

CITY OF SHEPHERD
11020 HWY 150
SHEPHERD, TX 77371
(936) 628-3305 FAX (936) 628-6491

REQUIREMENTS FOR MANUFACTURED HOMES

A MANUFACTURED HOME IS ONE THAT IS NEWER THAN 1976. {PROOF OF AGE AND CONDITION OF MANUFACTURED HOME WILL BE REQUIRED}

All manufactured homes must be approved by City Council. {Applications information available at City Hall}

If manufactured home is bought from someone other than dealer, you must supply to Council proof of age, pictures of outside and inside for inspection of condition. Once approved by Council a \$100.00 MOVING PERMIT must be applied for.

Home must be no closer than 15 feet from any street line or 7 feet from any other adjoining property line.

Manufactured homes must be securely fixed to permanent foundation. {A 60/40 clay compact will be accepted for the foundation as well as crushed concrete, shell, or gravel}

*** Inspection required after foundation is completed. * A City Inspector must be on site when manufactured home is being installed on property. * Another inspections of the home is required after setup.**

PERMITS – PLUMBING: OWNER IF RESIDENT CAN PULL PLUMBING
IF RENTER STATE LICENSED PLUMBER ONLY

*** INSPECTION REQUIRED BEFORE WATER AND SEWER LINES CAN BE COVERED**

GAS: STATE LICENSED PLUMBER * INSPECTION REQUIRED

ELECTRICAL: ONLY STATE LICENSED ELECTRIANS. * INSPECTION REQUIRED BEFORE ELECTRIC COMPANY TURNS ON SERVICE.

***CERTIFICATE OF OCCUPANCY MUST BE ISSUED BEFORE RESIDENT CAN MOVE IN.**

***ALL INSPECTIONS MUST BE COMPLETED AND SERVICES WORKING.**

CITY OF SHEPHERD
MANUFACTURED HOME APPLICATION INFORMATION

Manufactured Homes shall be installed in approved manufactured home parks, manufactured homes subdivisions, or *de facto* manufactured home subdivisions.

Used manufactured homes – Any used manufactured home must pass a HUD inspection or other inspection by a licensed inspector before the Occupancy Permit will be issued.

Exceptions:

1. Any new manufactured home, or used manufactured home which has passed an inspection by a licensed inspector, that will be installed on a tract of property of 2 acres or more in size outside of a residential subdivision is exempt from the above restriction.
2. The City Council may grant a **variance** to the restriction above whenever it believes that the proposed manufactured home will have a median taxable value equal to or greater than other single-family homes within 500 feet of the property on which the manufactured home will be located, as determined by the most recent certified tax appraisal for San Jacinto County.
 - Variance – Any person who seeks an exception or variance to this ordinance may submit his/her request in writing to the City Secretary who shall present the request to the City Council for its consideration. The City Council may grant a variance if it finds that granting the requested variance promotes fairness, does not reward self-created hardships, does not provide special favors, and is clearly in the best interest of the public and the neighborhood in which it may be placed. Each variance request shall be considered on its own merits on a case-by-case basis, and shall not be construed to set a precedent for future requests.

It shall be a condition of each manufactured home's use and occupancy permit that the home be installed in accordance with all applicable federal and state regulations, specifically including the requirements of §80.21 of Title 10, Part 1, Chapter 80 of the Texas Administrative Code and is constructed according to drawings, as required by that sections, which state that the foundation is a permanent foundation for a manufactured home.

Outside of manufactured home parks, it shall be an additional condition of each home's use and occupancy permit that:

- Manufactured homes must be securely fixed to a permanent foundation by a licensed installer in accordance with §80.21 of Title 10, Part 1, Chapter 80 of the Texas Administrative Code.
- Manufactured homes must comply with building setback lines.
- Manufactured homes must be skirted to conceal view of the undercarriage from all sides.
- Manufactured homes shall be accompanied by an accessory building providing not less than 400 cubic feet of storage space.

**City of Shepherd
Manufactured Home Installation Application**

Applicant Information:
Applicant: _____
Job Site Address: _____
Lot Size: _____ Total Acreage: _____
Owner's Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number: (____) _____

Dealer/Installer Information:
Name of Licensed Dealer/Installer: _____
Installer's Address: _____
Phone Number: _____
License Number: _____

Manufactured Home Data:
Manufacturer: _____
Year: _____ Model: _____
Size: _____ Area/Sq ft: _____
State Insignia Number: _____ Serial Number: _____
Unit 1: _____
Unit 2: _____
Unit 3: _____
HUD Inspection Permit Number (if required): _____

Please sign and date application

Applicant's Signature _____ Date _____

Office Use Only:
Date Received: _____ Received by: _____
Permit Number: _____ Permit Fee: _____

