

CITY OF RICHMOND BUILDING DEPARTMENT

600 MORTON STREET * RICHMOND, TEXAS 77469
 PHONE 281 / 232-6871 * FAX 281 / 238-1215



**MANUFACTURED HOME OCCUPANCY
 PERMIT APPLICATION**

Date: _____ Please Complete All Items. Incomplete Applications Must be Rejected

Location Address:

Occupant Name & Address	Name: _____	Date of Birth	Month	Day	Year	
	Address: _____		Phone: _____			
	City, State, Zip: _____					

Title or S.O.L. Holder/Owner's Name & Address	Name: _____	Date of Birth	Month	Day	Year	
	Address: _____		Phone: _____			
	City, State, Zip: _____					

Attach a copy of the Title or S.O.L. (Statement of Ownership and Location)

Manufactured Home Information	Manufacturer Name: _____		Length:	Width:	
	Serial Number: _____	Length & Width: X			
	Date of Manufacture: _____	Circle One:	Single Wide	Double Wide	
	Whether the manufactured home has affixed to it a seal, label, or decal certifying its compliance with standard adopted by State and Federal standards or a seal or label or decal issued by another state certifying its compliance with standards promulgated for mobile home by the United States Department of Housing and Urban Development (HUD)? Circle Answer:			Yes	No
	The applicant hereby certifies whether or not there have been any alterations to the manufactured home since the seal, label or decal was affixed. Circle Answer:			Yes Altered	Not Altered

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND AGREE TO ALL CONDITIONS STATED HEREIN, AND VERIFY THAT ALL THE INFORMATION PROVIDED IS TRUE AND CORRECT.

SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT

Date

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 or an S.O.L. (Statement of Ownership and Location) to the manufactured home.
- Provide a current official State issued identification of occupant. Driver's license, State issued ID card, or passport.
- If placement is not in an established park 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. **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

Houston Office	(713) 795-5182	Fax	Nieves Galvez
1414 South Loop West	(713) 795-5753		
Suite #140	Toll Free:		
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