

MANUFACTURED HOME INSTALLATION PERMIT & STANDARDS

City of Liberty- Community Development Department
1829 Sam Houston, Liberty, Texas 77575
Phone: 936-336-3684 | Fax: 936-334-0949 | Email: permits@cityofliberty.org

Permit Fee: \$35

1. Prior to installation, please check with City of Liberty staff to see if a manufactured home is allowed on your lot.
2. The manufactured home information sheet must be included with your application.
3. There shall be only one manufactured home per lot.
4. Proof of ownership or rental agreement of the property must be provided.
5. If your manufactured home is located in Flood Zone A or Flood Zone AE per the Flood Insurance Rate Map (FIRM), you must include an elevation certificate with this application.
6. All Manufactured Homes must meet and comply with the following standards:
 - a. Age: The manufactured home may be no more than ten (10) model years old and must meet current HUD-Code requirements.
 - b. Foundation: The manufactured home must be placed on a permanent concrete foundation: concrete slab or concrete runners.
 - c. Lot Size: The manufactured home must be placed on a lot that is a minimum of 50' x 100'.
 - d. Skirting: The manufactured home must be skirted with a solid material before any utilities will be connected: Materials such as wood, plastic, vinyl, or masonry can be used as skirting
 - e. Site Plan: Applicant must submit a site plan showing, at a minimum, the lot size, setbacks and parking spaces for the manufactured homesite.
 - f. Driveway & Parking: Must have a paved driveway connecting to a public or private street. Driveway must be capable of supporting a minimum of two (2) vehicles.
7. The following permits are issued separately (additional fees apply for these permits):
 - a. Electrical Permit
 - b. Plumbing Permit
 - c. Mechanical Permit

Note: Electrical and plumbing work may only be performed by the homeowner when the property is listed on the tax rolls as their homestead. HVAC and manufactured home installation must be performed by registered and state licensed contractors.

8. Your permit must be approved and issued by City staff before the manufactured home is installed.
9. Compliance with these standards will be verified by the City of Liberty Building Official or his or her designee.

I have received the above requirements and I agree to abide by and comply with all local, state, and federal laws and ordinances governing this application.

Applicant Signature: _____

Date: _____

The City of Liberty
Manufactured Home Information Sheet and Application

THE FOLLOWING INFORMATION MUST BE COMPLETED IN FULL

Date: _____

PHONE: _____

HOMEOWNER INFORMATION:

NAME OF HOMEOWNER: _____

MAILING ADDRESS: _____

PROPERTY OWNER INFORMATION (If different from homeowner):

NAME OF LANDOWNER: _____

STREET ADDRESS OF PROPOSED SITE: _____

LEGAL DESCRIPTION OF PROPERTY: _____

SUBDIVISION/PARK: _____ LOT: _____ BLOCK: _____

MANUFACTURED HOME INFORMATION (MUST BE 2014 OR NEWER):

MANUFACTURER: _____ MODEL: _____

LABEL/SEAL#: _____ SERIAL #: _____

YEAR MODEL: _____ COSTS: \$ _____ NEW: _____ USED: _____

RETAILER AND INSTALLER INFORMATION:

RETAILER: _____ PHONE: _____

COMPLETE ADDRESS: _____

INSTALLER: _____ PHONE: _____

COMPLETE ADDRESS: _____ STATE LICENSE #: _____

SETBACK REQUIREMENTS:

DISTANCE FROM PROPERTY LINES: FRONT _____ BACK: _____ SIDE: _____ SIDE: _____

(Note: Minimum lot size is 50' x 100': Minimum setback requirements from property lines are as follows:

Inside lot: Front-20ft/Each Side-5ft/Back-10 ft

Corner lot: Front-20ft/Street Side-10ft/ interior Side-5ft/Back-10ft

Check setback requirements in deed restrictions also.

I, _____, do solemnly swear that I have read the above and foregoing application for a MANUFACTURED HOME PERMIT, and that the facts stated therein are true. The City of Liberty shall never be liable for any damage or loss by reason of the issuance hereof. I, as the authorized agent of the owner, will allow the City Manager or his authorized agent access to perform inspections during normal working hours.

Applicants' Signature

Date

Approved By

Date