



## City of Bartlett Manufactured/Modular Home Installation

Street Address: _____	<i>(Where home is being installed)</i>
County: <i>(Please circle one)</i> BELL    OR    WILLIAMSON	
Subdivision/Block/Lot: _____	Property I.D. - _____
Is this a replacement? <i>(Please circle one)</i> YES    NO	

**Property Owner**

Name:
Phone:
Mailing Address/City/State/Zip:

**Manufactured Home Information**

Year of Home: _____	Size/Square Footage: _____
Make and Model: _____	HUD Serial #: _____

**Contractor Information**

Mover/Installer: _____	
License#: _____	Contact Person: _____
E-Mail: _____	Phone: _____

\*Subcontractors must register under "[New Contractor Registration](#)" form.

Electrical: _____	Plumbing: _____
License#: _____	Master License#: _____
Contact Person: _____	Contact Person: _____
Phone: _____	Phone: _____

- ❖ Plumbing connections to the City must be completed by a *State Licensed Master Plumber*. An exemption may be granted upon providing proof of Homestead and completed [Affidavit for Homestead](#). Permits will not be issued without Contractor registration.
- ❖ Double fees will be charged for work started prior to issuance of permits.
- ❖ Structure shall not be occupied until all final inspections have been approved and a C.O. issued.
- ❖ Required documents:
  - ✓ Assigned address –
    - Bell County [9-1-1 Address Request Form • Central Texas Council of Governments \(ctcog.org\)](#)
    - Williamson County [Contact \(wilco.org\)](#)
  - ✓ Site Plan: Scaled drawing of property indicating house placement, water, sewer, electric yard lines, and any other existing or proposed structures or impervious covering.
  - ✓ Land survey *(not required for residential, but recommended)*
  - ✓ Engineer stamped foundation and tie-down plan
  - ✓ Floor plan, Elevation plan
  - ✓ Certificate of Origin and/or HUD serial label
  - ✓ Contractor information

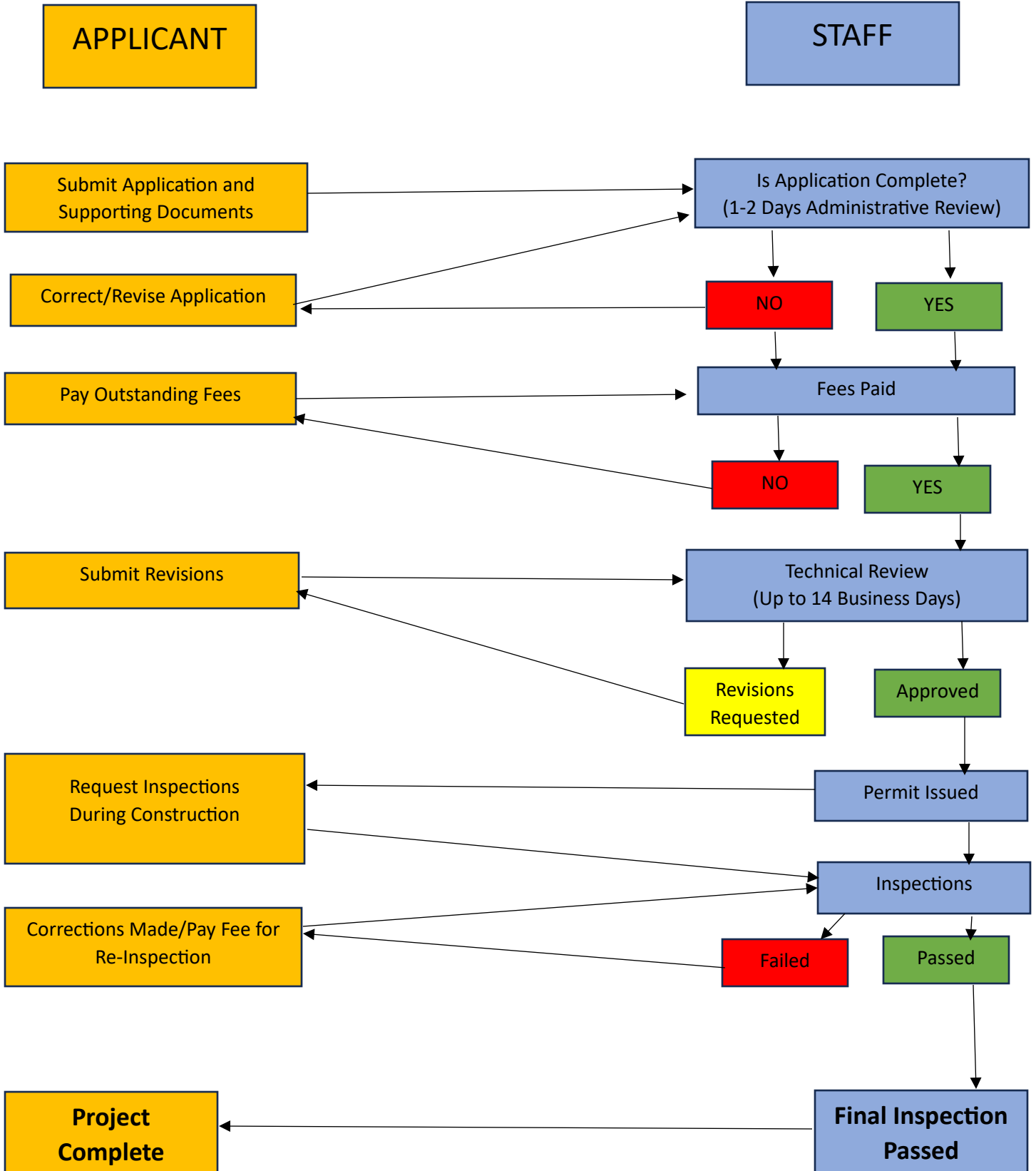
**Disclosure:** It is the responsibility of the applicant to consider all local zoning ordinances, area regulations, and building code compliance while preparing plans.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# Residential Building Permit Process

*Building a more beautiful and safer Bartlett*



**MANUFACTURED HOME – HUD\*\* OR TDLR IHB\*\*\***

- Site Plan\* showing all existing structures and proposed Manufactured Home.
- HUD or TDLR IHB Data Plate paper graphite rubbing or picture.
- Manufactured Home Anchorage and Foundation Plans and Details by a state licensed Structural Engineer.
- Identify the Electric Source (Underground or Overhead Electric), location of the Meter Base and Main Disconnect
- Identify if Natural Gas is used. A Gas Test is required.
- Trenches (Underground Electric, Water, Sewer and/or Gas) must remain open for inspection.
- Metal frame must be bonded to the electrical system.
- Permanent address posted visible from the street. Must comply with Fire and EMS requirement.

**MOVING A HOME INTO A CITY**

- Site Plan\* showing all existing structures and proposed Home.
- Verification from Third-party Inspection service that the Home complies with the city adopted IRC and IECC.
- Foundation Plans and Details by state licensed Structural Engineer.

**SOLAR ARRAY**

- Site Plan\* showing all existing structures and proposed Solar Array for ground mounted systems.
- Panel layout showing the proposed panels in relation to all hips, valleys, ridges, and eaves for rooftop systems.
- Solar Array Plans and Specs, including Grounding system.
- Identify if Grid-Tied or Standalone system.
- Modules conform to and are listed under **UL 1703**.
- Mounting System in compliance with **UL 2703**.
- Analysis by Structural Engineer certifying the solar panels, components and their loading on existing and new roofs.

**BACKUP GENERATORS**

- Site Plan\* showing all existing structures and proposed Generator location.
- Foundation Plan and Details
- Electrical Plans including ATS, Grounding, Riser Diagram and Panel Schedule

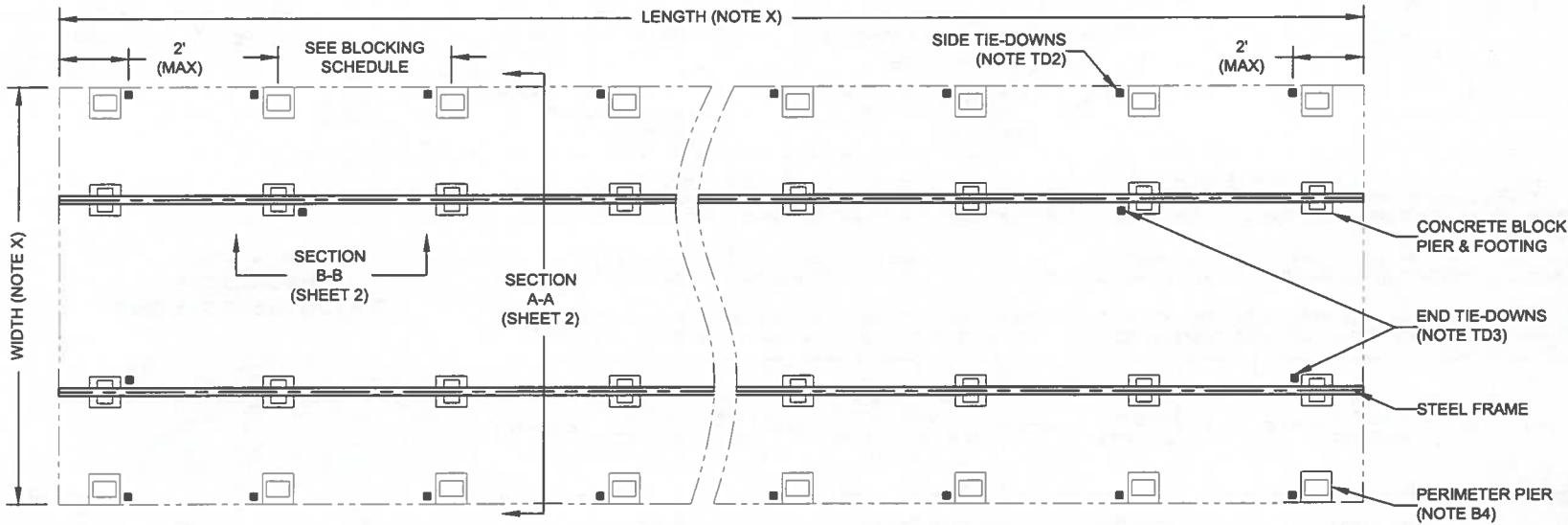
**ACCESSORY STRUCTURES: Sheds, ADUs, Gyms, Auxiliary Office Space**

- Provide a Scope of Work indicating the proposed use of the structure. Design must meet or exceed the minimum city adopted codes. A code review does not take the place of a Zoning review. Zoning must be approved by the city prior to the code review.
- Site plan, with North arrow, scaled and dimensioned, showing all existing and proposed structures, easements, setbacks, and property lines.
- Foundation plan: Slab or Pier and Beam with material specifications, dimensions and reinforcement schedule OR anchorage via tie down system, and anchor system with spacing shown where applicable.
- Front, Rear and Side Elevations with exterior covering(s) labeled. Flashing details are required for Door and Window openings, and Wall/ Roof and Roof/ Roof intersections.
- Roof plan with Roof covering material labeled.
  - Layout showing pitch and all hips, valleys, and ridges (if site built).
- Ceiling and roof framing layouts (if site built). Material species of lumber, grade, on-center spacing, and span must be shown. Engineered framing materials (wood I-joists) must have the manufacturer's literature attached.
- Scaled and dimensioned Floor Plan indicating each floor with all rooms labeled, ceiling height(s), windows and doors, attic access, and stairway construction, where applicable.
- Fire-resistance rated construction UL Listing and details where required.
- Door sizes and swing are shown with header height, opening width and height, and operability shown.
- Window sizes and type are shown (identify Emergency Escape and Rescue openings and safety glazing where required by Code – **sizes must match REScheck report**).
- The insulation shown for the roof, walls, and floor where applicable – **must match REScheck report**.
- Braced Wall Plan (engineered or prescriptive).
- Electrical Power and Lighting Plans, where applicable, ampere rating of panelboard or subpanel, and a riser diagram indicating the method (underground or overhead) of running electricity to the new building. If adding 500sf or more to the existing building load, a load calculation sheet is required.
- Plumbing Plans, where applicable. All Plumbing Fixtures must be shown appropriately spaced.
- Mechanical Plans, where applicable. Manual J/ D/ S reports must be included.
- PEMB (Pre-Engineered Metal Building) requires engineered plans.
- REScheck report using the city adopted code as the Basis of Design.

**\*Site Plan** must be scaled and dimensioned, indicate all setbacks and easements. For Swimming Pools, Electric Utility Power Poles, Underground and Overhead Electrical must be shown on the Site Plan.

**\*\*HUD-CODE manufactured home** is a structure constructed on or after June 15, 1976, according to the rule of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems. The term "HUD-CODE manufactured home" does not include a recreational vehicle as that term is defined by 24 CFR 3282.8(g).

**\*\*\*Industrialized Housing** is a residential structure that is designated for the use and occupancy of one or more families, that is constructed in one or more modules or constructed using one or more modular components built at a location other than the permanent residential site, and that is designated to be used as permanent residential structure when the modules or modular components are transported to the permanent residential site and are erected or installed on a permanent foundation system. The term includes the plumbing, heating, air conditioning, and electrical system. The term "industrialized housing" does not include any residential structure that is more than three stories or 59 feet in height as measured from the finished grade elevation at the building entrance to the peak of the roof. The term "industrialized housing" does not mean nor apply to: A. Housing constructed of sectional or panelized systems not utilizing modular components; or B. Any ready-built home which is constructed so that the entire living area is contained in a single unit or section at a temporary location for the purpose of selling it and moving it to another location.



**SAMPLE**

**PLAN VIEW**  
SCALE - NONE

**SITE EVALUATION & PREPARATION:**  
 S1) REMOVAL OF VEGETATION FROM THE SITE IS REQUIRED. WHERE LARGE TREES ARE REMOVED, SPECIAL ATTENTION ON BACK FILL, COMPACTION AND SOIL MOISTURE IS REQUIRED. CONTACT RCS FOR ADDITIONAL INFORMATION.  
 S2) ALL BACK FILL BELOW THE FOOTINGS MUST BE MECHANICALLY COMPACTED TO A 95% (STANDARD PROCTOR DENSITY) IN 6" LAYERS USING AN ENGINEERED SELECT MATERIAL. THIS DESIGN IS VALID ON LOTS WITH A MAXIMUM SLOPE OF 4' OVER THE LENGTH OF THE HOME. IF UNUSUAL SITE CONDITIONS ARE PRESENT, RCS ENTERPRISES, LP MUST BE CONTACTED FOR FURTHER REVIEW.  
 S3) SOIL STABILIZATION IS REQUIRED IN AREAS W/ ACTIVE CLAY SOILS. SOIL MOISTURE LEVELS BELOW THE FOUNDATION MUST BE STABILIZED BY CHEMICAL DEWATERING (REMOVAL OF MOISTURE) OR PRESATURATION (ADDITION OF MOISTURE) DURING DRY SUMMER MONTHS OR DROUGHT CONDITIONS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE SOIL MOISTURE LEVELS BELOW THE FOUNDATION MUST BE WITHIN A MID-RANGE VALUE (GENERALLY ~ 18% - 28%) BEFORE POURING. IT IS RECOMMENDED THAT THE MID-RANGE SOIL MOISTURE LEVELS BE MAINTAINED (SEE FOUNDATION MAINTENANCE NOTES).

**DESIGN PARAMETERS:**  
 4/12 MAX ROOF SLOPE; WIND- WZ1; MINIMUM SOIL BEARING CAPACITY OF 1500 PSF; SEISMIC - A.  
 THIS FOUNDATION IS DESIGNED TO REF. 24 CFR PART 3285 - MODEL MANUFACTURED HOME INSTALLATION STANDARDS AND THE FEDERAL MANUFACTURED HOME CONSTRUCTION, SAFETY STANDARDS, AND FEMA 85 SECOND EDITION

**DIMENSION NOTES (X):**  
 X1) CONTRACTOR MUST VERIFY ACTUAL BOX DIMENSIONS w/MANUFACTURER PRIOR TO BEGINNING CONSTRUCTION  
 X2) HOMES CONSTRUCTED WITH 2"x6" WALLS MAY INCREASE THE ACTUAL BOX DIMENSIONS.

DESCRIPTION: WZ1 MANU STATE SET FOUNDATION

PROJECT: [REDACTED] STREET  
 BARTLETT, TEXAS 76511



Montgomery  
 2022.04.29  
 07:36:03  
 '00'05-

J. MARTIN MONTGOMERY  
 REGISTERED PROFESSIONAL  
 ENGINEER STATE OF TEXAS  
 NO. 90427  
 RCS ENTERPRISES, LP F-2071

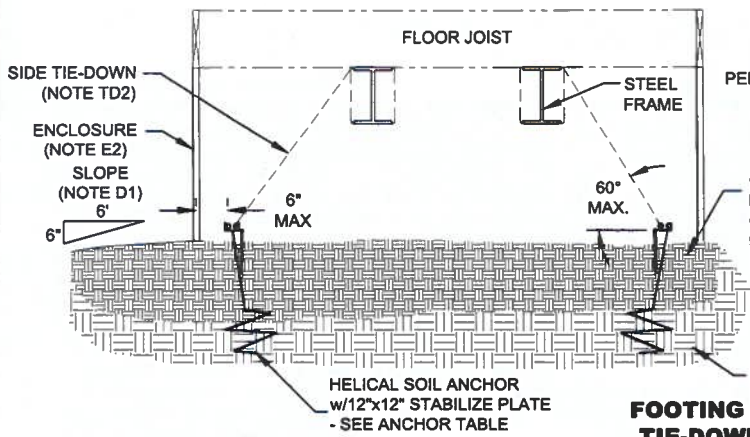
REV NO/DATE: -

ISSUE DATE: 04/29/2022

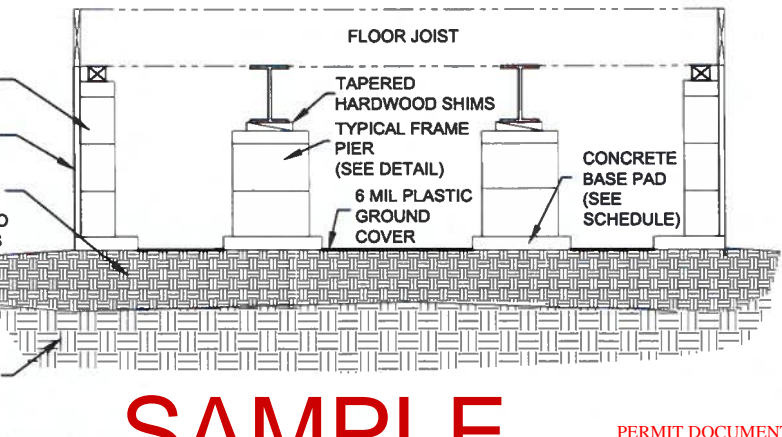
DRAWN BY: jmh

SCALE: NONE 8.5x11

SHEET:  
**1**

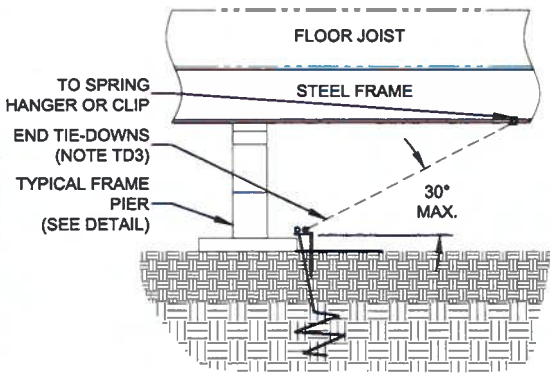


**FOOTING AND SIDE TIE-DOWN DETAIL SECTION A-A**  
SCALE - NONE



# SAMPLE

PERMIT DOCUMENTS

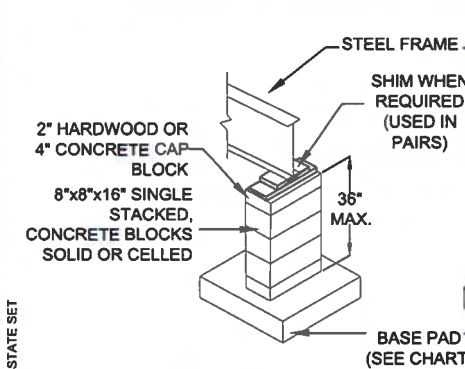


**END TIE-DOWN DETAIL SECTION B-B**  
SCALE - NONE

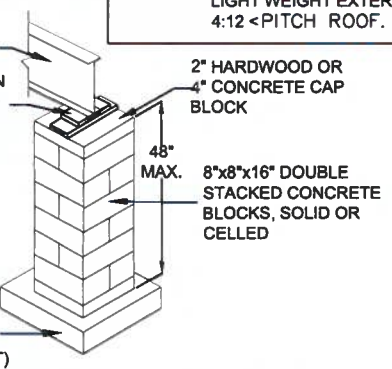
BLOCKING SCHEDULE												
BASE PADS	LIGHT WEIGHT HOMES						HEAVY WEIGHT HOMES					
	16"x16"x4"		18"x18"x4"				16"x16"x4"		18"x18"x4"			
SECTION WIDTH	14',15'	16'	18'	14',15'	16'	18'	14'	15',16'	18'	14'	15',16'	18'
FRAME	6' MAX	5' MAX	8' MAX	8' MAX	7' MAX	12' MAX	4' MAX	7' MAX	7' MAX	4' MAX	7' MAX	6' MAX
PERIMETER	NONE (NOTE C5)	NONE (NOTE C5)	8' MAX	NONE (NOTE C5)	NONE (NOTE C5)	8' MAX	NONE (NOTE C5)	7' MAX	6' MAX	NONE (NOTE C5)	7' MAX	6' MAX
MARRIAGE	AT OPENINGS > 10' (BOTH SIDES)	AT OPENINGS > 10' (BOTH SIDES)	8' MAX	AT OPENINGS > 10' (BOTH SIDES)	AT OPENINGS > 10' (BOTH SIDES)	8' MAX	AT OPENINGS > 10' (BOTH SIDES)	7' MAX	6' MAX	AT OPENINGS > 10' (BOTH SIDES)	7' MAX	6' MAX

NOTES:

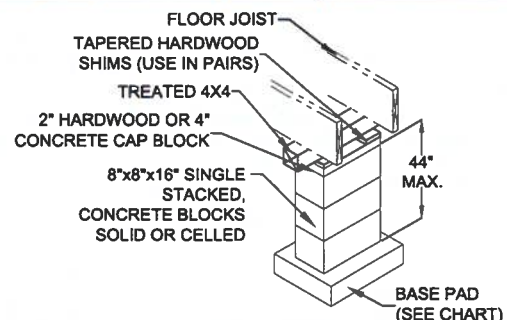
- OUTRIGGERS WITHIN 12" OF EDGE & HAVE A MAX. 12" SPACING; SUPPORT PIERS MUST BE WITHIN 2' OF ENDS.
- 1,500 PSF MIN. SOIL BEARING CAPACITY; MAX LIVE ROOF LOAD 20#; FLOOR JOIST SYP OR BETTER.
- LIGHT WEIGHT HOMES ARE DEFINED AS: < 3/8" GYPSUM; LIGHT WEIGHT EXTERIOR (I.E. VINYL, SMART PANEL, ETC.); 4:12 < PITCH ROOF.
- HEAVYWEIGHT HOMES ARE DEFINED AS: > 1/2" GYPSUM; FULL/PARTIAL TAPE & TEXTURE; FIBER CEMENT SIDING OVER OSB; +4:12 > PITCH ROOF.



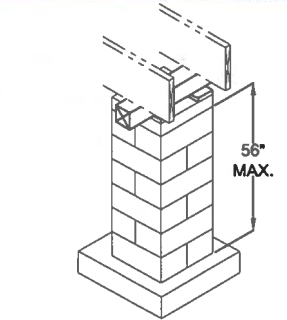
**SINGLE BLOCK TYPICAL FRAME PIER DETAIL**



**DOUBLE BLOCK TYPICAL FRAME PIER DETAIL**



**SINGLE BLOCK TYPICAL PERIMETER PIER DETAIL**



**DOUBLE BLOCK TYPICAL PERIMETER PIER DETAIL**

DESCRIPTION: WZ1 MANU STATE SET FOUNDATION

BOX SIZE: 16" X 76"

MODEL: BARTON CREEK

PROJECT:

██████████ STREET  
BARTLETT, TEXAS 76511



Montgomery  
2022.04.29  
'00'05- 07:36:20

J. MARTIN MONTGOMERY  
REGISTERED PROFESSIONAL  
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NO. 90427  
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REV NO/DATE: -

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DRAWN BY: jmh

SCALE: NONE 8.5x11

SHEET:  
**2**

**BLOCKING NOTES (B):**

B1) THE MINIMUM BLOCK HEIGHT UNDER THE FRAME IS 12" (18" UNDER FLOOR JOIST) AND THE MAXIMUM IS 48" FOR THIS DESIGN. DOUBLE BLOCKS ARE REQUIRED WHEN THE BLOCK STACKS EXCEED 36". CONTACT RCS ENTERPRISES FOR ALTERNATIVE DESIGN IF BLOCK HEIGHTS EXCEED 48".

B2) FOOTING SURFACE MUST BE SMOOTH AND FLAT. IF NECESSARY, THE SURFACE CAN BE GROUTED SMOOTH AND 4" SOLID BASE BLOCK PLACED AT BOTTOM OF PIER STACK.

B3) USE 8"x8"x16" HOLLOW CELL MASONRY UNITS; 1-1/4" FACE SHELL THICKNESS; 1" WEB THICKNESS; 18,720 LB. LOAD-BEARING CAPACITY WITH 4" SOLID CAP BLOCK. IF THIS FOUNDATION REQUIRES FHA CERTIFICATION, ALL MASONRY PIERS & WALLS MUST HAVE MORTARED JOINTS. IF DRY STACK PIERS ARE EXISTING, THEY CAN BE COATED WITH A HUD APPROVED "SURFACE BONDING CEMENT (REF. HUD MR907F). ALL BLOCKS MUST BE POSITIONED TO ENSURE A 2" MIN FOOTING PROJECTION.

B4) BLOCKING IS REQD ON ALL HOMES UNDER PERIMETER DOORS & WINDOWS (48" OR WIDER), MARRIAGE WALL COLUMN SPANS GREATER THAN 8', AND ALL WALL WALL TO PORCH TRANSITIONS. INSTALL BLOCKING ON RUNNERS OR 16"x16"x8" BLOCKS/FOOTINGS.

**FOOTING/CONCRETE NOTES(C):**

C1) ALL CONCRETE WORK SHALL BE IN ACCORDANCE WITH ALL LOCAL AND GENERALLY ACCEPTED CODES, AND INCLUDING ACI-318.

C2) ALL CONCRETE SHALL DEVELOP A MINIMUM COMPRESSIVE STRENGTH OF 3,000 PSI AT 28 DAYS, WITH 1" MAXIMUM AGGREGATE SIZE, A MAXIMUM SLUMP OF 4", AND HAVE 3-5% AIR ENTRAINMENT.

C3) REINFORCING STEEL SHALL BE DEFORMED BILLET STEEL CONFORMING TO A.S.T.M. "A-615 GRADE 40".

C4) ALL REBAR IS TO BE CONTINUOUS WHERE POSSIBLE. REBAR SPLICES SHALL HAVE OVERLAPS AT LEAST 16" LONG.

C5) ALL EXTERIOR FOOTINGS SHALL BE PLACED INTO UNDISTURBED SOIL, OR TO THE FROST LINE, WHICHEVER IS GREATER.

**DRAINAGE (D):**

D1) POSITIVE AND EFFECTIVE DRAINAGE AWAY FROM THE FOUNDATION IS CRITICAL TO HELP MINIMIZE FOUNDATION MOVEMENT DUE TO CHANGING SOIL MOISTURE LEVELS AND TO ENSURE THE CRAWL SPACE AREA STAYS DRY. THERE SHOULD NOT BE ANY STANDING OR PONDING OF SURFACE WATER WITHIN 10' OF THE FOUNDATION.

D2) LOT GRADING AND SURFACE WATER RUN-OFF SHOULD BE CONSIDERED AND DEVELOPED IN ACCORDANCE WITH LOCAL REQUIREMENTS.

D3) EROSION OF THE SOIL ALONG THE PERIMETER OF THE FOUNDATION SHOULD BE PREVENTED WITH USE OF SEEDING, SOD, OR OTHER MEANS. THIS IS GENERALLY THE HOMEOWNERS RESPONSIBILITY.

D4) WHEN A COVERED PORCH IS INCLUDED ON THE HOME, SLOPE SOIL TO THE EXTERIOR & COVER WITH A CLASS 1 VAPOR BARRIER. ALLOW FOR DRAINAGE OPENINGS.

**GENERAL NOTE:**

G1) THE AXLES AND HITCHES MUST BE REMOVED AFTER INSTALLATION.

G2) THIS FOOTING IS NOT DESIGNED FOR SUPPORT OF A MASONRY VENEER, UNLESS NOTED.

G3) DRYER VENTS AND WATER HEATER PVC LINES (PAN AND T&P) ARE TO BE ROUTED OUTSIDE OF THE CRAWL SPACE ENCLOSURE.

**ANCHOR TABLE**

ANCHOR	OLIVER TECHNOLOGIES PART NUMBER (OR EQUAL)	SOIL CLASS
30" w/(2) 4" HELIXES	OT3044BP	2 & 3
36" w/(1) 6" HELIX & (1) 4" HELIX	OT3646BP	4
48" w/(1) 6" HELIX	OT486BP	4
36" CROSS DRIVE ROCK	OT36CDP	FOR SOLID ROCK
DRY SET IN CONCRETE	OTCADP	FOR CONCRETE
DRY SET IN CONCRETE	OTCAWP	FOR CONCRETE

SOIL CLASS DESCRIPTION: 1) SOUND HARD ROCK; 2) VERY DENSE AND/OR CEMENTED SANDS. COURSE GRAVEL/COBBLES, PRELOADED SILTS CLAYS AND CORRAL. 3) MEDIUM DENSE COARSE SANDS FIRM TO STIFF CLAYS & SILTS, ALLUVIAL FILL. 4A) LOOSE TO MEDIUM DENSE SANDS, FIRM TO STIFF CLAYS AND SILTS, ALLUVIAL FILL. 4B) LOOSE SANDS, FIRM CLAYS AND SILTS, ALLUVIAL FILL.

**TIE-DOWN NOTES (TD):**

TD1) ALL TIE-DOWN COMPONENTS MUST BE DESIGNED AND RATED FOR THIS APPLICATION AND OF A WEATHER RESISTANT MATERIAL (I.E. GALVANIZED, PAINTED/COATED, SS, ETC) AND INSTALLED AS PER MANUFACTURER. STRAPS MUST BE ROUTED FROM THE TOP OF THE STEEL FRAME.

TD2) TIE DOWN WITH A SINGLE STRAP EVERY 8' O.C. (MAX) AT 60° (MAX) WHEN THE ANCHOR IS POSITIONED AT THE PERIMETER.

TD3) TWO END STRAPS PER UNIT PER END AT A 30° ANGLE OR LESS ARE REQ'D. ROUTE TO FRAME CLIP/HANGER OR 1 STRAP MAX PER CROSS MEMBER WITHIN 8" OF THE I-BEAM.

TD4) ALL ANCHORING MUST BE SECURED IN SOIL AND RATED AT 4,725 LBS ULTIMATE LOAD.

**ENCLOSURE NOTES (E):**

E1) THE MINIMUM CRAWL SPACE CLEARANCE BETWEEN GRADE AND THE SUPPORT BEAMS IS 12" AND THE MINIMUM TO THE FLOOR JOIST IS 18". A MINIMUM 16"x24" ACCESS DOOR IS REQD INTO THE CRAWL SPACE AREA.

E2) A NON-LOAD BEARING CONTINUOUS ENCLOSURE/SKIRTING (DESIGNED BY OTHERS) OF THE CRAWL SPACE IS REQUIRED. IT MUST BE OF A PERMANENT MATERIAL (VINYL, MASONRY, TREATED WOOD, ETC) AND BE SUPPORTED AT GRADE BY WOOD, STEEL OR CONCRETE PIER/FOOTINGS THAT EXTEND TO THE FROST LINE.

E3) A MINIMUM OF 1 SQFT OF CRAWL SPACE VENT AREA IS REQUIRED FOR EVERY 1500 SQFT OF LIVING SPACE. ONE VENT MUST BE LOCATED WITHIN 3' OF EACH CORNER AND HAVE A MAX 1/4" OPENING MESH.

E4) A 6 MIL VAPOR BARRIER IS REQUIRED, EXCEPT WHEN INSTALLED ON A WELL COMPACTED IMPERVIOUS BASE PAD OR SOLID ROCK OR IN AN ARID CLIMATE (<15" ANNUAL RAINFALL, I.E. GENERALLY WEST OF I-35)

**FOUNDATION MAINTENANCE:**

THIS IS A SHALLOW FOUNDATION DESIGN AND AS SUCH, IS SUBJECT TO MOVEMENT FROM EXPANDING AND CONTRACTING CLAY SOILS, IF SOIL MOISTURE LEVELS ARE ALLOWED TO FLUCTUATE. THUS, TO PREVENT FOUNDATION MOVEMENT (AND POTENTIALLY THE NEED FOR ADJUSTMENT/SHIMMING, OR MORE EXTENSIVE REPAIRS AT THE HOMEOWNERS EXPENSE) CONSISTENT SOIL MOISTURE LEVELS SHOULD BE MAINTAINED ON A YEAR-ROUND BASIS. GENERALLY THIS INVOLVES WATERING WITH A SOAKER HOSE OR SPRINKLER DURING THE DRY SUMMER MONTHS AND MAINTAINING GOOD DRAINAGE AWAY FROM THE FOUNDATION DURING THE WET WINTER MONTHS. ADDITIONALLY, SHRUBS & TREES GREATER THAN 2" IN TRUNK DIAMETER ARE NOT PERMITTED WITHIN THEIR MATURE HEIGHT FROM THE FOUNDATION IN AREAS WITH HIGH CLAY CONTENT SOIL AS THEY CONSUME LARGE VOLUMES OF WATER AND WILL IMPACT THE SOIL MOISTURE LEVELS. IN SOME CASES, ROOT BARRIERS OR OTHER MEANS CAN BE EFFECTIVE IN HELPING TO MANAGE SOIL MOISTURE LEVELS. AGAIN, IT IS IMPORTANT TO STRESS THE REQUIREMENT/RESPONSIBILITY FOR THE HOMEOWNER TO MAINTAIN SOIL MOISTURE LEVELS IN AREAS WITH CLAY SOIL TO PREVENT FOUNDATION MOVEMENT.

**LIMITATIONS:**

ALL MODIFICATIONS OR CHANGES SHALL BE IN WRITING AND NO VERBAL DEVIATIONS ARE PERMITTED. ANY CHANGES OR DEVIATIONS TO THIS PLAN CONSTITUTE A BREACH OF THIS PLAN AND RENDERS VOID TO THE ENGINEER'S CERTIFICATION AS WELL AS ALL EXPRESSED OR IMPLIED LIABILITY OR WARRANTY OF THIS DESIGN. RCS ENTERPRISES, LP LIABILITY FOR THIS DESIGN IS LIMITED TO \$500. USE OF PART OF THIS DESIGN INDICATES ACCEPTANCE OF ALL OF THE REQUIREMENTS. THE WARRANTY OF THIS DESIGN IS LIMITED TO THIS PLAN AND DOES NOT INCLUDE WHAT MAY OR MAY NOT BE INSTALLED AT CONSTRUCTION. PLEASE CONTACT US IF YOU HAVE QUESTIONS ABOUT THIS DESIGN OR THE STIPULATIONS OF ITS USE. WE EXPRESSLY DENY ANY WARRANTY THAT THIS DESIGN WILL SATISFY THE PARTICULAR DESIRES OF A PARTICULAR CUSTOMER.

**SAMPLE**



Engineering & Inspection Services  
400 N. Allen Dr. Suite #205  
Allen, Texas 75013  
(972) 727-9572  
www.rcsenterprises.net

DESCRIPTION: WZ1 MANU STATE SET FOUNDATION

PROJECT:

**[REDACTED]** STREET  
BARTLETT, TEXAS 76511



Montgomery  
2022.04.29  
00'05- 07:36:37

J. MARTIN MONTGOMERY  
REGISTERED PROFESSIONAL  
ENGINEER STATE OF TEXAS  
NO. 90427  
RCS ENTERPRISES, LP F-2071

REV NO/DATE: -

ISSUE DATE: 04/29/2022

DRAWN BY: jmh

SCALE: NONE 8.5x11

SHEET:

**3**

BOX SIZE: 16' X 76'

MODEL: BARTON CREEK

WZ1-TX-MAN-STATE SET

WATERMARK MUST BE PRESENT: BENVIO ADDRESS AND COMPANY NAME IN BLUE ON ORIGINAL DRAWING.



(Ordinance 88-1 adopted 8/22/1988; 1989 Code, sec. 17.206)

## ARTICLE 4.06 MANUFACTURED HOMES, MOBILE HOMES, MODULAR HOMES AND RECREATIONAL VEHICLES\*

### Division 1. Generally

#### Sec. 4.06.001 Definitions

The following words and terms defined in this section shall, when used in this article, except the manner and use show clear intent otherwise, have the meanings given in this section:

Common access route. A private way which affords the principal means of access into the interior of the park and to the structures or lots therein.

Dwelling, single-family. A building designed for single-family occupancy and constructed on-site as a permanent improvement to a legal lot.

HUD-code manufactured home. A HUD-code manufactured home as defined in chapter 1201, Texas Occupations Code, as amended from time to time. Also referred to herein as "HUD home."

License. A written license issued by the city permitting a person to operate and maintain a manufactured home park under the provisions of this article and the regulations issued hereunder.

Licensee (operator). Any person licensed to operate and maintain a manufactured home park under the provisions of this article.

Manufactured home. A mobile home or a HUD-code manufactured home as defined in chapter 1201, Texas Occupations Code, as amended from time to time.

Manufactured home park. A unified development for manufactured housing spaces arranged on a tract of land in compliance with the city's subdivision ordinance and this article, with the individual lots or parcels being held under a common ownership and rented or leased to the occupants. Unless specifically provided otherwise or the context requires otherwise, reference to a "manufactured home park" in this article shall include "manufactured home subdivision."

Manufactured home subdivision. A unified development for manufactured housing spaces arranged on a tract of land in compliance with the city's subdivision ordinance and this article, with the individual lots or parcels being developed and sold to occupant owners.

Mobile home. A structure constructed before June 15, 1976; built on a permanent chassis; designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities; transportable in one or more sections; and in the traveling mode, at least eight body feet in width or at least 40 body feet in length or, when erected on-site, at least 320 square feet. The definition of mobile home includes the plumbing, heating, air

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\* State law references--Sanitation and health standards, V.T.C.A., Health and Safety Code, ch. 341; Manufactured Housing Standards Act, V.T.C.A., Occupations Code, ch. 1201; authority to prohibit installation of mobile homes used for residences, V.T.C.A., Occupations Code, sec. 1201.008; industrialized housing and buildings, V.T.C.A., Occupations Code, ch. 1202.

conditioning, and electrical systems of the home. In the event of a conflict between the definition of "mobile home" in this article and the definition set forth in chapter 1201, Texas Occupations Code, as amended from time to time, chapter 1201, Texas Occupations Code shall control.

Modular component. A component of a structure as defined in chapter 1202, Texas Occupations Code, as amended from time to time.

Nonresidential HUD-code manufactured home. A nonresidential modular component as defined herein.

Nonresidential modular component. A component of a structure as defined in chapter 1202, Texas Occupations Code, as amended from time to time, which use shall be limited solely as a business or commercial office for a lawful business purpose and shall not be used as a dwelling or for any other residential purpose.

Person. An individual or a partnership, company, corporation, association, or other group, however organized.

(Ordinance 2012-02, sec. 12.206(A), adopted 3/12/2012; Ordinance 20170417-005, sec. II(1), adopted 4/17/2017)

**Sec. 4.06.002 Definitions binding**

The definitions of "mobile home," "HUD-code manufactured home" and "manufactured home" set forth in this article and in the Texas Manufactured Housing Standards Act, as amended from time to time, are binding on all persons. A mobile home is not a HUD-code manufactured home and a HUD-code manufactured home is not a mobile home for any purposes under this article or any ordinance of the city. (Ordinance 2012-02, sec. 12.206(B), adopted 3/12/2012)

**Sec. 4.06.003 Allowable locations; area requirements; building permit**

Mobile homes, manufactured homes, modular components, and HUD homes shall not be placed, installed or located within the city except in areas designated and approved for such purpose by this article.

- (1) HUD-code manufactured home eligible areas. HUD-code manufactured homes may, upon the issuance of a permit for a specific lot, in appropriate circumstances, be located, placed and installed in those areas of the city set forth and described hereinafter in subsection (7)(C) of this section.
- (2) Recreational vehicles. Recreational vehicles shall not be used as residences, nor connected to city utilities as permanent dwellings. Use of recreational vehicles at residential properties within the city limits for transient guests shall be limited to no more than 10 (ten) consecutive days in any four-month period. Such vehicles must dispose of waste at licensed dump stations.
- (3) Mobile homes prohibited. No permit shall be issued for the placement of a mobile home inside the city limits.

- (4) Exception. Nothing in this article shall affect mobile homes or manufactured homes lawfully located within the city as of the effective date of this article, except as provided in section 4.06.004 (nonconforming uses).
- (5) Area regulations. The following shall be the minimum requirements for any lot, tract or parcel of land to be eligible for any building permit or specific use permit for a HUD-code manufactured home:
- (A) Size of yards.
- (i) Front yard. There shall be a front yard having a depth of not less than twenty (20) feet. Where lots have a double frontage, extending through from one street to another, the required front yard shall be provided on both streets.
- (ii) Side yard. There shall be a side yard of not less than ten (10) feet in width on each side of the lot. A side yard adjacent to a side street shall not be less than fifteen (15) feet. No side yard for allowable nonresidential uses shall be less than twenty-five (25) feet.
- (iii) Rear yard. There shall be a rear yard having a depth of not less than fifteen (15) feet measured from the rear lot line.
- (iv) Setback from existing structures. The minimum setback from existing structures shall be twenty (20) feet.
- (B) Size of lot.
- (i) Lot area. Lots served by the city wastewater collection system shall have a minimum of two thousand four hundred (2,400) square feet.
- (ii) Lot width. Lots shall have a minimum width of forty (40) feet at the building line and for a distance of at least forty (40) feet behind the building line.
- (iii) Lot depth. The average depth of the lot shall not be less than sixty (60) feet and all yard requirements are met.
- (6) Other regulations.
- (A) Minimum size. No manufactured or mobile home with less than five hundred (500) square feet is permitted.
- (B) Skirting. Manufactured and mobile homes must install view-obstructing skirting within thirty (30) days from the date placed on a lot. Skirting must meet city guidelines for materials.
- (C) Tie-downs. Manufactured and mobile homes must be tied down securely (minimum of sixteen tie-downs) and in compliance with applicable state and federal regulations prior to occupancy.

- (7) **Building permit.**
- (A) **Purpose.** The city administrator or designee may grant, deny or conditionally approve building permits for HUD-code manufactured or mobile homes within certain designated areas of the city, as set forth in subsection (7)(C). Because of the nature of the use and the possible adverse impact on neighboring properties of the use, review, evaluation and exercise of planning judgment relative to the location and site plan of the proposed use are required.
- (B) **Procedure.** The city administrator or designee may issue a building permit for a HUD manufactured or mobile home or modular component pursuant to the procedures and in the areas provided in subsection (7)(C).
- (C) **Allowable locations.** The city mayor or designee may authorize a building permit for a HUD-code manufactured home or modular components only within the R-3 Manufactured Homes zoning district, as designated on the city's zoning map, provided that only one (1) manufactured home per property shall be allowed unless the property is authorized to be used as a manufactured home subdivision.
- (D) **Application.** Any person proposing to begin to obtain a building permit under this subsection (7) shall file an application accompanied by a site plan. The site plan may be a sketch or drawing on one or more pages, generally to scale, with distances marked, and is not required to be prepared by an engineer. The site plan, along with the application, will become a part of the building permit, if approved. The accompanying site plan shall provide the following information:
- (i) Data describing the processes and activities proposed and involved in the proposed use, and the type, and date of construction of the HUD-code manufactured home, mobile home, modular component, or accessory building.
  - (ii) Boundaries of the area covered by the site plan and the address or legal description of the area.
  - (iii) The location of each existing and proposed building and structure in the area covered by the site plan and the number of stories and gross floor area.
  - (iv) The location of existing drainage ways and significant natural features.
  - (v) The location, height, and type of walls and fences.
- (E) **Permit fee.** The application shall be accompanied by a fee in the amount set forth in the fee schedule in appendix A of this code.
- (F) **Issuance of permit.** The city administrator or designee shall authorize a building permit for a manufactured home, mobile home, or modular component in an area designated in subsection (7)(C) of this section in response to a completed application submitted to the city that complies with this section, provided that manufactured home, mobile home, or modular home complies

with this article and all applicable state and city regulations. An application to install a new HUD home for use as a dwelling is considered to be granted unless the city administrator or designee in writing denies the application and states the reason for the denial no later than the 45th day after the application is received by the city administrator.

- (G) Appeals. Any person making application for a building permit pursuant to the terms and conditions of subsection (7) of this section may appeal to the city council a decision of the city administrator or designee to deny such application and building permit.

(Ordinance 2012-02, sec. 12.206(C), adopted 3/12/2012; Ordinance 20170417-005, sec. 11(2), adopted 4/17/2017; Ordinance adopting 2020 Code)

**Sec. 4.06.004 Nonconforming uses and structures**

(a) General policy. The general public and the city council are directed to take note that nonconformity in the use and development of land and buildings is to be avoided, or eliminated where now existing, whenever and wherever possible, except:

- (1) When necessary to preserve property rights established prior to the date these regulations become effective as to the property in question; and
- (2) When necessary to promote the general welfare and to protect the character of the surrounding property.

(b) Nonconforming structures. Where a lawful structure exists on the effective date of the adoption or amendment of this article, that could not be built under the terms of this article by reason of restrictions on permitted use, area, lot coverage, height, years, its location on the lot, or other requirements concerning the structure, such structure may be continued as long as it remains otherwise lawful, subject to the following provisions:

- (1) No such nonconforming structure may be enlarged or altered in a way which increases its structural nonconformity, but any structure or portion thereof may be altered to decrease its structural nonconformity.
- (2) Should such nonconforming structure or nonconforming portions of a structure be damaged by any means to an extent of more than fifty (50) percent of its replacement cost at the time of destruction, it shall not be reconstructed except in conformity with this article.
- (3) Should such structure be moved for any reason for any distance whatsoever, it shall thereafter conform fully to the rules and regulations provided in this article.

(c) Nonconforming uses. A nonconforming use may be continued as long as it remains otherwise lawful, subject to the following provisions:

- (1) No existing structure devoted to a nonconforming use shall be enlarged, extended, constructed or reconstructed.

- (2) The use of the structure shall only be changed to a use permitted in the area in which it is located.
  - (3) A nonconforming use that has been discontinued may be resumed only if there has been no other use of the premises or structure since the nonconforming use was discontinued, and such use was not discontinued for a period of ninety (90) days or more.
  - (4) Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use at the time of adoption or amendment of this article, but no such use shall be extended to any land outside such building.
  - (5) Removal or destruction of a structure containing a nonconforming use shall eliminate the nonconforming use status, except to the extent, if any, otherwise provided by law. Destruction for the purpose of this subsection is defined as damage equal to more than fifty (50) percent of the replacement cost of the structure.
  - (6) A nonconforming use shall terminate upon any sale or conveyance of the property, except to the extent, if any, provided otherwise by law.
- (d) Repairs and maintenance.
- (1) On any nonconforming structure, or nonconforming portion of a structure, containing a nonconforming use, no work may be done in any period of twelve (12) consecutive months on ordinary repairs, or on repair or replacement of non-loadbearing walls, fixtures, wiring or plumbing, to an extent exceeding twenty-five percent (25%) of the current replacement cost of such structure or nonconforming portion of such structure.
  - (2) If fifty percent (50%) or more of the nonconforming structure containing a nonconforming use becomes physically unsafe or unlawful due to lack of repairs or maintenance, and is declared by a duly authorized official to be a dangerous building as defined in article 4.04 of the city's Code of Ordinances by reason of physical condition, it shall not thereafter be restored, repaired or rebuilt except in conformity with the regulations set forth in this article.
- (e) Nonconforming lots. A lot shall be nonconforming if it does not meet the requirements of this article.
- (f) Exceptions. A mobile home or manufactured home lawfully located within the city on the effective date of this article, which is a nonconforming use or structure, may be replaced with a manufactured home, subject to the following conditions and requirements:
- (1) The replacement manufactured home is newer than the existing manufactured or mobile home, is at least as large in living space as the prior manufactured home, and meets all state law requirements for a manufactured home;
  - (2) The lot upon which the replacement manufactured home will be placed has not been vacant for more than ninety days and the structure previously located on the property

immediately prior to a replacement manufactured home being installed was a manufactured or mobile home;

- (3) The replacement authorized by this subsection is limited to a single replacement, unless the manufactured or mobile home is being replaced due to its destruction by fire or other natural disaster.

(Ordinance 2012-02, sec. 12.206(E), adopted 3/12/2012; Ordinance 20170417-005, sec. II(4), adopted 4/17/2017)

**Sec. 4.06.005 Installation and structural standards**

(a) **Structural standards.** The installation, occupancy, and maintenance of HUD-code manufactured homes, nonresidential HUD-code manufactured homes, and mobile homes (collectively referred to as "manufactured home" in this section only) within the city limits shall be subject to the following provisions:

- (1) The manufactured home shall be constructed, installed, maintained, and altered in compliance with chapter 1201, Texas Occupations Code, and any applicable state, federal, or local regulations. If the HUD home does not have a label as defined in chapter 1201, Texas Occupations Code, as amended from time to time, but meets all other requirements of state, federal, and local regulations, the manufactured home may be accepted as safe and quality construction provided that it meets the following criteria:
  - (A) All electrical material, devices, appliances, and equipment are in sound and safe condition. Aluminum conductors are not acceptable.
  - (B) All mechanical systems including space and water heating are in sound and safe condition.
  - (C) All plumbing, gas piping, and wastewater systems are in sound and safe condition.
  - (D) The unit is in sound and safe structural condition. Uncompressed finish floorings greater than 1/8 inch in thickness beneath loadbearing walls that are fastened to the floor structure are not acceptable. Any such structure that shows signs of fire damage is not acceptable.

The determination of the foregoing acceptance of any noncertified unit shall be made jointly by the city administrator, the fire marshal or any other city personnel designated by the city administrator.

- (2) The exterior siding material, excluding skirting, shall be nonmetallic.
- (3) No outside horizontal dimension shall be less than 14 feet, except for original extensions or subsequent additions containing less than 50 percent of the total enclosed floor area.

(b) **Installation.** Manufactured homes shall be installed in accordance with the following criteria:

- (1) The frame shall be supported by, and tied to, a foundation system capable of safely supporting the loads imposed as determined from the character of the soil. The minimum acceptable foundation design shall be a series of eight-inch grout-filled concrete block piers spaced no more than eight feet on center and bearing on 12" x 12" solid concrete footings. A tie-down and anchoring system separate and apart from the foundation ties shall be provided as recommended by the manufacturer, if different from the foundation ties.
  - (2) Axle and hitch assemblies shall be removed at the time of placement on the foundation.
  - (3) Each manufactured home shall be totally skirted in accordance with the provisions of this article, subject to inspection and approval.
  - (4) Electrical power supply shall be made from a meter installation on the manufactured home, or from a permanent meter pedestal.
  - (5) Living area additions are permitted, provided they meet the minimum building setback requirements, have roof and siding material that is compatible with the primary structure, and comply with the same structural standards as the primary structure.
- (c) Connection to municipal utilities. No mobile home, manufactured home, or other modular component will be connected to any municipal utility system until such mobile home, manufactured home, or other modular component complies with all applicable provisions of the city's ordinances, including skirting requirements.

(Ordinance 2012-02, sec. 12.206(G), adopted 3/12/2012)

**Sec. 4.06.006 Inspections**

- (a) The city administrator or designee is authorized and directed to make such inspections as are necessary to enforce the provisions of this article.
- (b) The city administrator or designee shall have the power to enter at reasonable times upon any private or public property to inspect and investigate conditions relating to this article.
- (c) The city administrator or designee may, in the performance of his/her inspection duties, review the register of the residents of the manufactured home park.
- (d) The manufactured home park operator shall allow access to the park by the city administrator or designee at all reasonable times to carry out required duties.

(Ordinance 2012-02, sec. 12.206(H), adopted 3/12/2012)

**Sec. 4.06.007 Use of manufactured home or modular component for business use**

- (a) Allowable locations. Nonresidential HUD-code manufactured homes or modular components may be placed, installed or located only within the C-1 General Commercial zoning district, as designated on the city's zoning map.