

MANUFACTURED HOME INSTALLATION PERMIT & STANDARDS



City of Mexia
Building Department
101 N McKinney, Mexia, Texas 76667
Phone: 254-562-4184 | Fax: 254-562-0828
Email: permits@cityofmexia.com

1. Prior to installation, please check with City of Mexia Building Department to see if manufactured homes are allowed on your lot.
 2. The manufactured home information sheet must be included with your application.
 3. Single wides are only allowed in areas zoned for single wides. Tiny homes are allowed but must meet current building code standards.
 4. Proof of ownership or rental agreement of the property must be provided. Property taxes payments must be current.
 5. If your manufactured home is located in Flood Zone A or Flood Zone AE per the Flood Insurance Rate Map (FIRM), you must include an elevation certificate with this application.
 6. All Manufactured Homes must meet and comply with the following standards:
 - a. Age: The manufactured home may be no more than ten (10) model years old and must meet current HUD-Code requirements.
 - b. Foundation: The manufactured home must be placed on a concrete foundation or stabilized pad.
 - c. Parking: The manufactured home must have off-street hard surface parking for a minimum of two (2) vehicles. Each parking space must be a minimum of 9 feet wide by 18 feet long.
 - d. Lot Size: The manufactured homes must be placed on a lot that is a minimum of 6000 sq ft.
 - e. Skirting: The manufactured home must be skirted with a solid material before any utilities will be connected: Materials such as wood, plastic, vinyl, or masonry can be used as skirting
 - f. Site Plan: Applicant must submit a site plan showing, at a minimum, the lot size, setbacks and parking spaces for the manufactured homesite.
 7. The following permits are issued separately (additional fees apply for these permits):
 - a. Electrical Permit
 - b. Plumbing Permit
 - c. Mechanical Permit

(Note: Water and sewer taps may be required)
- Note: Electrical and plumbing work may only be performed by the homeowner when the property is listed on the tax rolls as their homestead. HVAC and manufactured home installation must be performed by registered and state licensed contractors.
8. Your permit must be approved and issued by City staff before the manufactured home is installed.
 9. Compliance with these standards will be verified by the City of Mexia Building Official or his or her designee.
 10. Permit fee: \$ 100.00

I have received the above requirements and I agree to abide by and comply with all local, state, and federal laws and ordinances governing this application.

Applicant Signature: _____

Date: _____

The City of Mexia
Manufactured Home Information Sheet and Application

THE FOLLOWING INFORMATION MUST BE COMPLETED IN FULL

PERMIT #: _____

Date: _____

PHONE: _____

HOMEOWNER INFORMATION:

NAME OF HOMEOWNER: _____

MAILING ADDRESS: _____

PROPERTY OWNER INFORMATION (If different from homeowner):

NAME OF LANDOWNER: _____

STREET ADDRESS OF PROPOSED SITE: _____

LEGAL DESCRIPTION OF PROPERTY: _____

SUBDIVISION/PARK: _____ LOT: _____ BLOCK: _____

MANUFACTURED HOME INFORMATION:

MANUFACTURER: _____ MODEL: _____

LABEL/SEAL#: _____ SERIAL #: _____

YEAR MODEL: _____ SIZE (Length/Width) COSTS: \$ _____ NEW: _____ USED: _____

RETAILER AND INSTALLER INFORMATION:

RETAILER: _____ PHONE: _____

COMPLETE ADDRESS: _____

INSTALLER: _____ PHONE: _____

STATE LICENSE #: _____

SETBACK REQUIREMENTS

DISTANCE FROM PROPERTY LINES: FRONT _____ BACK: _____ SIDE: _____ SIDE: _____

Note: Minimum lot size is 6,000 sq ft Minimum setback requirements from property lines are as follows:

6000 sq ft lot: Front-15ft/Each Side-5ft/Back-20 ft 10,000 sq ft lot: Front-20ft/Each Side-5ft/Back-25 ft

20,000 sq ft lot: Front-20ft/Each Side-10ft/Back-25 ft 35,000 sq ft lot: Front-20ft/Each Side-10ft/Back-30 ft

Corner lot: Street Side-10ft Check setback requirements in deed restrictions also.

I, _____, do solemnly swear that I have read the above and foregoing application for a MANUFACTURED HOME PERMIT, and that the facts stated therein are true.

Applicants' Signature

Date

Approved By

Date