

PERMIT FEES

All fees due **The City of Richmond** shall be paid in full before issuance of Permit. All returned checks will be assessed a return check fee as applicable and a Stop Work Order will be issued and remain in effect until such time complete payment is received. Credit Cards are assessed a 3% convenience fee.

NO REFUNDS OR CREDITS. ALL TRANSACTIONS ARE FINAL

Administration Fee		\$10.00
Mobile Home Placement, Single-Wide	Each	\$150.00
Mobile Home Placement, Double-Wide	Each	\$200.00

ADDITIONAL REQUIREMENTS

- Electrical, Plumbing, & A/C Heating: Requires state licensed contractors to make the proper connection to MH. Permits & fees required. Existing services/equipment must properly serve the MH being placed. Upgrades and additional construction may be required. **NO CONNECTION OR WORK MAY BE DONE WITHOUT A PERMIT.**

APPROVALS

Plan review and approval process is dependent on the completeness and correctness of the requirements for the project. Projects may require at least 10 business days. Each re-submittal of plans and specifications require a completely new review and approval process.

THIS APPLICATION IS NOT VALID WITHOUT ALL REQUIRED FIELDS

<p>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 herein or not. The Approval of this application or Issuance of Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law. The building or structure shall not be occupied prior to the code official issuing a permit or Certificate of Occupancy that indicates applicable provisions of the code have been met.</p> <p style="text-align: right;">Application Invalid 90-Days from Date of Receipt in the Permit Office</p>		
*SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT		*(DATE)
*Name Printed	*Primary Contact Number	Other Contact Number

Date Received:

Received By:

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 (United States) 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

Consumer Protection and Consumer Complaints

Phone: (877) 313-3023

Fax: (512) 475-3506

Email: complaints@tdhca.state.tx.us