing the plumbing work** for the  
(print name)  
construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(date) (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**  
(print name)  
for the construction at the above stated address.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(date) (signature) License # Exp. date Cert. of Ins. Exp. Date

\_\_\_\_\_  
(Company name, address & phone number)