



---

## City of Richmond Building & Fire Department

600 MORTON STREET • RICHMOND, TEXAS 77469-3105

PHONE 281 / 232-6871 • FAX 281 / 238-1215

---

July 18, 2011

### Manufactured Housing/Mobile Home Basic Placement Requirements

City of Richmond Ordinance # 2011-10

The following is an outline of the requirements to place a manufactured home/mobile home (MH) in Richmond and includes the basic requirements to do so. Please see Inspection Check List for MH safety requirements. One should refer to the full version of the ordinance for all the regulations concerning the placement of manufactured homes in Richmond.

#### **New placements/replacements, effective July 18, 2011:**

- ❖ May only be placed inside a City Licensed Mobile Home Park or legally platted Mobile Home Subdivision.
- ❖ Existing parks must be re-licensed under COR ORD #2011-10 on or before February 1, 2012. Existing parks failing to obtain a new license cannot have manufactured homes place therein.
- ❖ May be replaced outside a park or subdivision if placed in accordance with the ordinance and within 180 days.
- ❖ New placements, replacements, and must submit a completed application. See the application for all submittal requirements.
- ❖ New placements/replacements; the manufactured home must have a manufactured date of 1990 or newer.

#### **Re-occupancies.**

Re-occupancy: Means when a manufactured home has been unoccupied, vacated, ceased to be occupied, or empty of occupants for an indefinite period of time and thereby again occupied, ceased to be vacated, or changed from one occupant to another is considered to be a re-occupancy.

- ❖ Must comply with the same requirements as new placements as outlined above except the year of manufacture.

Application Requirements: Please note that incomplete applications must be rejected.

Check List of Items that must accompany the application:

- Completed placement permit application. (If this is a new placement)
- Completed occupancy permit application. (If there is no new placement or the title holder (Owner) is different from the occupant.)
- Copy of the title to the manufactured home.
- Provide a current official State issued identification of occupant. Driver's license, State issued ID card, or passport.
- A copy of the executed and completed *Notice of Installation (Form T)* shall be submitted to the City Building Official no later than thirty (30) days after installation is complete. Failure to submit this completed form may result in revocation of the placement permit and immediate removal of the manufactured home may be required.
- If placement is not in an established park/subdivision then the following must accompany the application:
  - Legal Description of the land
  - A current survey of the property
  - A site plan showing the proposed location, driveways, where the MH will be placed, and utility locations. Should be based on the most current survey and be to scale.
- Shall be skirted within 30 days of placement. **Skirt** shall mean concealment from view of the under carriage on all sides of a manufactured home. Skirting must be accomplished with metal, vinyl or other material, which matches the exterior of the manufactured home and approved by the City.

Manufactured Housing rules and regulations are governed by U.S. Department of Housing and Urban Development's (HUD) requirements/standards and on the State level are under the Manufactured Housing Division (MHD) of the Texas Department of Housing and Community Affairs administers the Texas Manufactured Housing Standards Act.

Website: <http://www.tdhca.state.tx.us/mh/>

#### Installation Information

Phone: (877) 313-3023

Fax: (512) 475-3506

Email: [installations@tdhca.state.tx.us](mailto:installations@tdhca.state.tx.us)

Houston Office	(713) 795-5182	Fax	Nieves Galvez	
1414 South Loop West	(713) 795-5753			
Suite #140	Toll Free:			(713) 795-4453
Houston, Texas 77054	(877) 724-5674			

#### Consumer Protection and Consumer Complaints

Phone: (877) 313-3023

Fax: (512) 475-3506

Email: [complaints@tdhca.state.tx.us](mailto:complaints@tdhca.state.tx.us)