

Mobile Living Park Training

Moderators: Danny Liguez and
Norma Silva-Cantu

2023 License Program



AGENDA



OVERVIEW



ACCOMPLISHMENTS

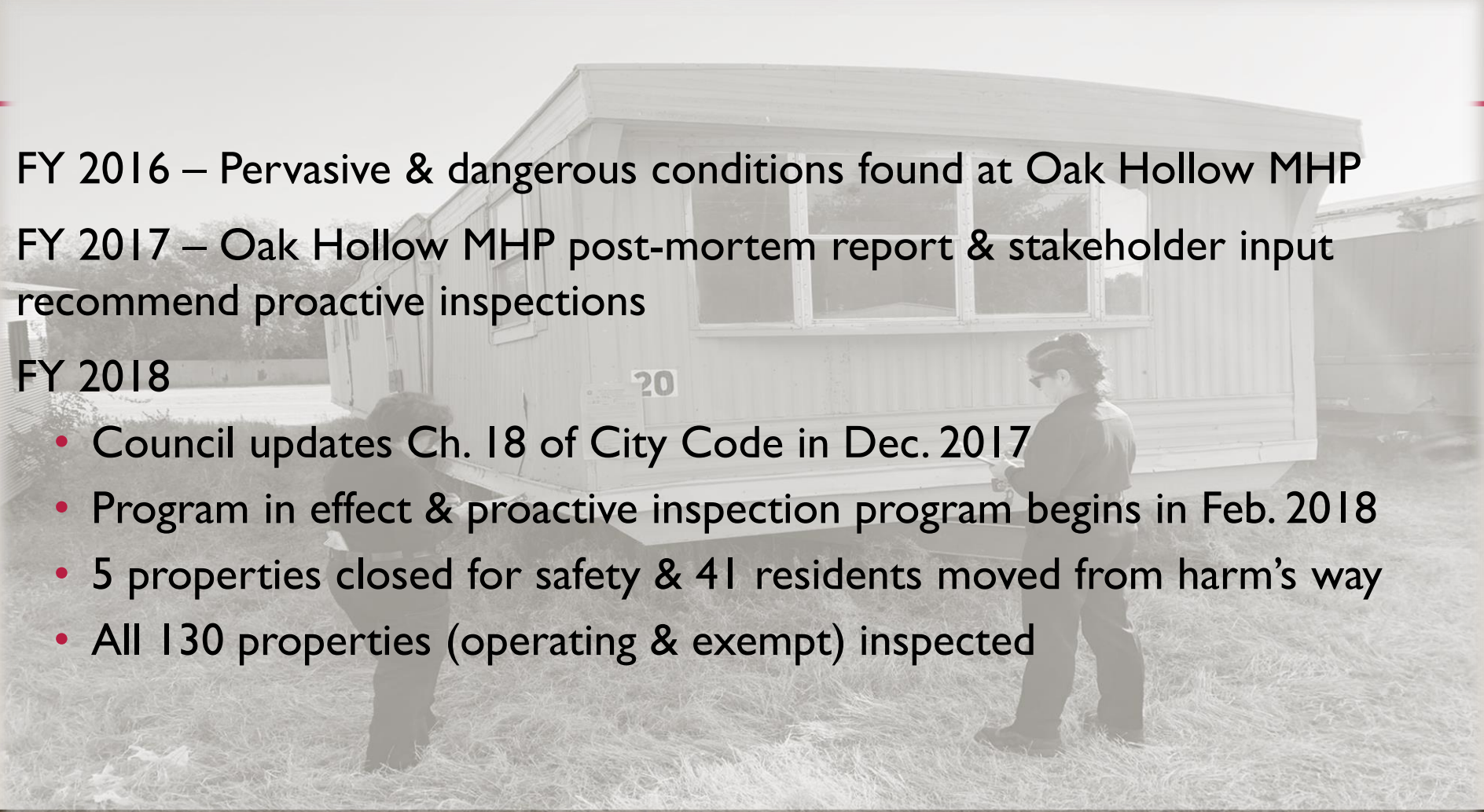


INSPECTIONS



REGISTRATION

HISTORY

- 
- FY 2016 – Pervasive & dangerous conditions found at Oak Hollow MHP
 - FY 2017 – Oak Hollow MHP post-mortem report & stakeholder input recommend proactive inspections
 - FY 2018
 - Council updates Ch. 18 of City Code in Dec. 2017
 - Program in effect & proactive inspection program begins in Feb. 2018
 - 5 properties closed for safety & 41 residents moved from harm's way
 - All 130 properties (operating & exempt) inspected

FY 2019 Accomplishments

NTS

- ~90 active properties registered under new requirements, including training & national background checks
- 2 code officers added in annual budget dedicated to inspections
 - Proactive & reactive
- All 130 properties inspected at least 2 times by year's end
- Identifying additional qualifying locations (MH neighborhoods with common owners)



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO, TEXAS 78283-3966



Mobile Living Parks License Application

The license applied for shall be subject to all provisions of the codes and ordinances of the City relating to mobile living parks as well as all state and federal regulations relating to such operations. All applications must be signed and sworn to by the party applying for the license (by a general partner of a partnership and by an officer of a corporation) before a notary public or other official authorized to administer oaths.

Applicant Information			
Applicant Name			
Address			
City	State	ZIP	
Business Address			
City	State	ZIP	
Contact Phone #	E-mail Address		
Mobile Living Park Information			
Name and nature of proposed operation			# of Lots
Address			
City	State	ZIP	
Present Zoning			
Legal Description	NCB	Block	Lot
Documentation			
Applicant	Office Use Only		
		National Background Check	
		Verification from Zoning Section that Use is Allowed	
		Septic System Verification	
By filing the application, the applicant swears or affirms under penalty of perjury that to the best of the applicant's knowledge, all information contained in the application is true and correct and that the application is complete and includes all information required to be disclosed under this section.			
Signature		Date	
Mail application to: Development Services Department Field Services Division PO Box 839966 San Antonio, TX 78283		Or drop off in person at: Cliff Morton Business Development Center Development Services Department 1901 S. Alamo San Antonio, TX 78204	
Payment Information (FOR OFFICE USE ONLY)			
Permit Fee: \$		Date Paid:	
Permit #:		Date Issued:	
Customer AC#:		Invoice #:	

Version 1.2
September 2018

► REGISTRATION RESULTS:

- FY 2020: 91 active locations registered; 9 additional properties issued Class C citations for not registering
- FY 2021: 96 active locations registered; 4 additional properties issued Class C citations for not registering
- FY 2022: 90 active locations registered; 6 properties became inactive/vacant; 11 properties sold to new owners (still in operation); 8 properties pending. 86 AHO citations issued. Total of 98 active MLPs.

PROACTIVE INSPECTION PRIORITIES



**ELECTRICAL
HAZARDS**



**PLUMBING
HAZARDS**



**EGRESS &
INGRESS
HAZARDS**

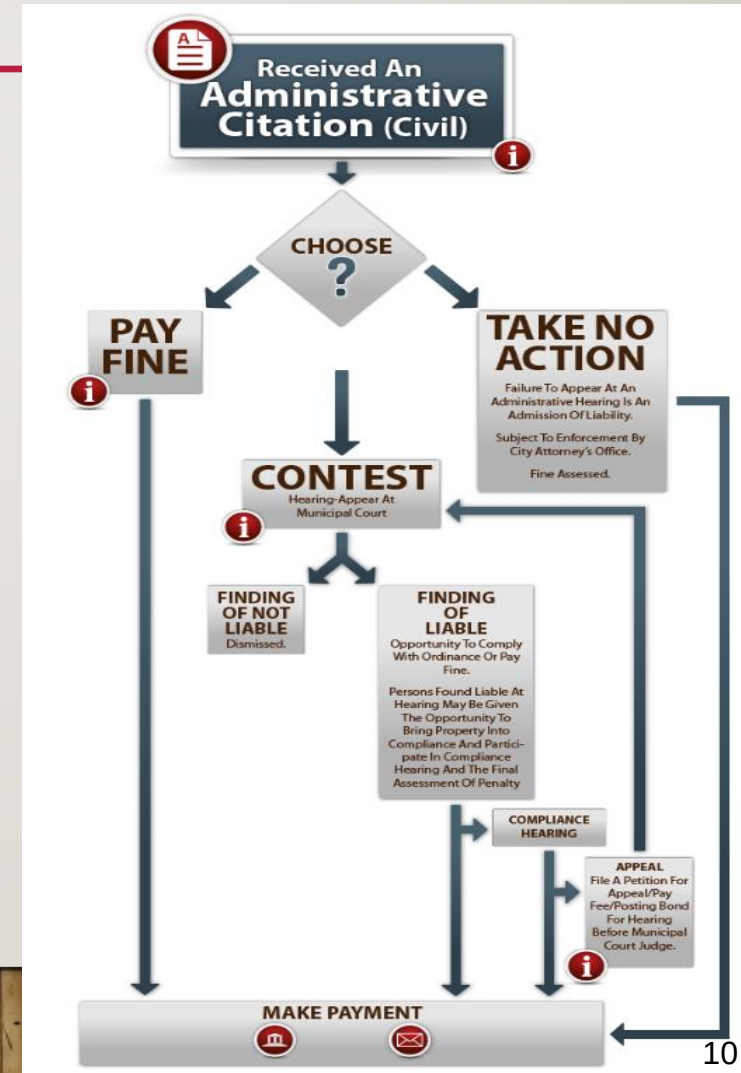
GOAL – EFFICIENT & EFFECTIVE COMPLIANCE

NOTICE OF VIOLATION PROCESS

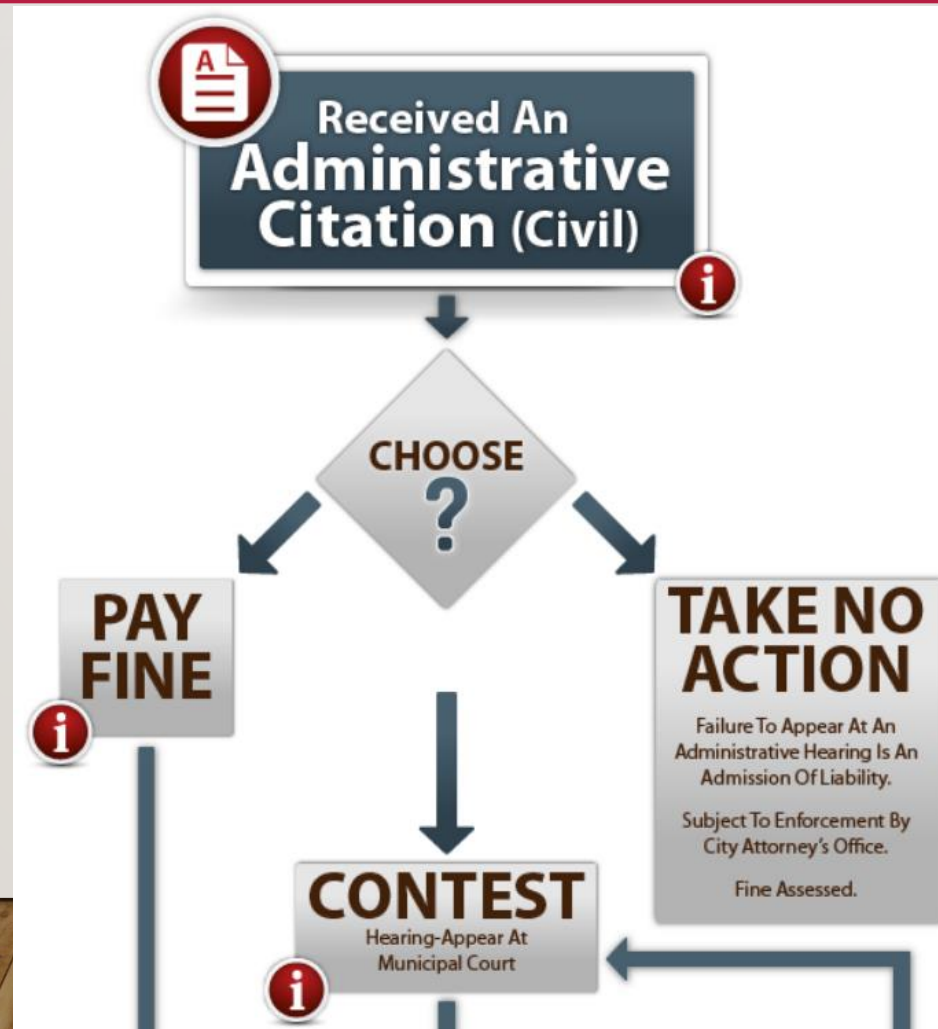
- Owners notified of found violation via
 - Door hanger / placard / posting
 - Green sticker
 - Notice of violation
 - Notice to vacate / disconnection
- Violations that require at least 10 days notice to fix issue
 - Tall grass/weeds/brush
 - Trash piles/accumulation
 - Junked, inoperable vehicles
- Violations that do not require at least 10 days notice & receive immediate citation
 - Parking violations
 - Overflowing dumpsters
 - Out of cycle brush/bulky items
 - Properties under annual notice of violation

NOTICE OF VIOLATION PROCESS CONTINUED

- If violation corrected within notice period, case is closed
- If violation not corrected within notice period, citation issued to appear before appropriate court
 - Administrative Hearing Officer
 - Building Standards Board (BSB)
 - Municipal Court
- Appropriate court to determine liability & judgement if held liable



NOTICE OF VIOLATION PROCESS CONTINUED



FY 2023 REGISTRATION UPDATES

- Registration requirements updated for currently registered locations
 - Zoning verification letter / non-conforming use letter applicable for 5 years
 - National background check of owner/operator applicable for 2 years
 - New owners or managers will need new FBI background check
 - If septic systems in use, confirmation from Bexar County Environmental Services that operating requirements met

REGISTRATION PROCESS

- Registration materials can be submitted via the following
 - Health & Safety Training
 - Deliver or mail to 1901 South Alamo, 78204
 - Include **ATTN: Code Enforcement Services – MLP** on envelope



Building Permits

January 2023

Presented by:
Danny Liguez
Code Enforcement Administrator



Over the counter

- Building:
 - Minor repairs for residential & commercial
 - Windows, doors, walls
 - General repairs for residential
 - Addition to a one-story, less than 1,000 Sf.
 - Garages
 - Carports
 - Re-roof for residential & commercial
 - No change in pitch
 - Patio covers for residential
 - Demolitions for residential
- Trades
 - Mechanical
 - Electrical
 - Plumbing



Who can secure permits?

TYPE	WHO CAN GET	
Building	General contractors	
	Home builders	
	Home improvement	
	Homeowners	When remodeling or building their home
Electrical	Master Electrical Contractor	State licensed
	Master Electrical Sign Contractor	State licensed
	Master Electrical contractor	City licensed
Mechanical	Master Mechanical contractor	State licensed
	Master Mechanical contractor	City licensed
Plumbing	Responsible Master Plumber	State licensed
	Irrigator	TCEQ State licensed
	Water softener installer	TEEQ State licensed
	Fire line contractors	State licensed
	Homeowners	When working on their own homes

All agencies, entities, or individuals (except homeowners) securing permits must be registered with DSD.

Other permits

- Sidewalk & approach
- Temporary use
- Foundation repair
- Maintenance
- Limiter service repair (LSR)
- Temporary power electrical
- Right-of-way
- Irrigation
- Solar
- Manufactured home installation



When are permits NOT needed?

- Storage sheds, playhouses **less than 300 sf.**
- Repair to fences in **less than 25%** of total length
- Retaining walls **4 ft. or less**
- Sidewalks and driveways **less than 30 inches in height**
- Painting, tiling, papering, carpeting, cabinets, counter tops & other finishing work
- Prefabricated swimming pools **less than 24 inches deep, installed above ground, and don't exceed 5,000 gallons**
- Swings, other playground equipment
- Patios **not higher than 30 inches above ground**
- Decks **less than 300 ft. and not higher than 30 inches above the ground**



KEY CONTACTS

- Project Manager – Danny Liguez
 - Code Enforcement Administrator
 - 210-207-3904
 - Danny.Liguez@sanantonio.gov
- Annual registration – Norma Silva-Cantu
 - Management Analyst
 - 210-207-5419
 - Norma.Silva.Cantu@sanantonio.gov
- Inspections – Roxy Ramirez
 - Code Enforcement Supervisor
 - 210-207-8262
 - Roxy.Ramirez@sanantonio.gov



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