



## Manufactured Home Permit Application

Application No. \_\_\_\_\_  
(For City Use Only)

Property Address \_\_\_\_\_

Park Name \_\_\_\_\_

Home Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner's Address \_\_\_\_\_

Make and Model of Manufactured Home \_\_\_\_\_

New  Used  Year \_\_\_\_\_ Serial Number \_\_\_\_\_

HUD label \_\_\_\_\_ Size \_\_\_\_\_ Total Square Feet \_\_\_\_\_

Transport Company \_\_\_\_\_ Phone \_\_\_\_\_

Transporter's Address \_\_\_\_\_

Delivery Date \_\_\_\_\_

Documentation Required:

- Form T
- Plot Plan (for private land only)
- Manufacturer's Installation Manual (if the home will be installed to manufacturer's specifications)

I hereby certify that the statements on this application are true to the best of my knowledge and belief. I further certify that I, as Owner, agree to proceed in accordance with the CITY OF DICKINSON CODE OF ORDINANCES or other governing codes and agree that no work will be started on property prior to securing a permit.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Zoning Official

\_\_\_\_\_  
Date



## Responsibilities of Manufactured Home Owners

1. Understand Wind Zone Regulations (Texas Manufactured Housing Standards Act).
  - A manufactured home built on or after September 1, 1997 must be Wind Zone II in order to be installed in Dickinson.
  - A manufactured home built after June 15, 1976, but before September 1, 1997, may be installed in Dickinson provided all other requirements are met.
  - No mobile home built before June 15, 1976 may be installed or relocated in Dickinson.
2. Select a location.
  - Place the manufactured home in a park.
    - i. Meet Park Requirements.
    - ii. Submit permit application to City Hall.
  - Replace an existing manufactured home lawfully parked.
    - i. Prove the home to be removed has been used continuously as a residence.
    - ii. Provide documentation utility service (for the home to be removed) has not been interrupted.
    - iii. Show the home to be removed is older than the home to be placed on the lot.
    - iv. Submit site plan with permit application to City Hall.
    - v. Comply with all zoning and development regulations (concrete driveway, storage, landscaping).

The time allotted for replacement is ninety (90) days, starting the day the old home is removed and ending the day the new home is tied-down.

3. Hire a licensed contractor to obtain supplemental permits prior to beginning work.
  - Electrical
  - Plumbing
  - Mechanical

EXCEPTION: A person who owns both the manufactured home and the land in which the home is to be installed may obtain the necessary permits. However, Owner must sign a Homeowner's Affidavit stating he or she will perform and take responsibility for the improvements.

4. Display the address in four-inch (4") letters or numerals in a location clearly visible from the street.
5. Insure the manufactured home is equipped with tie-downs in compliance with the Manufactured Home tie-down standards prescribed by the Administrative Rules of the Texas Department of Housing and Community Affairs (Section 9-5a.).
6. Skirt the manufactured home with in thirty (30) days of the Building Official's issuance of a Certificate of Occupancy.

I affirm that I have been given a copy of these responsibilities and will comply with them.

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Owner

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Date



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