



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 543**  
Manufactured Home Park (Also known as Mobile Living Parks)

DATE: February 24, 2012/*Revised August 1, 2014*

CREATED BY: Land Development Division/Land Entitlements Section

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**Purpose:**

The Development Services Department (DSD) has prepared this **revised** Information Bulletin (IB) as a customer service initiative to describe and clarify the development requirements for manufactured homes in manufactured home parks. These requirements have existed since March 9, 1989. Please note that the City of San Antonio does not permit mobile homes, as defined (see definitions section below), within the City limits. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

**Scope:**

Manufactured homes and recreational vehicle parks are permitted within the City of San Antonio and are subject to provisions of City Code that include but are not limited to §35-379, §35-424(g), 35-355, 35-B108 of the Unified Development Code (UDC), and Chapter 18 of the City Code associated with the San Antonio Metropolitan Health District (Metro Health) licenses. Development Permits and Health Permits may be obtained at the Cliff Morton Development and Business Service Center located at 1901 South Alamo Street, Monday through Friday, 7:45am to 4:30pm.

Metro Health licenses and DSD permits are required for existing or new manufactured homes located within a manufactured home park. In addition, other trade permits and building permits are required for the installation of-, or improvements to-, a manufactured home as outlined below. Properties located in a regulatory floodplain, Historic District, Urban Design District, an identified area marked by Code Enforcement as a Dangerous Premise, or within an Our S.A. Property (formerly known as San Antonio Development Agency) will require approvals from those agencies. Please note that applicable [fees](#) will apply for development applications. In addition, a manufactured home shall not be permitted in the regulatory floodplain in accordance

with §35-F142(c) and recreational vehicles are not allowed within a manufactured home park in accordance with §35-356.

Further, in accordance with §35-424 (g) no building permit, repair permit, or certificate of occupancy shall be issued for structures in a manufactured home park within the incorporated areas of the City until a Manufactured Home Park Plan has been approved by the Planning Commission. A Manufactured Home Park Plan shall conform to the requirements of the UDC §35-379, §35-424, §35-B108, and any other applicable code and regulation. Please note that Permits for ordinary repair and maintenance, as defined below, shall not require a Manufactured Home Park Plan.

**Definitions (from §35-A101):**

**Manufactured home or manufactured housing:** A HUD-Code manufactured home . . . a "manufactured home" means a structure transportable in one (1) or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. The term "manufactured home" does not include a "recreational vehicle".

**Manufactured home park:** A plot or tract of land which is separated into two (2) or more spaces or lots which are rented or leased or offered for rent or lease to persons for the installation of **manufactured homes** for use and occupancy as residences; provided, that the lease or rental agreement is for a term of less than sixty (60) months and contains no purchase option.

**Mobile home:** A structure that was constructed before June 15, 1976, transportable in one (1) or more sections, which, in the traveling mode, is eight (8) body feet or more in width or forty (40) body feet or more in length, or, when erected on site, is three hundred twenty (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.

**Ordinary repairs and standard maintenance:** Work done to prevent or stop deterioration, decay, or damage; or to replace a part of a building with the intent of restoring the structure as nearly as practical to the condition prior to such deterioration, decay, or damage. *Commentary: ordinary repair and standard maintenance is intended for maintenance of existing properties and structures within their usable life span. Ordinary repair and maintenance is not inclusive of expansions, enlargements or upgrades that increase the life span of the use by virtue of new construction activity. Examples of ordinary repair and maintenance include replacement of skirting, roofs, and siding replacement of windows and doors in existing frames, sheetrock repair, and work that does not require permits per the International Residential Code (painting, papering, tiling, carpeting, cabinets, countertops and similar finish work). Repair and maintenance includes mechanical, electrical and plumbing repairs that require trade contractors and trade permits.*

**Recreational vehicle:** A vehicle which is (i) built on a single chassis; (ii) four hundred (400) square feet or less when measured at the largest horizontal projections; (iii) designed to be self-propelled or permanently tow-able by a light duty truck; and (iv) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

*Work exceeding ordinary repairs and standard maintenance – any changes to walls, floors, and ceilings that alter or modify the structural components including any additions to the building.*

The following 4 steps are to be conducted by the applicant when developing a manufactured home park:

1. **Verify Zoning is acceptable for Manufactured Home Use –**
  - a. *Manufactured home park.* DSD staff is available to confirm that the zoning of the property allows a manufactured home park.
    - A manufactured home park requires MHP Zoning; or it may be permitted within the MH district if the zoning on the property was established prior to May 11, 2003 and is documented with a Zoning Verification letter provided by the applicant in accordance with RID #96:  
<http://docsonline.sanantonio.gov/FileUploads/dsd/RID96.pdf>
    - A zoning verification letter may be obtained from the Zoning Section; this section may also assist in a rezoning. For more information, please visit [www.sanantonio.gov/dsd/services/zoning.aspx](http://www.sanantonio.gov/dsd/services/zoning.aspx)
  - b. In lieu of rezoning, existing legally established manufactured home parks may register as a nonconforming use. For more information, please visit: [www.sanantonio.gov/dsd/services/zoning.aspx](http://www.sanantonio.gov/dsd/services/zoning.aspx)
2. **Verify Manufactured Park Plan** has been previously accepted by the City of San Antonio or the applicant will need to submit an application to DSD Land Entitlements Team for review and processing. Please note that a Manufactured Home Park Plan shall conform to the requirements of the UDC §35-379, §35-424, §35-B108, and any other applicable code and regulation. In addition, applications for ordinary repair and maintenance permits, as defined below, shall not require a Manufactured Home Park Plan.
3. **Verify property has been Platted-** if not, applicant may need to plat the property or, in cases of a single manufactured home on individual lot, the applicant may be eligible for a certificate of determination in accordance with UDC §35-430(d).
4. **Sitework Permit** - When developing a new Manufactured Home Park, submit a **Sitework Permit Application** for review and include with the submittal the Plat and Manufactured Home Park Plan. The Sitework permit application may be found at: [http://docsonline.sanantonio.gov/FileUploads/dsd/BuildingPermitApplication-site\\_WK2010.pdf](http://docsonline.sanantonio.gov/FileUploads/dsd/BuildingPermitApplication-site_WK2010.pdf). In addition, submit a notarized Tree Affidavit to DSD for review, which can be found at: <http://docsonline.sanantonio.gov/FileUploads/dsd/TreeAffidavit.pdf>. Each individual new manufactured home proposed to be installed within the park will then be required to follow the next section.

The following 3 steps are to be conducted as applicable when installing a manufactured home in a manufactured home park:

1. Submit a **completed Manufactured Home Installation Application** for review to DSD Permitting. The submitted application for a permit will require certain **reviews** and **inspections** as follows:
  - a. Manufactured Home Park – No plan reviews are conducted for the installation of a manufactured home. However, you will be required to submit the Application Permit Number (AP No) for the submitted, reviewed, and approved Sitework Permit for the Manufactured Home Park. Field inspections will be performed. Sample inspection items are:
    - i. Details of handrails, guardrails, and stairs are required if foundation floor and/or deck are over 30” above grade
    - ii. Homes on piers shall have complete skirting enclosures for all exterior walls with proper vents
    - iii. Foundation inspection shall be conducted with a “Letter of Installation” that references the foundation, anchors, and ties from the engineer of record. Another option is to submit a “Notice of Installation Affidavit”; by the retailer or installer in accordance with the manufacturer’s installation instructions or submit a Form T to release the building permit. This form shall include the Texas seal and the HUD decal/label number from the manufactured home installation. This seal and decal number can be found on the Form T that is issued by the State of Texas: <http://www.tdhca.state.tx.us/mh/index.htm> or at: <http://www.tdhca.state.tx.us/mh/docs/1026-formt.pdf>
2. DSD staff will verify as applicable the accurate zoning, non-conforming use, manufactured home park plan, address is correct, recorded plat is on file, or certificate of determination.
3. In addition to the manufactured home installation permit, the following **trade permits are required and need inspection**. These permits shall be linked to Parent Permit. Please note that licensed contractors must obtain Electrical, Sewer, and Plumbing permits:
  - Plumbing Permit for underground water service connection to building
  - Sewer Permit for connection to sewer line. If San Antonio Water Systems (SAWS) sewer infrastructure is not available within the City limits and a septic system needs to be installed please contact a SAWS representative for review and approval at 210-233-3038. If SAWS sewer infrastructure is not available within Bexar County and a septic system needs to be installed please contact a Bexar County representative for review and approval at 210-335-6700
  - Electrical Permit-for connection to meter

Additional Permits may be required for manufactured home parks based on the scope of work proposed by the applicant. A final inspection is required for each permit and the electricity will be released to CPS Energy once all permits have been approved and the final inspection is completed:

1. Mechanical Permit-for connections of the condensing unit
2. Gas Permit- for connections of water heaters and other gas appliances

3. Building Permits-for some decks and porches (See [IB 151](#)), driveway approaches and sidewalks in public right-of-way, fences, awnings supported only by an exterior wall that project less than 54-inches from the home, and accessory structures such as canopies, sheds, playhouses, etc. over 200 square feet.
4. The release of gas will be forwarded to the proper utility company once all plumbing, sewer, and mechanical permits have been approved and a final inspection is completed.

Notwithstanding the guidance provided in this document, the regulations of the State of Texas, Federal Regulations, and the City of San Antonio Codes shall apply in all cases. For questions regarding this Information Bulletin or general questions on Development Procedures, Permitting requirements, and/or to determine the current zoning on a property please call (210)-207-1111.

**Summary:**

This Information Bulletin is for informational purposes only.

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