



HUD-Code Manufactured Home Permit Application

Applicant / Owner Name: _____	Date: _____	
Mailing Address: _____		
Phone Number: _____	Email: _____	
Additional Contact: _____	Phone Number: _____	
Address / Location: _____	Zoning: _____	
Lot: _____	Block: _____	Subdivision: _____
_____ New or _____ Preowned (If preowned and not being purchased from a manufactured home retailer please provide a copy of a current HUD-Code Compliance Certification)		
Lot Size: _____	Will there be any Storage Facilities? _____	

For a permit to be issued to any person desiring to move a Manufactured Home into the city limits of the City of Teague, the applicant must first receive a copy of the City Ordinances, and the owner shall review it for any and all provisions relating to Manufactured Homes. Acceptance of a permit from the City will indicate that the owner has read, understood, and agreed to all aspects of the ordinances. The owner must also meet the following requirements and submit required documents to City Hall.

- The owner of the manufactured home must either own the property or have a long-term lease for the property where the manufactured home will be placed. A copy of the deed or long-term lease will be retained by the City.
- On a vacant lot, the Manufactured home must meet Minimum Requirements as per Ordinance Sec 3.507
- A manufactured home may be moved to the site of a previously existing manufactured home if it is newer and is the same size or larger than the previous manufactured home.
- The owner must provide a Title or Application for Statement of Ownership and Location which must match the tag on the home. A copy of the Title or Application will be retained by the City.
- The owner must provide a floor plan of the manufactured home and a copy of the lot map showing the proposed layout (setbacks). Setbacks, from property lines are 25 front yard, 15 back yard, and 10 side yard(s). Ordinance sec 3.507 (j)
- Applicant must pay in advance to the City, the Manufactured Home permit fee.
- Applicant must complete appropriate forms and pay applicable fees to secure utility services with the City of Teague.

The permit will not be issued until all the above requirements have been met, documents have been provided, and applicable fees have been paid. The City of Teague reserves the right to refuse issuance of a permit for any Manufactured Home that does not meet applicable HUD-Code Compliance, local, state, and federal standards, and laws. Applicant acknowledges that they have received, reviewed, and agrees to comply with all provisions in the City of Teague Code of Ordinances related to Manufactured Homes.

Applicant Signature: _____ Date: _____

ARTICLE 3.500 MANUFACTURED HOME REGULATIONS*

Sec. 3.501 Definitions

For the purpose of this article, certain terms, words and phrases shall have the meaning hereinafter ascribed thereto.

Anchoring. The anchoring system shall be made and installed according to the Texas Department of Housing and Community Affairs Rules in effect as of the date the HUD-Code manufactured home is installed including but not limited to the rules that apply to ground anchors, over the top straps, and both vertical and diagonal ties as part of the anchoring system. HUD-Code manufactured homes installed in the City of Teague are subject to Wind Zone I standards as set out in the Texas Department of Housing and Community Affairs Rules.

Building Official. Designated inspection authority of the city, or its authorized representative.

City. As used herein, reference to the city shall mean the City of Teague, Freestone County, Texas, and its extraterritorial jurisdiction.

City Council. Board of Aldermen of the City of Teague, Texas.

Mobile Home. Means a structure constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet 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.

HUD-Code Manufactured Home. A structure that was constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is eight 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 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 does not include a recreational vehicle as that term is defined by 24 C.F.R. Section 3282.8(g).

HUD-Code Manufactured Home Park. A parcel of land under single entity ownership which has been platted and improved for the placement of HUD-Code manufactured homes, as defined by this article, which meets all requirements of this article and any applicable deed restrictions and state laws.

HUD-Code Manufactured Home Space. Plot of ground designated for accommodation of one HUD-Code manufactured home, together with such open space as required by this article. Term includes "lot," "site," and "space."

Modular Home. A residential structure, also commonly known as "Industrialized Housing," that is designed 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 designed to be used as a permanent residential structure when the modules or modular components are transported to the residential site and are erected or installed on a permanent foundation system. The regulation and placement of modular homes are beyond the scope of this article.

Foundation. Construction of concrete, metal, treated lumber or wood, masonry, or other material conforming to nationally recognized standards which is designed to be permanent, to aid the attached structure in resisting being overturned due to wind, to stabilize the attached structure without the towing hitch, axles, brakes, wheels and other parts of the chassis that operate only during transportation, and to resist damage due to decay, insects, and condensation. Term includes "pad."

Permit. Written permit/certification issued by the City of Teague permitting the use and/or occupancy of a HUD-Code manufactured home under the provisions of this article and regulations issued hereunder.

Person. Any natural individual, firm, trust, partnership, association or corporation.

Sewer Connection. Connecting consisting of pipes, fittings and appurtenances from the drain outlet of a HUD-Code manufactured mobile home to the inlet of the corresponding sewer service riser pipe of the sewage system serving the HUD-Code manufactured home.

Sewer Service Riser Pipe. That portion of sewer service which extends vertically to the ground elevation and terminates at a HUD-Code manufactured home space.

Skirting. A framework of lumber or other suitable material which is sufficiently rigid to adequately support a paneling system, which is to be fastened to the framework and shall extend from the underside of the HUD-Code manufactured home to the ground around the entire perimeter of the structure. All joints shall be sufficiently tight to assure the entire assembly is substantially rodent proof. The paneling material shall consist of a durable material that is substantially decay resistant and such material shall be color coordinated with the exterior of the manufactured home. All material shall be installed in a neat and workmanlike manner. In lieu of the framework/paneling system described above, a skirting system may consist of a veneer of masonry. Such masonry need not be load-bearing or reinforced, but shall extend from the underside of the HUD-Code manufactured home to the ground around the entire perimeter of the structure. Such masonry shall consist of brick, stone, ashlar, or CMU block. When used, the first level of the masonry shall be laid upon a level concrete footing that is at least as wide as the wall itself.

Sec. 3.502 Permits

- (a) Permit Required. It shall be unlawful for any owner of a HUD-Code manufactured home to use and/or occupy any HUD-Code manufactured home within the limits of the City of Teague without a valid permit issued by the City of Teague in the name of such person for the specific use or occupancy proposed.
- (b) Application Requirements. All applications for permits shall be made upon standard forms provided by the City of Teague and shall contain the following:
- (1) Name and address of the applicant.
 - (2) Location and description of the HUD-Code manufactured home.
 - (3) Signed statement that applicant has read and is willing to comply with the requirements for the use and occupancy of the HUD-Code manufactured home as set out in [Section 3.507](#).
- (c) Permit Fee. All applications to the building official shall be accompanied by a fee of two hundred fifty dollars (\$250.00).
- (d) Issuance of Permit. In considering the application, the building official may take into account the proposed location of the HUD-Code manufactured home in relation to the present and anticipated land use and development. After review of the application and determining the application and the proposed HUD-Code manufactured home complies with this article and other applicable laws, codes and regulations, the permit shall be issued.
- (e) Denial of Permit/Hearing. Any person whose application for a permit under the Ordinance has been denied, may request in writing a hearing on the matter, and such hearing shall be provided by the city council where additional evidence may be offered if desired. The city council may uphold the building official's decision, grant the permit, or conditionally grant the permit.
- (f) Permits Deemed Granted. Any person who makes application to use or occupy a new HUD-Code manufactured home as a residential dwelling is deemed approved and granted as to such application and subsequent permit unless the City of Teague denies the application in writing within 45 days from receipt of the application setting forth the reason such denial.
- (g) Transfer of Permit. Every person holding a permit shall give notice in writing to the city council within fifteen (15) days after having sold, transferred, given away or otherwise disposed of interest in or control of any HUD-Code manufactured home. Application for transfer of permit shall be made not later than fifteen (15) days after the date of the sale, transfer, or gift, or other disposition of interest in or control of HUD-Code manufactured home and the city council shall act thereon at the next regularly scheduled meeting. Failure to

make application for transfer of permit and/or failure to make such application within the time allotted by this provision may require suspension of the permit as detailed in [Section 3.504](#) below.

(h) **Transfer of Permit Fee.** All applications for license transfer shall be accompanied by a fee of fifty dollars (\$50.00).

Sec. 3.503 Inspection

Any duly authorized building official of the city shall be permitted to make reasonable inspections of any HUD-Code manufactured home to determine compliance with this article.

Sec. 3.504 Notices, Hearings and Revocation of Permits

(a) Whenever it is brought to the attention of the building official that there has been a violation of any provisions of this article, the building official shall give notice of such alleged violation to the permittee or permittee's agent, as provided heretofore.

(b) The notice shall:

(1) be in writing;

(2) include a statement of the reasons for its issuance;

(3) allow a reasonable time of not less than thirty (30) days nor more than one (1) year, based upon the nature and severity of the violation and having due regard for the safety and protection of the community, for the performance of the act it requires;

(4) be served upon the permittee or permittee's agent; provided that the notice or order shall be deemed to have been properly served upon the permittee or the permittee's agent when a copy thereof has been sent by mail to the permittee's or the permittee's agent's last known address, or when the permittee or permittee's agent has been served with the notice by any method authorized or required by the laws of this state; and

(5) contain an outline of remedial action when if taken, will effect compliance with the provisions of this article.

(c) If the permittee fails to comply with the notice and the violation continues, the city council shall serve the permittee with notice of the date and time for a hearing whereupon the permittee or the permittee's agent may present evidence to be considered by the city council in contemplation of the revocation of the permit. The notice must be served on the permittee or the permittee's agent by U.S. mail, certified/return receipt requested, at least ten (10) days prior to the hearing specified in the notice.

(d) If the violation is not remedied in accordance with the notice and a breach of the Ordinance continues, and after the hearing as set forth above, then the council may revoke any permits issued in addition to any punishment provided in [Section 3.509](#) hereof.

(e) Further if the city council finds that the anchoring and/or blocking of a HUD-Code manufactured home is not in compliance with this article, then the city council shall report these particular violations to the Texas Department of Housing and Community Affairs.

Sec. 3.505 Mobile Homes Prohibited in the City of Teague

The installation of mobile homes for use or occupancy as a residential dwelling in the City of Teague, Texas, is prohibited. This provision is prospective and shall not apply to any mobile home previously legally permitted and used or occupied as a residential dwellings in the city on the effective date of this article. Permits for such use and occupancy must be granted by the City of Teague for the replacement of a mobile home within its corporate limits with a HUD-Code manufactured home compliant with this article. A pre-existing mobile home must be outfitted with skirting as defined by [Section 3.501](#) of this article. An owner of a mobile home will be given a written notice of the need to comply with this requirement within 90 days of receipt of the notice. Failure to comply will be a violation of this article.

Sec. 3.506 Pre-Existing Nonconforming HUD-Code Manufactured Homes

Those HUD-Code manufactured homes in existence are generally exempt from the requirements of this article. However, this protected status terminates at such time as the nonconforming building or structure has been abandoned by the owner and/ or at such time as the HUD-Code manufactured home is found to be a public nuisance and/or as being a danger to public health. Notwithstanding the foregoing, pre-existing HUD-Code manufactured homes must be outfitted with skirting as defined by [Section 3.501](#) of this article. An owner of a HUD-Code manufactured home will be given a written notice of the need to comply with this requirement within 90 days of receipt of the notice. Failure to comply will be a violation of this article.

Sec. 3.507 Basic HUD-Code Manufactured Home Space; Minimum Requirements

(a) Height Requirements: In accordance with Texas Department of Housing and Community Affairs (“TDHCA”) Administrative Rule 10 TAC §80.54(a), a licensed manufactured home installer may install piers in accordance with the home installation instructions, the TDHCA generic standards, a custom designed stabilization system drawing, or another TDHCA approved stabilization system drawing. TDHCA Administrative Rule 10 TAC §80.54(d)(6) describes generic pier standards and states that for an interlocked double stack of open cell 8x8x16 concrete blocks, the maximum height is 60 inches as measured from the top of the footer to the top of the last concrete block.

(b) Space Requirements:

(1) Pursuant to its zoning powers, the city may determine particular areas with steep slopes or flood hazards are inappropriate for manufactured homes.

(2) Each and every HUD-Code manufactured home shall be located on separate space which shall conform to the following standards:

(A) Be served with sanitary sewer, water, electrical power, telephone service and natural gas (optional, if available).

(B) Provide a minimum average width of fifty-five feet (55') and a minimum average depth of one hundred ten feet (110').

(C) Abut and/or have access to a private street for a minimum distance of twelve feet (12').

(D) Provide a minimum area of six thousand fifty (6,050) square feet, said area to be determined by the boundary lines of the space.

(c) Foundation Requirement:

(1) Provide a HUD-Code Manufactured foundation for the placement and tie-down of one single-family HUD-Code manufactured home thereby securing the superstructure against uplift, sliding rotation and overturning. Said pad shall:

(A) Be constructed of material which shall adequately support the weight of the HUD-Code manufactured home placed thereon and be durable and well drained under normal use and weather conditions.

(d) Anchoring Requirements:

(1) A licensed manufactured home installer is required to install footings and anchors in accordance with the home installation instructions, the TDHCA generic standards, a custom designed stabilization system drawing, or another TDHCA approved stabilization system drawing.

(2) Each HUD-Code manufactured home must be anchored in accordance with the Texas Manufactured Housing Standards Act and the TDHCA Administrative Rules.

(e) Skirting Requirements: All HUD-Code manufactured homes installed after the effective date of this article shall be skirted and anchored in accordance with the requirements set forth in the Texas Manufactured Housing Standards Act, the Texas Department of Housing and Community Affairs Administrative Rules, and [Section 3.502](#) provided herein.

(f) Parking Requirements:

- (1) Provide a minimum of two (2) off street parking spaces, which shall be constructed of materials of similar quality and characteristics as other residences in the general area.
- (2) Double street frontage of HUD-Code manufactured home spaces shall be avoided.
- (g) Drainage Requirements: The ground surface beneath HUD-Code manufactured homes and other structures shall be graded and equipped to drain all surface water in a safe, efficient manner so as not to permit water to stand or become stagnant.
- (h) Design and Location of Storage Facilities: Storage facilities with a minimum capacity of 200 cubic feet per HUD-Code manufactured home space, may be provided on the space, or in compounds located within 200 feet of space. Where provided, storage facilities shall be faced with a durable, fire resistant material. Storage outside the perimeter walls of the HUD-Code manufactured home shall be permitted only if in such facilities.
 - (1) No storage shall be permitted under a HUD-Code manufactured home.
 - (2) Storage facilities shall not be located within ten feet (10') of the boundary line of any HUD-Code manufactured home space boundary line.
- (i) Location of HUD-Code Manufactured Homes and Accessory Structures:
 - (1) No HUD-Code manufactured home or accessory structure such as a refuse container, carport cabana, awning, fence or storage locker shall be permitted within ten feet (10') of a private street or the boundary line of a HUD-Code manufactured home space boundary line.
 - (2) Provided further that two (2) HUD-Code manufactured homes shall not be placed less than twenty feet (20') apart. Further, the placement of all HUD-Code manufactured homes is subject to any deed restrictions that are otherwise valid.
- (j) Setbacks and Screening. No HUD-Code manufactured home shall be located within the yard setback area. The minimum setback area for each space is:
 - (1) Front yard - 25 feet
 - (2) Rear yard -15 feet
 - (3) Side yard -10 feet
- (k) Numbering.
 - (1) Each HUD-Code manufactured home located within a HUD-Code Manufactured Park, as defined by this article, shall be numbered. Numbers shall be of standard size and placement to facilitate location by emergency vehicles.
 - (2) A HUD-Code manufactured home not located within a HUD-Code Manufactured Park shall display its assigned address as required by any other permanent residence.
- (l) Fire Safety Standards.
 - (1) The storage, handling and use of liquefied petroleum gases and flammable liquids shall be done in compliance with applicable city ordinances and state statutes.
 - (2) Approaches to all HUD-Code manufactured homes shall be kept clear for emergency vehicles.
- (m) Water Supply. All plumbing shall be in accordance with applicable ordinances of the City of Teague.
- (n) Sewage Connection Required.
 - (1) Waste from all toilets, lavatories, sinks and showers from a HUD-Code manufactured home shall be discharged into a public sewer or a private disposal system approved by the city council.
 - (2) All plumbing shall comply with applicable plumbing codes.
 - (3) Each HUD-Code manufactured home pad shall have a sewer riser pipe of at least four inches (4"), which shall be capped when not in use.

- (o) Electrical and Telephone Distribution Systems. The electrical distribution system shall comply with applicable electrical codes and other applicable laws of the state.
- (p) Refuse and Garbage. A refuse pickup easement shall be granted by the owner of the HUD-Code manufactured home to the City of Teague, if these facilities are located so as to require the entrance of a municipal or third party refuse vehicle.
- (q) Maintenance of Property. The owner of the HUD-Code manufactured home shall be responsible to insure that it is maintained in a manner, which will not attract or aid the propagation of insects or rodents or create a health hazard. Growth of plant material such as weeds and grass, especially beneath HUD-Code manufactured homes and other structures shall be continuously controlled.
- (r) Conform to Codes. All HUD-Code manufactured homes shall conform without limitation to the codes, and ordinances of the City of Teague, including any and all building, plumbing, electrical and fire codes and all applicable laws of the State of Texas.
- (s) Ordinance Compliance. It shall be the responsibility of the permittee to insure that all requirements of this article are met and maintained. Any HUD-Code manufactured home issued an initial permit after adoption of this article that is found to be in violation of any provisions of this article shall be notified in writing by the city council in accordance with [Section 3.505](#) and subject to the penalties provided for by this article.

Sec. 3.508 Nonconforming HUD-Code Manufactured Homes

Any HUD-Code manufactured home in use and/or existence on the effective date of this article, and not complying with all applicable provisions of this article shall be considered a nonconforming HUD-Code manufactured home and is subject to provisions located in [Section 3.507](#) of this article.

Sec. 3.509 Penalty Provisions

Any person, firm or corporation violating this article or any portion thereof shall upon conviction be guilty of a misdemeanor and shall be fined in accordance with the general penalty provision in [Section 1.109](#) of this code and each day that such violation continues shall be considered a separate offense and punishable accordingly.

(Ordinance 2001-10-01A adopted 10/1/01)