



# APPLICATION FOR MANUFACTURED HOME PERMIT

*Department of  
Community Development*

Incomplete applications will not be accepted.  
Indicate "NA" when an item does not pertain to your application.

\* INDICATES A REQUIRED FIELD

ADDRESS OF PROJECT:	LOT:	BLOCK:
SUBDIVISION:		ZONING DISTRICT:
CURRENT PROPERTY USE:    VACANT    EXISTING MANUFACTURED HOME ON LOT    OTHER BUILDING ON LOT    (SIZE)		
<b>HOMEOWNER INFORMATION</b> APPLICANT/RESPONSIBLE PERSON NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ E-MAIL: _____ PHONE 1: _____ - _____ - _____		<b>PROPERTY OWNER INFORMATION</b> NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ E-MAIL: _____ PHONE 1: _____ - _____ - _____
<b>RETAILER INFORMATION</b> APPLICANT/RESPONSIBLE PERSON NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ E-MAIL: _____ PHONE 1: _____ - _____ - _____ STATE LICENSE NUMBER - _____		<b>INSTALLER INFORMATION</b> NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ E-MAIL: _____ PHONE 1: _____ - _____ - _____ STATE LICENSE NUMBER - _____
<b>CONTRACTOR INFORMATION</b>		
APPLICANT/RESPONSIBLE PERSON COMPANY NAME: _____ OWNER NAME: _____ ADDRESS: _____		E-MAIL : _____
<b>**CONTRACTOR MUST BE REGISTERED WITH THE CITY OF WILLIS**</b>		
<b>MANUFACTURED HOME INFORMATION</b> MANUFACTURER: _____ DATE OF MANUFACTURE: _____ SERIAL NUMBER: _____ MODEL NUMBER: _____ HOME SIZE: _____ X _____ NEW: _____ USED: _____		<b>SITE INFORMATION</b> UTILITIES EXISTING: _____ YES _____ NO (IF NO COMPLETE A WATER AND SEWER TAP APPLICATION) DRIVEWAY: _____ NEW _____ EXISTING (_____) WIDTH ADDRESS MUST BE POSTED DURING CONSTRUCTION
<b>CERTIFICATION:</b> THE UNDERSIGNED HEREBY CERTIFIES THAT ON THIS DATE APPLICATION WAS MADE FOR PERMIT WITH THE CITY OF WILLIS AND THAT THE INFORMATION PROVIDED ON THIS APPLICATION FORM SUPPORTING DOCUMENTATION AND PLANS ARE TRUE AND CORRECT. BY SIGNING THE APPLICANT AGREES TO COMPLY WITH ALL APPLICABLE CODES AND CITY ORDINANCES AND ACKNOWLEDGES THAT THE REQUIREMENTS FOR OFF-STREET PARKING WILL BE MET ALONG WITH ALL OTHER REQUIREMENTS AND APPROVALS BEFORE OCCUPYING THE MANUFACTURED HOME. <b>THIS APPLICATION SHALL EXPIRE:</b> PURSUANT TO SECTION 105.3.2 OF THE 2018 INTERNATIONAL BUILDING CODE, APPLICATIONS FOR PERMIT WILL BE DEEMED ABANDONED 180 DAYS AFTER THE FILLING DATE, UNLESS THE APPLICATION HAS BEEN PURSUED IN GOOD FAITH OR A PERMIT HAS BEEN ISSUED.		
Applicant/Responsible Party Signature	Printed Name	Date
<b>SEE REVERSE SIDE FOR ADDITIONAL INFORMATION</b>		

# REQUIREMENTS FOR MANUFACTURED HOME PLACEMENT

NO MANUFACTURED HOMES MAY BE USED OR OCCUPIED AS A RESIDENTIAL DWELLING WITHIN THE CITY UNLESS A PERMIT FOR SUCH USE AND OCCUPANCY HAS FIRST BEEN ISSUED BY THE BUILDING OFFICIAL.

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

### On an individual lot:

- **Complete Manufactured Home Placement Permit Application**
- **One paper plan set**
- **A digital copy of the plans in a single .PDF file**
- **Current Property Survey**
- **Site Plan Showing the following**
  - Proposed location of the MH district
  - Setbacks from property lines
  - Separation from adjacent structures
  - Sidewalk, stairs, landing, awnings, decks and porches
  - Off Street Parking area (Minimum 2 spaces 9' x 18' paved impervious surface)
  - Driveway (Minimum width 12ft. Maximum width 30ft. from property-line to street)
  - Accessory Storage Building (200 Cubic feet minimum)
  - Skirting
  - Utility Connections locations:
    - Water meter, main shut-off and supply piping
    - Sewer cleanout and vent stack
    - Electrical meter (service pole, main disconnect)
    - Gas meter, main shut-off and piping
    - A/C equipment

### In a mobile home park:

- **Complete Manufactured Home Placement Permit Application**
- **One paper plan set**
- **A digital copy of the plans in a single .PDF file**
- **Community Site Plan**
- **Individual Site Plan Showing the following**
  - Proposed location of the MH district
  - Setbacks from property lines
  - Separation from adjacent structures
  - Sidewalk, stairs, landing, awnings, decks and porches
  - Off Street Parking area (Driveway - Minimum 2 spaces 9' x 18')
  - Skirting
  - Utility Connections locations:
    - Water meter, main shut-off and supply piping
    - Sewer cleanout and vent stack
    - Electrical meter (service pole, main disconnect)
    - Gas meter, main shut-off and piping
    - A/C equipment

### Used manufactured homes

- NOTE: MOBILE HOMES MANUFACTURED PRIOR TO 1/29/2006 CANNOT BE RELOCATED OR BROUGHT INTO THE CITY OF WILLIS. (Ordinance 09-0721, passed 7-21-2009) (155.151)
- THE DATE MUST BE VERIFIABLE FROM ORIGINAL MANUFACTURERS SERIAL NUMBER PLATE IN THE FACTORY LOCATION.
- Must be HUD inspected, and a copy of the inspection report and any additional documentation to be provided with application.
- Provide a specification sheet on the home identifying the age and size of the home.

## City of Willis Required Inspections for Manufactured Homes

### Building

1. Pre-placement – All four corners of the proposed location of the home staked in the desired location on the property in relation to the Property survey or plot plan.
2. Placement – once the home is placed, blocked and tied down.
3. Stairs, landing, skirting and storage – must meet the requirements of the IRC for height, railing, treads and size.
4. Final – this inspection is performed when all building, Driveway/OSP, electrical mechanical and plumbing inspections have been completed and received a passing result.

### Driveway/off-street parking

1. Pre-pour - Parking Pad minimum 2 spaces 9'X18' inside property line, minimum 4" thick 3000-PSI concrete or asphalt.
2. Driveway Approach – from street edge to property line – must meet the details as provided with the Driveway permit application. (may require additional Inspection from Public Works)

### Plumbing

1. Water and sewer – top-out - performed prior to any skirting being installed, all connections made inside the building footprint.
2. Water and sewer – connections made from the building sewer to the city riser and from the water meter to the Building shut-off.
3. Gas – Gas test inspection if home is equipped for LP or Natural Gas Appliances.
4. Final/CSI – water has been turned on by city, all ditches and pipe covered, insulated and protected from physical damage.

### Mechanical

1. Equipment and placement – per IRC and IMC, any crossover duct connections before skirting.
2. Final

### Electrical

1. Meter-pole – Must be of adequate size and to the local utility company standards.
2. Rough-in – ditch and conduit (all conduit exposed above ground to be schedule 80 PVC).
3. Final – electrical has been connected and turned on.

Irrigation – Only when irrigation system is installed.