



## HUD – Code Manufactured Homes

### **Definitions - Article II. Sec. 12-26.**

*Manufactured housing or HUD-code manufactured home* means a structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one (1) or more sections, which, in the traveling mode, is eight (8) body feet or more in width, forty (40) body feet or more in length, or, when erected on site is three hundred and twenty (320) or more square feet, and which is built on a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems.

*Skirt* means concealment of the under carriage from view, shall be constructed of either prefabricated metal or wood siding.

*Tie downs* mean metal bands or other sufficient material, attached to the home and to the ground to hold the home down in case of high winds. Tie downs must be applicable to FHA standards.

### **What are the requirements for a HUD-Code Manufactured Home**

- Home must have been manufactured after June 15, 1976
- Must have at least a 4" to 6" inch pad or better for drainage
- Must be skirted within sixty (60) days
- Must be tied down within sixty (60) days
- Must be hooked up to all utilities within sixty (60) days
- Must have HUD sticker as required by state law
- Lot size has to be at least sixty (60) feet by one hundred (100) feet
- Minimum Setback requirements: Front – 25', Interior Side – 6', Exterior side – 15', Rear – 25'
- Maximum height – 35 feet
- Off-street parking spaces - For automobiles an area of not less than nine (9) feet by twenty (20) feet is required
- Must have moisture barrier (some manufacturers do not require with new homes)
- Must be in the Manufactured Home District. (If not, a variance must be applied for and granted before home is moved onto lot)
- Must have double blocking on end of frames per IBC
- Must be installed by a licensed installer as required by state law

**When is a permit needed?** A plan review is required for all HUD-Code Manufactured Homes prior to issuance of a permit. A permit fee is due upon submission of application.

**Submittal documents:** Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot)

\_\_\_\_\_ **(2) Site Plans to include:**

- Address of home
- Property lines and lot dimensions
- All city and utility easements on lot
- Approved setbacks for front, rear and sides of home
- Location of Sidewalk
- Driveway dimensions

\_\_\_\_\_ **Proof of ownership or land or lease on land**

\_\_\_\_\_ **Proof of ownership of home**

\_\_\_\_\_ **Tax statement if moved from another county as required by state**

\_\_\_\_\_ **Copy of haulers permit as required by state, except for new homes**

\_\_\_\_\_ **Contractor Registration required for Installer, Electrician, and Plumber**



# City of Schulenburg

Phone: 979-743-4126

535 N Main Street

Fax: 979-743-4760

Schulenburg, Tx 78956

## Residential Permit Application

<b>Building Permit Number:</b> _____		<b>Valuation:</b> _____	
<b>Project Address:</b> _____			
<b>Lot:</b> _____	<b>Block:</b> _____	<b>Subdivision:</b> _____	
<b>Project Description:</b>		<b>SPECIFY OTHER:</b> _____	
NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>	
PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>	
FENCE <input type="checkbox"/>	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	
<b>Description of Work:</b>			
<b>Area Square Feet:</b> _____		<b>Covered</b>	
<b>Living:</b> _____	<b>Garage:</b> _____	<b>Porch:</b> _____	<b>Total:</b> _____
			<b>Number of stories:</b> _____

<b>Owner Information:</b> _____			
<b>Name:</b> _____		<b>Contact Person:</b> _____	
<b>Address:</b> _____			
<b>Phone Number:</b> _____		<b>E-mail:</b> _____	
			<b>Mobile Number:</b> _____

<b>General Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Mechanical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Electrical Contractor</b>	Contact Person	Phone Number	Contractor License Number
<b>Plumber/Irrigator</b>	Contact Person	Phone Number	Contractor License Number

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

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 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 regulating construction or the performance of construction.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### OFFICE USE ONLY:

<b>Approved by:</b> _____	<b>Date approved:</b> _____	
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Building Permit Fee: _____	Water Tap Fee: _____	<b>Total Fees:</b> _____
Electrical Permit Fee: _____	Sewer Tap Fee: _____	<b>Issued Date:</b> _____
Mechanical Permit Fee: _____		<b>Issued By:</b> _____
Plumbing Permit Fee: _____		

BV Project # \_\_\_\_\_

# City of Schulenburg

## Residential: Electrical – Plumbing – Mechanical

The City of Schulenburg has adopted the ~~2012~~<sup>2018</sup> versions of the International Codes (Building, Residential, Mechanical, Plumbing, Energy, Fuel Gas, Fire) and the ~~2011~~<sup>2020</sup> National Electric Code.

### Electrical Upgrades/ Repairs

**When is a permit needed?** A permit is required for all service upgrades, service repairs or circuit replacements.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application and Contractor Registration.

### Plumbing Upgrades/ Repairs

**When is a permit needed?** A permit is required when a gas line is added, replaced or repaired, installing gas logs inside your fireplace, replacing a gas or electric water heater, adding a water softener to your home or sprinkler system.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application and Contractor Registration

### Irrigation Systems

**When is a permit needed?** A permit is required for the installation or repair of all residential irrigation systems. An approved backflow device must be installed with each sprinkler system and a backflow test report must be submitted to the city.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application and Contractor Registration.

### Mechanical Upgrades/ Repairs

**When is a permit needed?** A permit is required when an air conditioner or furnace is replaced.

**What is needed to obtain a permit?** A plan review is not required, but a permit fee is due upon permit issuance.

**Submittal documents:** Fill out a Residential permit application and Contractor Registration.

### Inspections

Request an inspection from Bureau Veritas. Inspections received by 5:00 p.m. Monday – Friday will be performed the next business day.

Phone: toll free (877) 837-8775

Fax: toll free (877) 837-8859

Can also be emailed to: [inspectiontx@us.bureauveritas.com](mailto:inspectiontx@us.bureauveritas.com)

**All Electrical, Plumbing, Irrigation and Mechanical work described above require an inspection and Contractor Registration.**



# City of Schulenburg

535 N Main Schulenburg, TX 78956 (979)743-4126

## CONTRACTOR REGISTRATION FORM

### TYPE OF CONTRACTOR LICENSE

- |                               |  |
|-------------------------------|--|
| _____ ELECTRICAL CONTRACTOR   | _____ MECHANICAL (HVAC)                |
| _____ MASTER ELECTRICIAN      | _____ IRRIGATOR (LANDSCAPE)            |
| _____ JOURNEYMAN ELECTRICIAN  | _____ BACKFLOW (SPECIAL FORM REQUIRED) |
| _____ MASTER SIGN ELECTRICIAN | _____ OTHER                            |
| _____ JOURNEYMAN PLUMBER      | _____ THIRD PARTY ENERGY PROVIDER      |

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### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

LICENSEE NUMBER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PLEASE PROVIDE COPY OF DRIVER'S LICENSE AND STATE LICENSE**

# City of **Schulenburg**

## **Bureau Veritas Contact Information**

### **Permit Submittal**

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite plan review and permit issuance. Please contact the city for a complete list of permit submittal requirements.

### **Plan Review**

Bureau Veritas will be conducting residential and commercial plan reviews. The applicant will be contacted by Bureau Veritas if revisions are needed. You may contact Bureau Veritas' Plano Plan Review Department for the status of your permit at (469) 241-1834/toll free (800) 906-7199.

### **Inspection Requests**

Please contact Bureau Veritas to request inspection(s). Any of our permit technicians can assist you. Inspections requested by 5:00 pm Monday – Friday will be performed the next business day. Inspection requests can also be faxed to the Bureau Veritas office.

Inspection Request line: (817) 335-8111 Toll Free number: (877) 837-8775

Inspection FAX line: (817) 335-8110 Toll Free FAX line: (877) 837-8859

Inspection requests can also be emailed to: [nspectionstx@us.bureauveritas.com](mailto:nspectionstx@us.bureauveritas.com)

### **Field Inspections**

Inspectors assigned to your area can be contacted via cell phone. Please call the Bureau Veritas office at (817) 335-8111/(972) 980-8401/toll free (877) 837-8775 for your inspector's name and number.

**We look forward to working with you to ensure that the community is provided with a safe and durable built environment.**