

City of Dalhart

1901 E. 16th St., Dalhart, Texas 79022, (806) 244-5511 ext. 3210 or 3213.

Manufactured Home Guide Permitting and Inspection Process

Must have the address: street, avenue, lot number, legal description, etc.

Confirm with City Staff that proposed location is properly zoned for a manufactured home.

Approval of Legal Property Owner. A letter of agreement or contract with the property owner to place a manufactured home on their property is required before move-in permit will be issued. If the same owner, a property title or sales contract is required to confirm ownership. A search through the Dallam/Hartley County Appraisal Districts will be conducted to confirm that the manufactured homeowner and property owner are one in the same.

All taxes must be up to date at the time of applying for a permit. Texas allows only one homestead to be filed.

Title or sales contract of manufactured home must be in hand to verify ownership of the home to be moved in. HUD or Texas Seal Number Identification tag will be used to verify the manufactured home.

A manufactured home (formerly known as a mobile home) is built to the Manufactured Home Construction and Safety Standards (HUD code) and displays a red certification label on the exterior of each transportable section. Ref: www.hud.gov; Manufactured Home – Consumer’s Guide.

The manufactured home must display the Bonafede HUD or Texas Seal Number Identification Tag and/or permanent identification number, frequently found welded or stamped into the steel frame.

TITLE 24 - HOUSING AND URBAN DEVELOPMENT sec. 3282.205 Certification requirements.

Preliminary Site Plan must be submitted and reviewed by staff prior to permit being issued. A good resource for a site plan is your survey. The minimum paper size of the site plan is letter (8½ x 11 inches). The site plan should include the entire lot, with the following:

- Lot lines with dimensions and road frontage noted.
- existing or proposed driveway, an approach from street right-of-way onto property.
- parking spaces and walkways, with width and surface material described.

There shall be a minimum of one off-street parking space for each platted lot.

NOTE: Should a manufactured home be brought into the City limits that does not meet the set minimum standards: A 10-day written notice to remove, or repair will be given to the owner and may then be filed in Municipal Court if not removed or repaired within the 10 days. Each day the violation exists after the 10 days have expired shall be deemed a separate offense. Any person who fails to comply with these requirements shall be guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed two-thousand dollars (\$2,000.00).

The Site Permit will be issued once the site plan and application have been approved. Issuance of this permit will include all inspections required to set-up the home: utility connections, tie-down, skirting, and installation of stoops and steps. Decks 36 square feet or less will be included with this permit. Any deck exceeding 36 square feet will require a separate permit.

Footings, pier spacing, and anchorage shall meet the current Texas Manufactured Housing Division (MHD) Regulations for Manufactured homes and the Manufacturer's Installation Instructions. Steps shall meet the Texas (MHD) Regulations for Manufactured Homes.

Reminder: A Certificate of Occupancy is required before occupancy of any new or relocated manufactured home.

Note: A manufactured homeowner (per title) is required to obtain the site permit. The City highly recommends that a State registered licensed set-up/installer be used. Regardless of whether the work is performed by a licensed installer, homeowner or anyone else, the installer's name must appear on the permit as the "installer". All installation work is subject to State inspection by State officials or City Building Inspector, and in accordance with the rules of the Texas Department of Housing and Community Affairs, Texas Administrative Code, Chapter 80, Manufactured Housing Division. A copy is available for review in the Inspection Office or may be viewed online at <http://info.sos.state.tx.us>.

Required Contractors: Plumbing, Electrical, Heating/ and Air must be installed and connected by a contractor licensed in the State of Texas to conduct such work.

Exception: A homeowner may perform the work when both the manufactured home and the land on which it is placed are owned by the same person and the home will be their registered homestead (not for rental purposes). If the homeowner chooses to do the work themselves, they must schedule an appointment with the Building Inspector prior to any work being performed to apply for permits.

Misleading or false information may result in the termination of all utilities and/or legal prosecution.

Inspection requests should be called in to the Code Department at least 4 hours in advance. The homeowner or installer must be present during all inspections and must be 18 years or older.

1. Site Inspection — property corner markers, area where manufactured home will be placed and location of utilities, driveway, parking space, curb & gutter.
2. Primary Inspection Exterior examination, soil condition, bracing/blocking, tie-downs, plumbing, electrical, and ac/heat hookup, and interior walk through.
3. Final Inspection — Underpinning/Skirting are installed (Ord. 1272). Verification of any minor repairs needed to the exterior and/or interior, utilities may be released if all is found to be complying.

The following is a summary of items required at the inspection. This is meant to be a guide and is not a complete list of code requirements. Requests for inspections are made after work has been completed and the home is open and ready for inspection. The proper address must be posted and visible from the street.

1. All entrance doors must have steps leading to them.
2. Entrance doors swinging out shall have a minimum 3' x 3' landing outside the door (not applicable for screen or storm door).
3. All windows and doors are intact, undamaged and operable.
4. Exterior roof, siding and seams must be in good condition, watertight, painted (water repellent) and well-sealed.
5. Interior walls and floors are sound and intact with no holes
6. Smoke detectors throughout the home as per State law.
7. All steps are in accordance with the Texas (MHD) Regulations.
8. Decks and porches sound and with no holes.
9. Additions to a manufactured home are required to be engineered and must be reviewed and permitted. With exception of ramps, stoops and steps.
10. For new homes, the manufacturer's installation instructions must be in a conspicuous location. Foundation system and tie-downs must be installed in accordance with the installation instructions for new homes. Installation of relocated homes must also be in accordance with the Texas (MHD) Regulations.
11. Undisturbed soil bearing the loads of the bracing/blocking (determined pier spacing) must be verified during the site inspection.
12. An engineer's letter is required when screw anchors are placed in concrete.
13. A GFCI convenience receptacle is located adjacent to mechanical equipment.
14. The electrical system is complete with proper conductor and over current device sizes.
15. All electrical conduit is supported according to code.
16. The gas supply is installed in accordance with local regulations and the International Fuel Gas Code.
17. All hose bibs have means for backflow prevention.
18. The sewer line is run with correct fall and the connection to sewer line exposed for the inspection.
19. All mechanical equipment must be installed with proper over current protection device.
20. All mechanical equipment located outside is level on a suitable pad.
21. The ductwork run under the home is supported every 4'- 0" and is greater than 0'-4" above grade.
22. Any replacement mechanical equipment must be approved for use in manufactured housing.
23. Underpinning/skirting must be installed before utilities can be released.

Certificate of Occupancy — Once all the inspections are completed and all alterations, repairs, and conformations have been made and the Certificate of Occupancy has been filed, the home may be occupied.

CITY OF DALHART

MANUFACTURED HOME MOVE-IN CHECKLIST NO. 1 • PERMIT CHECKLIST

ALL OF THE FOLLOWING STEPS MUST BE COMPLETED BEFORE A PERMIT FOR A MANUFACTURED HOME CAN BE ISSUED.

HAS APPLICATION BEEN COMPLETED?	YES	NO
ARE TAXES PAID AND UP TO DATE?	YES	NO
TITLE OR SALES CONTRACT IN HAND?	YES	NO
HUD OR TEXAS SEAL INTACT ON MANUFACTURED HOME?	YES	NO
SITE PLAN COMPLETED?	YES	NO
SETBACKS MEASURED OUT ON ALL FOUR SIDES?	YES	NO
VERIFY UTILITIES ACCESS	YES	NO
VERIFY DRIVEWAY APPROACH	YES	NO
OFF-STREET PARKING – (REQUIREMENT).	YES	NO
CURB AND GUTTER IN PLACE (IF APPLICABLE)	YES	NO
DOES MANUFACTURED HOME MEET MINIMUM STANDARDS? (NEW & USED).	YES	NO

IF YOU HAVE ANSWERED "YES" TO ALL OF THE ITEMS ABOVE, YOU ARE NOW READY TO HAVE THE INSPECTOR REVIEW YOUR INFORMATION FOR A PERMIT. PROCEED TO CHECKLIST NO. 2

Code Officer: Rose Ritter

1901 E. 16th St., Dalhart, TX 79022

Phone: (806) 244-5511 ext. 3213 or (806) 333-2670

Email: codeenforcement@dalharttx.gov

Building Official: Paul Brown

1901 E. 16th St., Dalhart, TX 79022

Phone: (806) 244-5511 ext. 3210 or (806) 333-0239

Email: dalhartcode@dalharttx.gov

CITY OF DALHART

MANUFACTURED HOME MOVE-IN CHECKLIST NO. 2 • FINAL INSPECTION CHECKLIST

All entrance doors must have steps leading to them.	YES	NO
Entrance doors that swing out shall have a minimum 3' x 3' landing outside the door (not applicable for screen or storm door).	YES	NO
All windows and doors are intact, undamaged and operable.	YES	NO
Correct address is placed on the home, on the side facing the addressing street. The address numbers must be plainly visible in at least 3" and in contrasting color from home.	YES	NO
Exterior roof, siding and seams are in good condition, watertight, painted (water repellent) and, well sealed.	YES	NO
Interior walls and floors sound and intact with no holes	YES	NO
Smoke detectors throughout home as per State law. Hallway to the bedrooms and sleeping areas.	YES	NO
All steps leading into the house are in accordance with the Texas (MHD) Regulations.	YES	NO
Decks and porches are stable and with no holes.	YES	NO
Additional rooms to a manufactured home are required to be engineered and must be reviewed and permitted with exception of ramps, stoops, and steps.	YES	NO
For new homes, the manufacturer's installation instructions must be in a conspicuous location. Foundation system and tie-downs must be installed in accordance with the installation instructions for new homes. Installation of relocated homes must also be in accordance with the Texas (MHD) Regulations.	YES	NO
Undisturbed soil bearing the loads of the bracing/blocking (determined pier spacing) must be verified during the site inspection. An engineer's letter is required when screw anchors are placed in concrete.	YES	NO
Underneath the home is graded to prevent water from collecting and required compacted improved surface is in place, minimum 4" thick.	YES	NO
A GFCI convenience receptacle is located adjacent to mechanical equipment.	YES	NO
The electrical system is complete with proper conductor and over current device sizes.	YES	NO

All electrical conduit is supported according to code and exposed for the inspection.	YES	NO
The gas supply is installed in accordance with local regulations and the International Fuel Gas Code.	YES	NO
All hose bibs have means for backflow prevention.	YES	NO
The sewer line is run with correct fall and the connection to sewer line exposed for the inspection.	YES	NO
All mechanical equipment has been installed with proper over current protection device.	YES	NO
All mechanical equipment located outside is level on a suitable pad.	YES	NO
The ductwork that is run under the home is supported every 4'-0" and is greater than 0'-4" above grade and exposed for inspection.	YES	NO
Any replacement mechanical equipment has been approved for use in manufactured housing.	YES	NO
Install all skirting except the pieces that would conceal any article or utility needing inspection until all inspections have been conducted and approved.	YES	NO
Underpinning (skirting must be installed before utilities can be released).	YES	NO

CITY OF DALHART
APPLICATION FOR MANUFACTURED HOME PERMIT

APPLICANT
Owner's Name (for the Manufactured Home):
Current Address:
City/State/Zip:
Phone No..
Owner of Land (if not the same as owner of Manufactured Home):
Current Address:
City/State/Zip:
Phone No.:
SITE INFORMATION
Site Address:
List Existing Structures on the Property:
(On back of this form, draw in your lot showing street, alley and avenue, if applicable, along with location of manufactured home and any other structures located on the lot).
MANUFACTURED HOME INFORMATION
New:
Used:
Single:
Double:
Serial No.: (UL/HUD)
Make:
Year:
Size:
Color:
Previous Address (Include City and State) where Home was located or Business from which it was purchased:
ELECTRICAL
Electrical Contractor*:
City/State/Zip
License No.:
Phone No.:

PLUMBING	
Plumbing Contractor*:	
City/State/Zip	
License No..	
Phone No..	
AC & HEATING	
A/C Heating Contractor*:	
City/State/Zip	
License No.:	
Phone No..	

* Plumbing, Electrical, Heating/and Air work must be installed/connected by contractor licensed in the State of Texas for such work.

Exceptions: A person may perform the work when both the mobile home and the land on which it is placed are owned by that person and the home is for their own residence (not rental property). Approval must be granted by City Inspectors for any such work associated with a manufactured home.

Misleading or false information may result in the termination of **ALL** utilities or legal prosecution.

Applicant agrees to comply with all City adopted Building Regulations and other applicable laws to the use of the structure and facilities referred herein. The permit issued for work shall expire by limitation (6) six months after the date of issuance, if the work authorized has not started. If after commencement, the work is discontinued for a period of (6) six months, the permit shall expire. No work, authorized by any expired permit, shall be performed until a new permit has been obtained.

Applicant/Owner/Agent

Date

FOR OFFICE USE ONLY - DO NOT COMPLETE	
PIN/Tax Map/Parcel:	
Legal Description:	
Zoning Classification:	
Move-In Permit No.:	
Approved By:	
Signature _____	Print _____
Date _____	

