



TECHNICAL BULLETIN
Community Development & Planning, Building Inspections
TOPIC:
HUD Code Manufactured Homes, Manufactured Housing
and/or Mobile Homes
May 24, 2012

To install and/or replace **manufactured housing, a HUD code manufactured home and/or mobile home** and before any site placement construction may commence, a *Site Placement Permit* must first be issued in accordance with the provisions of Article IV of the Construction Chapter of the City of Arlington Code of Ordinances. The purpose of the permit is to establish minimum safety inspections related to the placement of the manufactured housing and the connection of any electrical service, gas service, water and sewer service and heating and air conditioning systems. You may view the entire Code of Ordinances online at www.arlingtontx.gov/citysecretary/codeofordinances.html.

General Requirements:

	Mobile Home Subdivision	Single Lot Development
Placement Permit Required	Yes	Yes
Must be installed by licensed retailer/installer	Yes	Yes
Installer/Retailer Required to obtain permit	Yes	Yes
Proof of Installer/Retailer's State license	Yes	Yes
Site Layout Required	Yes (include park locator map)	Yes
Proof of time lapse for removal (1 yr max)	No	Yes
Permit Fee	\$250.00	\$350.00
No charge permits required for electrical, plumbing & mechanical	Yes	Yes
Safety inspections required prior to occupancy	Yes	Yes

The review scope of the "Manufactured Home Site Placement Permit" includes the following:

1. General site preparation work for other than the localized site and foundation preparation for the manufactured housing unit.
2. Site electrical, plumbing and HVAC work and connection to the manufactured housing unit.
3. The installation of skirting around and connection to the manufactured housing unit if that cost is excluded from the installers cost.
4. Setbacks from property lines.
5. Surface improvement of the drive approaches and internal driveways.
6. Setback from any future rights of way based on the thoroughfare development plan.
7. Location of the manufactured housing in regard to easements.
8. Location of the manufactured in regard to any flood plain hazards.

The scope of the permit **does not include** the installation of the manufactured housing unit that includes:

1. the immediate site preparation of the manufactured housing unit(s);
2. the foundation system, the joining/connection of the manufactured housing units;
3. placement of the manufactured home on the foundation; and,
4. the installation of steps or legally compliant ramps to any exterior door that will be 12 inches or more above ground level.

The transporting and installation of the manufactured housing unit(s) must be performed by a retailer or installer who is licensed by the Texas Department of Housing & Community Affairs, Manufacture Housing Division. The retailer or installer must be a registered contractor with the City of Arlington in order to for the permit to be issued.

Permit and contractor registration applications may be located at:

www.arlingtontx.gov/build/codesandordinances_permitapplications.html

To verify a license for a retailer or installer: mhweb.tdhca.state.tx.us/mhweb/license_view.jsp

The registered retailer or installer is responsible for all inspection requests. Request inspections can be made online if you are registered to use ArlingtonPermits.com or by calling the 24/7 Inspection Request Line at (817) 261-8817. Requestors need to provide their name and phone number, permit number or address and type of inspection. Inspections requests made after 8 a.m. will be scheduled for the next business day.

Type of Inspection	Details
Plumbing Miscellaneous	To be requested after registered Responsible Master Plumber secures “no charge” permit and connects water/sewer and/or gas to the unit. Pressure tests required.
Electrical Miscellaneous	To be requested after registered Electrical Contractor secures “no charge” permit and constructs electrical service and/or connects existing service riser to the unit.
HVAC Miscellaneous	To be requested after registered HVAC Contractor secures “no charge” permit and installs any external air conditioning and/or heating system and duct work to the unit.
Building Final	To be requested when all of the plumbing, electrical and HVAC work are complete and approved by the building inspector; the retailer or installer has completed the installation and the exterior stairs are in place; any other required site work is completed; and the skirting around the unit is installed. After approval by the inspection, the unit may be occupied.