

MANUFACTURED HOMES MOVING INTO CITY LIMITS

(NOTE: SOME OF THIS INFORMATION MIGHT NOT PERTAIN TO YOUR INDIVIDUAL SITUATION — EX. THE REQUIREMENTS FOR MOVING INTO A MANUFACTURED PARK ARE NOT QUITE AS EXTENSIVE. YOU WILL BE GIVEN THE CORRECT REQUIREMENT SHEET BASED ON YOUR PARTICULAR SITUATION).

ATTACHED IS THE MANUFACTURED HOME ORDINANCE FOR THE CITY OF CLEVELAND AND APPENDIX 'E' FROM THE 2015 INTERNATIONAL RESIDENTIAL CODE.

NOTE: WEEKEND INSTALLS WILL NOT BE ALLOWED WITHOUT PRIOR APPROVAL. IF WEEKEND INSTALL APPROVED, AN EXTRA FEE OF \$50.00/HR. (2 HR. MIN.) WILL BE CHARGED AND DUE BEFORE THE INSTALL. NOTE: CITY OFFICES ARE CLOSED ON WEEKENDS. (SIGNATURE _____ I UNDERSTAND & AGREE TO BOTH).

IN ADDITION TO CITY ORDINANCE REQUIREMENTS AND CODE COMPLIANCE, THE FOLLOWING MUST ALSO BE SUBMITTED AND/OR AGREED TO.

- 1) CALL CITY FIRST TO CHECK ON ZONING, ORDINANCE(S) CHANGES AND FLOOD PLAN REQUIREMENTS.
- 2) DOCUMENTATION SHOWING: (MUST BE ON SIGNED DEALER DOCUMENTS.)
 - A. HOMEOWNER NAME
 - B. YEAR OF HOME (NO OLDER THAN 10 YEARS FROM CURRENT YEAR, EX. 2018 = 2008).
 - C. MEASUREMENTS OF HOME (HOMES MUST BE A MINIMUM OF 1,000 SQ. FT.)
 - D. LABEL/SEAL NUMBER
 - E. SERIAL NUMBER
 - F. SALES DOCUMENT SHOWING TOTAL VALUATION OF HOME.
 - G. DOCUMENT SHOWING SET-UP COSTS.
 - H. HOMES MUST BE RATED WIND ZONE 2 OR BETTER (THIS WILL BE VERIFIED WITH TDHCA).
 - I. RECEIPT SHOWING PAID WATER/SEWER TAPS.
 - J. ELEVATION CERTIFICATE (CHECK WITH BUILDING OFFICIAL TO SEE IF REQUIRED.)
 - K. IF PROPERTY IS NOT OWNED BY APPLICANT — WILL NEED PROOF OF OWNERSHIP OR A DOCUMENT GIVING PERMISSION TO PLACE M/H ON PROPERTY (EXCEPTION: MOVING INTO M/H PARK).
- 3) **BEFORE A PERMIT WILL BE ISSUED** - TRANSPORT COMPANY MUST PROVIDE INFORMATION TO CITY THAT INCLUDED COMPANY NAME, CONTACT NAME, ADDRESS, AND TELEPHONE NUMBER AND SUBMIT PROOF OF CURRENT GENERAL LIABILITY INSURANCE.
- 4) PICTURES REQUIRED OF THE FOLLOWING:
 - A. DATA PLATE.
 - B. METAL PLATE SHOWING LABEL NO.

C. IF HOME HAS BEEN PREVIOUSLY OWNED/USED SUBMIT PICTURES OF HOME (INSIDE - UNDER SINKS, UNDER BATHROOM CABINETS, WATER HEATER, ALL ROOMS; ALSO OUTSIDE (ALL SIDES) AND BREAKER BOX).

IF HOME IS BRAND NEW AND NEVER BEEN LIVED IN, PROVIDE STATEMENT STATING SUCH (PICTURES WILL NOT BE NECESSARY).

- 5) PICTURES ONLY GIVE A GENERAL IDEA OF THE CONDITION OF THE HOME AND SINCE WE CAN'T TELL WHEN THE PICTURES WERE TAKEN, A RESIDENTIAL OCCUPANCY INSPECTION IS REQUIRED (THIS IS A SEPARATE \$60.00 PERMIT) IN ORDER TO MAKE SURE THAT THE HOME COMPLIES WITH ALL BUILDING CODES.
- 6) CITY WILL CHECK FOR TAX LIENS AGAINST THE HOME. IF THERE IS A TAX LIEN, THE HOME CANNOT BE MOVED INTO THE CITY (THIS WILL BE VERIFIED THRU TDHCA.)
- 7) COPY OF SURVEY SHOWING PROPOSED HOUSE, DRIVEWAY/PAD LOCATION WITHIN REQUIRED SETBACKS. (SETBACKS ARE 25' FROM THE FRONT PROPERTY LINE AND 10' FROM SIDE(S) AND BACK PROPERTY LINES. *I UNDERSTAND THAT THIS MEANS PROPERTY LINES, AND THAT WE, AS THE SELLER UNDERSTANDS WHERE THE PROPERTY LINES ARE, AND IF NOT, ARE RESPONSIBLE FOR LOCATING.*) ADDITIONAL PERMITS CANNOT BE OBTAINED NOR UTILITIES CONNECTED UNTIL HOME IS WITHIN CORRECT SETBACKS.
- 8) THE LOT SIZE SHALL BE AT LEAST 50 FEET WIDE IN THOSE AREAS PLOTTED AS LOTS WITHIN THE CITY. THE DEPTH SHALL BE AT LEAST 100 FEET AND ALL SETBACKS SHALL BE MET.
- 9) PROVIDE DETAILS OF BLOCKING.
- 10) HOME SHALL BE INSTALLED ON CONCRETE RUNNERS.
- 11) ONCE EVERYTHING HAS BEEN APPROVED, **A PLACEMENT PERMIT WILL BE REQUIRED. THE SELLER (DEALER) IS RESPONSIBLE FOR OBTAINING THE PERMIT, NOT THE HOMEOWNER. NO EXCEPTIONS** (SIGNATURE)_____. THE PLACEMENT PERMIT FEE IS CALCULATED USING THE TOTAL COST OF THE HOME AND SETUP COSTS.
- 12) IN SOME AREAS, A FLOOD ELEVATION CERTIFICATE WILL BE REQUIRED. CHECK WITH DEVELOPMENT SERVICES TO SEE IF A CERTIFICATE IT WILL BE NEEDED.
- 13) WE SUGGEST STAKING OUT HOME, DRIVE, AND PARKING PAD AND CALL FOR INSPECTION BEFORE BRINGING IN DIRT FOR HOUSE PAD OR BRINGING IN M/H.
- 14) PLACEMENT INSPECTION MUST BE CALLED IN BEFORE PLUMBING, ELECTRICAL OR A/C CONTRACTORS CAN PULL THEIR PERMITS.

- 15) HARD SURFACE (CONCRETE OR ASPHALT) DRIVEWAY ACCESS (MINIMUM 10 FT. WIDE) FROM A PUBLIC STREET TO HOME WITH A 20' X 20' MINIMUM PARKING PAD. **A DRIVEWAY PERMIT WILL BE REQUIRED** AND THE SELLER IS RESPONSIBLE FOR THE PERMIT. NO PLUMBING, ELECTRICAL OR A/C INSPECTIONS WILL BE DONE UNTIL BOTH ARE IN. ALSO, CITY UTILITIES WILL NOT BE RELEASED UNTIL BOTH ARE IN. PARKING SHALL MEET THE STANDARDS FOR ALL RESIDENTIAL APPLICATIONS.
- 16) IF A CULVERT (IF APPLICABLE) IS REQUIRED, ASK FOR CULVERT SPECS/PROCEDURES. **A PERMIT IS REQUIRED AND ONLY ISSUED TO CONTRACTORS. (WHO HAVE REGISTERED AND PROVIDED INSURANCE)**.
- 17) CONCRETE OR WOODEN STEPS (MUST HAVE A 3' X 3' LANDING IF THE DOOR SWINGS OUT).
- 18) SKIRTING IS REQUIRED.
- 19) HOME SHALL BE INSTALLED WITH TIE-DOWNS THAT MEET THE SPECIFIED WIND LOAD OF THE CITY.
- 20) HOME SHALL HAVE ENTRY ACCESS THAT IS PROPERLY ANCHORED AND STABLE.
- 21) HOME SHALL MEET THE HOUSING STANDARDS OF THE CITY OF CLEVELAND ADOPTED 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE.

PERMITS THAT WILL BE REQUIRED:

- 1) MANUFACTURED HOME PLACEMENT PERMIT (COST OF HOME + TOTAL SET-UP COSTS)
- 2) RESIDENTIAL OCCUPANCY INSPECTION FOR PREVIOUSLY OWNED HOMES (\$60.00 PERMIT – HOMEOWNER'S RESPONSIBILITY)
- 3) DRIVEWAY/PARKING PAD* (DEPENDS ON VALUATION)
- 4) CULVERT, IF APPLICABLE (\$25.00 PERMIT)
- 5) ELECTRICAL - PERMIT PULLED BY STATE LICENSED ELECTRICIAN* - (COST OF PERMIT IS BASED ON VALUATION OF JOB)
- 6) PLUMBING – PERMIT PULLED BY STATE LICENSED PLUMBER* - (COST OF PERMIT IS BASED ON VALUATION OF JOB)

*ALL CONTRACTORS - IN ADDITION TO PROVIDING PROOF OF STATE LICENSES, IF APPLICABLE - WILL ALSO NEED TO PROVIDE PROOF OF GENERAL LIABILITY INSURANCE – MINIMUM \$300,000.00 WITH THE CITY OF CLEVELAND LISTED AS THE CERTIFICATE HOLDER.