



MANUFACTURED HOME MOVING REQUIREMENTS INSIDE CITY LIMITS

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

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

1. CALL DEVELOPMENT SERVICES FIRST TO CHECK ON ZONING, ORDINANCE(S) CHANGES AND FLOOD PLAIN REQUIREMENTS.

2. DOCUMENTATION SHOWING: (MUST BE ON SIGNED DEALER DOCUMENTS).

- HOMEOWNER NAME
- YEAR OF HOME (NO OLDER THAN 15 YEARS FROM CURRENT YEAR, EX. 2020 = 2005)
- MEASUREMENTS OF HOME (HOMES MUST BE A MINIMUM OF 1,000 SQ. FT.)
- LABEL/SEAL NUMBER
- SERIAL NUMBER
- HOMES MUST BE RATED WIND ZONE 1 OR BETTER (THIS WILL BE VERIFIED WITH TDHCA).
- RECEIPT SHOWING WATER/SEWER TAPS ARE PAID FOR.
- ELEVATION CERTIFICATE (CHECK WITH CITY STAFF TO SEE IF REQUIRED).
- IF PROPERTY IS NOT OWNED BY APPLICANT YOU WILL NEED PROOF OF OWNERSHIP OR A DOCUMENT GIVING YOU PERMISSION TO PLACE A MANUFACTURED HOME ON THE PROPERTY.

3. BEFORE A PERMIT WILL BE ISSUED THE TRANSPORT COMPANY MUST PROVIDE THE FOLLOWING:

- NAME OF COMPANY, ADDRESS AND PHONE NUMBER FOR THE TRANSPORT COMPANY.
- CONTACT NAME
- SUBMIT PROOF OF CURRENT GENERAL LIABILITY INSURANCE.

4. PICTURES WILL BE REQUIRED OF THE FOLLOWING:

- DATA PLATE
- METAL PLATE SHOWING LABEL NO.

IF HOME HAS BEEN PREVIOUSLY OWNED/USED SUBMIT PICTURES OF HOME INSIDE AND OUT:

- **INSIDE**
 - **UNDER SINKS**
 - **UNDER BATHROOM CABINETS**
 - **WATER HEATER**
 - **ALL INTERIOR ROOMS**
- **OUTSIDE**
 - **ALL SIDES OF MANUFACTURED HOME**
 - **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. **THE CITY WILL CHECK TO SEE IF THERE ARE ANY 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 REAR PROPERTY LINES.) ADDITIONAL PERMITS CANNOT BE OBTAINED NOR UTILITIES CONNECTED UNTIL HOME IS WITHIN CORRECT SETBACKS.**
 - OWNER/SELLER IS RESPONSIBLE FOR LOCATION AND KNOWING WHERE ALL PROPERTY LINES ARE LOCATED.**
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. **MANUFACTURED HOME SHALL BE INSTALLED ON CONCRETE RUNNERS.**
11. **ONCE EVERYTHING HAS BEEN APPROVED, A PLACEMENT PERMIT WILL BE REQUIRED.**
12. **IN SOME AREAS, A FLOOD ELEVATION CERTIFICATE WILL BE REQUIRED. (CHECK WITH DEVELOPMENT SERVICES TO SEE IF A CERTIFICATE 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 MANUFACTURED HOME.**
14. **A PLACEMENT INSPECTION MUST BE CALLED IN TO DEVELOPMENT SERVICES (832) 599-0513 BEFORE PLUMBING, ELECTRICAL OR MECHANICAL CONTRACTORS CAN PULL THEIR PERMITS.**

15. HARD SURFACE (CONCRETE OR ASPHALT) DRIVEWAY ACCESS (MINIMUM 10 FT. WIDE) FROM A PUBLIC STREET TO MANUFACTURED HOME WITH A 20'X20' MINIMUM PARKING PAD.

- DRIVEWAY PERMIT IS REQUIRED**
- PARKING SHALL MEET THE STANDARDS FOR ALL RESIDENTIAL APPLICATIONS.**

16. IF A CULVERT IS REQUIRED, ASK FOR CULVERT SPECS AND PROCEDURES.

- PERMIT FOR A CULVERT IS REQUIRED (IF APPLICABLE) AND MAY ONLY BE ISSUED TO THE CONTRACTOR. (CONTRACTOR MUST BE REGISTERED WITH THE CITY AND PROVIDE INSURANCE.)**

17. CONCRETE OR WOODEN STEPS (MUST HAVE A 3'X3' LANDING IF THE DOOR SWINGS OUT)

18. SKIRTING IS REQUIRED.

19. MANUFACTURED HOME SHALL BE INSTALLED WITH TIE DOWNS THAT MEET THE SPECIFIED WIND LOAD OF THE CITY.

20. MANUFACTURED HOME SHALL HAVE ENTRY ACCESS THAT IS PROPERLY ANCHORED AND STABLE.

21. MANUFACTURED HOME SHALL MEET THE HOUSING STANDARDS OF THE CITY OF CLEVELAND ADOPTED 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE.

22. THE FOLLOWING PERMITS WILL BE REQUIRED:

- MANUFACTURED HOME MOVING PERMIT**
(ISSUING FEE + MOVING PERMIT FEE + RESIDENTIAL PLAN REVIEW FEE)
- RESIDENTIAL OCCUPANCY INSPECTION FOR PREVIOUSLY OWNED HOMES**
(\$60.00 PERMIT – HOMEOWNER’S RESPONSIBILITY)
- DRIVEWAY/PARKING PAD PERMIT**
(ISSUING FEE)
- CULVERT PERMIT (IF APPLICABLE)**
(25.00 PERMIT FEE)
- ELECTRICAL PERMIT (RESIDENTIAL BUILDING-E PERMIT) MUST BE PULLED BY STATE LICENSED ELECTRICIAN.**
(ISSUING FEE + RESIDENTIAL ELECTRICAL PERMIT FEE)
- PLUMBING PERMIT (RESIDENTIAL BUILDING-P PERMIT) MUST BE PULLED BY STATE LICENSED PLUMBER.**
(ISSUING FEE + RESIDENTIAL PLUMBING PERMIT FEE)

I UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS AND REQUIREMENTS.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

DATE