

City of Richmond Building Department
 112 JACKSON STREET • RICHMOND, TEXAS 77469-3105
 PHONE 281 / 232-6871 • FAX 281 / 238-1215

MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

For Dept. Use Only
 01-01-09

Placement Location Information

Placement Address _____

Placement Address Owner _____ Phone _____

Address _____ City _____ State _____

Home Owner/Occupant Information

Manufactured Home Owner Name: _____ Phone _____

Current Address _____ City _____ State _____

Other Contact Numbers: _____

Manufactured Home Information

Make _____ Model _____

Dimensions _____ x _____ Year of Manufacture: _____ Valuation of Home \$ _____

Serial No. _____ Location on Home _____

Certification Label Location: _____

Data Plate Location: _____

NOTICE: Manufactured housing that does not meet the standards set forth by The Texas Department of Housing & Community Affairs, including the appropriate Seal/Label attached, will not be allowed to be placed in the City of Richmond.

SEE REVERSE SIDE FOR MORE INFORMATION

PERMIT FEES

DESCRIPTION OF ITEM	QUANTITY	PRICE
Occupancy, Single Family Detached	Each	\$0.00
Patio Cover, Less than 144 Sq. Ft.	Each	\$25.00
Carports, Not more than 24 ft. in Length, Width, or Depth.	Each	\$25.00
Storage Buildings, Less than 144 Sq. Ft.	Each	\$15.00
Fences, new or replacement.	Each	\$25.00
Demolition	Each	\$10.00
Mobile Home Placement, Single-Wide	Each	\$150.00
Mobile Home Placement, Double-Wide	Each	\$200.00
Travel Trailer Placement	Each	\$25.00
Other Work, Not Otherwise Specified	Valuation	Valuation Table
RE-INSPECTION FEE	Each	\$25.00

MUST COMPLETE THIS SECTION

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 GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT _____ (DATE) _____

Name Printed _____ Best Method to Call: Phone Number _____

Manufactured housing is habitable only if: (1) there is no defect or deterioration in or damage to the home that creates a dangerous situation; (2) the plumbing, heating, and electrical systems are in safe working order; (3) the walls, floor, and roof are: (A) free from a substantial opening that was not designed; and (B) structurally sound; and (4) all exterior doors and windows are in place.

Salvage and repair. In accordance with state law A person may not repair, rebuild, or otherwise alter a salvaged manufactured home unless the person complies with the rules of the director relating to rebuilding a salvaged manufactured home.

DATA PLATE Each manufactured home built in the United States after June 15, 1976 has a data plate. The data plate includes the manufacturer's certification that the home is designed in accordance with U.S. Department of Housing and Urban Development's construction and safety standards in effect on the date the home was manufactured. HUD Standards include Body and Frame Requirements, Thermal Protection, Plumbing, Electrical, Fire Safety, and other aspects of the home. The Data Plate is affixed in a permanent manner near the main electrical panel or other readily accessible and visible location. Other common locations might be inside the master bedroom closet door, utility or laundry room door, inside a kitchen cabinet or on the backside of a cabinet door

Certification Label (Commonly Referred to as the "HUD Label")

All transportable sections of manufactured homes built in the U.S. after June 15, 1976 are labeled. The label is the manufacturer's certification that the home section is built in accordance with the U.S. Department of Housing and Urban Development's Construction and Safety Standards in effect on the date the home was manufactured. HUD Standards include Body and Frame Requirements, Thermal Protection, Plumbing, Electrical, Fire Safety, and other aspects of the home.

Each Certification Label has a unique label number and is two inches (2") by four inches (4") in size. The label number consists of three letters followed by a number of six or more digits. The three letters designate the Production Inspection Primary Inspection Agencies (IPIA) that issued the Certification Label to the manufacturer.

The Certification Label is permanently affixed to the exterior of each transportable section. The label is located one foot (1') up and away from the left rear corner (facing forward; the tow bar end indicates the front of the section).

The Certification Label number can become necessary when placing the home in a manufactured home community, or may be demanded by insurance underwriters or by lenders when the home is purchased or refinanced. However, over the life of the home, the Certification Label is sometimes inadvertently removed. This could have occurred when the home was sited, installed on a foundation, re-sited, or for other legitimate reasons. HUD does not reissue lost or missing labels once the home has been sold. In these cases, Certification Label Verification can be provided.

This verification is issued by IBTS, HUD's contractor, and is acceptable in lieu of a replacement label. Labeling information for all homes built under the Federal Program since June 15, 1976 is maintained by IBTS.

The Texas Department of Housing & Community Affairs

From their website:

Contact Information *Note:* *We are experiencing a high volume of calls regarding manufactured housing. The hold time can range from 15 - 60 minutes during peak times. We recommend you call early morning or late afternoon.*

Mailing Address: P.O. Box 12489 Austin, Texas 78711-2489	Hours of Operation: Monday - Friday 8:00am to 5:00pm
Physical Location: 221 East 11th Street Austin, Texas 78701	Fax Numbers: SOL Processing - (512) 475-1109 Licensing - (512) 475-3506 Consumer Protection - (512) 475-4706

Website: <http://www.tdhca.state.tx.us/mh/index.htm>

Phone: Dial 1 (800) 500-7074 or (512) 475-2200 in Austin, and enter the desired extension when prompted:

Manufactured home ownership records: Ext. 64471 or send e-mail containing the HUD Label, Texas Seal, or Serial Number to processing@tdhca.state.tx.us

Manufactured housing licenses: Ext. 64471 or email licensing@tdhca.state.tx.us

Consumer protection: Ext. 64466 or email complaints@tdhca.state.tx.us

Installation information: Ext. 64466 or email installations@tdhca.state.tx.us

Open Records Officer: Ext. 53845 or email open.records.officer@tdhca.state.tx.us

Houston Field Office	
1414 South Loop West Suite #140 Houston, Texas 77054	(713) 795-5182 (713) 795-5753 Toll Free: (877) 724-5674 Fax (713) 795-4453