



Submittal Check List & Application Manufactured Home Installation Permit On Private Property

Important Information

1. No work may begin or continue if started until plans have been approved and a building permit has been issued.
2. ***Incomplete*** packages: No plan reviews will be conducted until all required items are submitted.
3. This application does not apply to manufactured homes to be installed in a manufactured home park. Manufactured homes for park installation require [Manufactured Home Installation Permit – Established Park](#) application.
4. Plan Review fees are due at the time of submittal. Building Permit fees, including all applicable trade permits, are due at the time the building permit is issued.

Submittal Package

Submittals shall meet the 2015 International Residential Code, the adopted code in the City of San Antonio.

The plan review package shall contain the following in ink or typed:

- A completed application for a building permit signed and dated
- A completed notarized tree application/affidavit ([PDF file](#))
- Two identical sets of submittal documents drawn to scale. All foundation drawings must be stamped, sealed and signed in accordance with the State of Texas Architect's and/or Engineer's Practice Act (<http://engineers.texas.gov/search.php>). At a minimum, all submittal packages/drawings shall include:
 - Copy of the plat, or Volume and Page of the recorded plat, or [Letter of Determination](#) if not platted
 - A site plan that matches the recorded plat. The site plan should include: legal description, address, buildings on site, property lines, easements, sidewalks, approaches, fences, gates, parking, concrete work and building setbacks. The site plan shall be to scale.
 - Foundation plan of sufficient detail to show conformance to the provisions of the 2015 IRC
 - Floor plan(s)
 - Exterior elevations (all sides)
 - Window and door schedule or details
 - Framing plan(s) and/or framing design information for site built stairs as follows:
 - General - lumber size, grade, species and spacing of all wood elements
 - Wood frame landing (floor), stairs, guardrails, and handrails to include dimensions
 - Wood frame columns in support of site built steps to include footing details

Additional Requirements

When completed and approved, this application will result in a building permit being issued to the homeowner/applicant. As part of the permit, the building will require a foundation, framing, and final inspection before utility release.

The following trade permits are also required for manufactured home installation. All listed permits must be obtained by a licensed trade contractor.

- Electrical
- Plumbing
- Mechanical (HVAC)
- Sewer/Septic
- Gas (if applicable)

Inspections for each trade permit are required prior to utility release to homeowner.



Manufactured Home Installation Permit Application

On Private Property

The 2015 International Residential Code Applies

PROJECT INFORMATION:

PLAT #: _____

Project Name: _____

Site Address: _____

San Antonio, Texas _____

NCB: _____ Block: _____ Lot(s): _____ Lot Size: _____

Plat Information as recorded in Bexar County: _____ Volume: _____ Page: _____

Existing Zoning: _____ (Zoning can be verified by contacting 210-207-1111)

Property fronts on paved city street? ___ Y ___ N

Per the City of San Antonio Unified Development Code, *all city properties shall front on a paved city street or the owner shall have one half of the street paved at his/her cost.* See Section 35-506(d)(9)C.3. of the UDC.

- All projects in or near a floodplain require signed release/approval from storm water review. Floodplain can be verified by contacting Transportation & Capital Improvements at 210- 207-8047.
- All projects require services as per the required trade permits. Contact the service provider to verify service is available at project site.
- Projects involving construction over utility easements as indicated on plat require signed release/approval from each utility affected. Contact the utility company for signed release/approval.
- Separate, additional permits are required for driveway approach, sidewalk, and fencing as required per project.

CONTACT INFORMATION:

Owner: _____ **AC#:** _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Contractor: _____ **ID#:** _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Contact Person: _____ **AC#:** _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____



MANUFACTURED HOME INFORMATION:

New Exterior Finish: _____ Garage: Y N
 Pre-owned Roof Material: _____ Garage sq.ft. _____
 More than 1 story? Y N If yes, # of stories: _____ Total height: _____
 Existing structures on site? Y N If yes, existing structure sq. ft. _____
 Manufactured home sq. ft. _____ Manufactured home Valuation: \$ _____
 After hours Review Request? Y N Speed humps at driveway entrance? Yes No
 (Additional charges apply.) All driveways (including flares) are required to be 6 feet away from a traffic calming device.

Development Services Department must have a *Letter of Inspection Report* on file from a licensed foundation engineer at the completion of the project.

Once issued, rights to building permit belong to property owner.

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 or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Applicant Signature: _____ **Date:** _____
Relationship to Project: _____ **Phone:** _____

Expiration of Plan Review and Permits

Applications for which no permit is issued within 180 days following the date of application shall expire if not pursued in good faith or if abandoned by the owner. Plans and other data submitted for review may be destroyed by the building official. The building official may extend the time for an applicant to obtain a permit for an additional 180 days upon request of the applicant who must show justifiable cause in writing. If an application expires, plans must be resubmitted as a new permit under the current International Residential Code adopted by the City. – 2015 IRC Section R105.3.2

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. – 2015 IRC Section R105.5

| | |
|-------------------------|-------|
| Completeness Review by: | Date: |
| | |