

Manufactured Home Replacement Permit Instructions

ITEMS REQUIRED TO BE SUBMITTED

NEW RESIDENTIAL BUILDING PERMIT APPLICATION

<https://www.annatexas.gov/DocumentCenter/View/3179/New-Residential-Permit-Application>

PLOT PLAN SHOWING LOCATION OF NEW STRUCTURE AND ANY STRUCTURES ON THE SITE.

PLANS PROVIDED BY MANUFACTURING COMPANY SHOWING DATE OF MANUFACTURING AND HUD CERTIFICATION

FEES - <https://www.annatexas.gov/DocumentCenter/View/3173/Building-Permit-Fees>

The City cannot accept an application that does not have all the required submittal items listed above.

PROCESS AND TIMING

The time it takes to review and approve permits depends on the complexity and completeness of the application and how quickly and thoroughly responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit.

When entering a permit into SmartGov:

- Enter the **PROJECT NAMES** as the address
- Enter the **PROJECT DESCRIPTION** as **manufactured home replacement.**
- Enter all contractors who will working on the project.

PLEASE EMAIL QUESTIONS TO PERMITS@ANNATEXAS.GOV.

The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.

IMPORTANT NEW RESIDENTIAL PERMIT REQUIREMENTS

A mobile home may be replaced by a HUD-Code manufactured home and HUD-Code manufactured home may be replaced once with a newer and same sized or larger HUD-Code manufactured home.

When a mobile home or manufactured home is replaced the following requirements must be met:

- Manufactured housing design and construction will comply with construction and safety standards published by the Department of Housing and Urban Development pursuant to the requirements of the National Mobile Home and Safety Standards Act of 1974 and all manufactured homes will be subject to inspection by the building official.
- All manufactured homes shall be set on solid slab structure and/or 18" to 20" runners. Additional rooms and enclosed porches shall be constructed on a solid slab.
- Tie-downs will be required and will be secured prior to occupancy.
- Underpinning and skirting will be required and will be installed prior to occupancy.
- Accessory buildings will be either manufactured or constructed in accordance with city codes.
- All manufactured homes and modular homes shall comply with all regulations of the State of Texas and such regulations are hereby incorporated into this section.

The installer of the manufactured home is required to register with the City of Anna as a General Contractor. The Electrical and Plumbing Contractors must be listed on the permit application and be registered with the City.

This is not intended to be an all-inclusive list. It is simply a helpful guideline to use when constructing in the City of Anna.