

CITY OF BRYAN MANUFACTURED HOME BUILDING PERMIT APPLICATION

May 2017

P.O. BOX 1000 – BRYAN, TEXAS 7780 - PHONE 979-2095010 – FAX 979-209-5035 – WWW.BRYANTX.GOV

Application Instructions: Please print clearly. Fill in all blanks as they pertain to your project or label N/A. Read all sections on each page and please sign at the bottom of page 2 & 3! Incomplete applications will cause delays and will not be approved!

ADDRESS / LOCATION OF WORK:				DATE OF APPLICATION:	
LEGAL DESCRIPTION:				OFFICIAL USE ONLY:	
SUBDIVISION:		PHASE:	LOT #:	BLOCK #:	
PERMIT #:		WTR/SWR #:			
PROPERTY OWNER INFORMATION:		HOME OWNER INFORMATION (if different)			
NAME:		NAME:			
ADDRESS:		ADDRESS:			
CITY/STATE/ZIP:		CITY/STATE/ZIP:			
EMAIL:		EMAIL:			
FAX:		FAX:			
PHONE:		PHONE:			
CELL:		CELL:			
LONG TAP FEES:		R-NUMBER:			
D&T FEE:		WORKING WITHOUT PERMIT PENALTY FEES:			
TOTAL PERMIT FEE DUE:		<div style="border: 1px solid black; width: 100%; height: 20px;"></div>			
MANUFACTURED HOME SALES PERSON:					
NAME:			PHONE/CELL:		
ADDRESS:			FAX:		
CITY/STATE/ZIP:			EMAIL:		

STATE LICENSED MANUFACTURER HOME INSTALLER INFORMATION		
NAME:	CITY/STATE/ZIP:	PHONE/CELL:
ADDRESS:	EMAIL:	FAX:

BUILDING DATA:				TAPS:	
Circle one: <u>New</u> or <u>Used</u>	Year of home:	Model.:		WATER TAP SIZE:	
SQUARE FEET OF HEATED AREA:		Manufactured Home Serial No.:		SEWER TAP SIZE:	
SQUARE FEET OF UNHEATED AREA:		Manufactured Home Label No.:		IRRIGATION TAP SIZE:	
SQUARE FEET TOTAL:		# of bath rooms:	# of bedrooms:	FIRE SPRINKLER LINE TAP SIZE: (4" MIN.)	

ESTIMATED VALUATION: (COST OF LABOR AND MATERIALS)
<div style="border: 1px solid black; width: 100%; height: 30px;"></div>

<p>PLEASE SEE BACK OF PAGE AND ADDITIONAL PAGES TO COMPLETE THE APPLICATION PROCESS!</p>	<p>PAGE 1 OF 3</p>
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CITY OF BRYAN RESIDENTIAL SITE REQUIREMENTS

The following is a list of requirements for which the Applicant will be responsible. This information should be read very carefully and, if any of these requirements are unclear, please ask for assistance or clarification by the City Staff. Do not sign this application until you understand these requirements. **Please initial each statement to affirm that you have read, understand, and will conform to each of these requirements.**

- I agree that the residence will accommodate the minimum parking requirements for 1-2 bedrooms: 2 spaces: 3-4 bedrooms: 3 spaces: 5 or more bedrooms: 4 spaces on a paved surface (either concrete or asphalt) by providing the following **on private property**:
 - a. A throat width of at least 12 feet.
 - b. Each space shall be a minimum of 9 ft width x 20.0 ft length.
- I agree that the location of the driveway will conform to the following requirements:
 - a. Distance from edge of driveway curb return radius to any utility structure (fire hydrant, gas meter, valve boxes, electrical pole, storm sewer inlet, etc.) is a minimum of 5 feet.
 - b. Minimum Corner Clearance from any street intersection shall be 30 feet.
 - c. Curb Return Radius (the end of the curve portion of the driveway) **must** be within the property lines of this site.
- I agree that if the residence to be placed on the property is a manufactured home it will follow these requirements:
 - a. The manufactured home must be placed, tied down, and secured according to the standards set forth by the Building Official.
 - b. All manufactured homes shall be skirted with a suitable weatherized material.

I agree that if the driveway slopes down toward the residence, I will provide proper site and driveway grading to prevent flooding.

I agree that fencing is not permitted in public drainage easements without the approval of the City Engineer.

I agree that the elevation of the driveway at the property line (or at some point between the house & the property line) will be required to be as high as the top of the curb or the center of the street (whichever is greatest). It is recommended that this elevation be 6 inches greater for additional protection. The above requirement is made to reduce risks of residential flooding associated with stormwater from the street entering through low driveways. City of Bryan Driveway Specifications are included in this packet for reference.

I agree that construction on property located in the 100-year Floodplain will require a **Development Permit and Elevation Certificate**. Such development is subject to certain additional restrictions and requirements as outlined in the Stormwater Management Ordinance. (See Engineering Services.)

I agree not to divert, impound or alter the drainage flow from this property to any surrounding properties as required by Texas State Law. (*This includes impounding water, concentrating flow or changing runoff patterns beyond the property limits.*)

I agree to comply with the TCEQ-TPDES general permit. I will prepare and inspect a SWAPP. I will submit and/or post a notice (**NOI**). This will ensure that mud and dirt is not washed onto streets or other properties. (**STATE LAW**).

I agree that if grading activities cause any off-site erosion or sedimentation, I will clean it up or otherwise correct the problem within 48 hours of notification by the City of Bryan.

I agree to ensure that the floor slab elevation is high enough to provide positive drainage away from the house and garage. (*Swales or shallow channels are often helpful to direct stormwater around residences. It is recommended that whenever possible, the top of the floor slab is 6 inches higher than the top of the curb.*)

I agree to abide by City of Bryan construction debris disposal and trash pickup requirements – call 979-209-5900 for more information.

**Call before you dig! Free Service!
Just Dial 811**

INCOMPLETE APPLICATIONS
MAY BE DELAYED AND MAY
NOT BE APPROVED

Call 979-209-5010 for Inspections:

Recommended Inspection Sequence for Manufactured Home:

1. Mechanical / Electrical/ Plumbing and Building Inspection (steps, handrails, landings, etc.)
2. Driveway Steel Inspection (Prior to placing concrete).
3. Crawl Space Skirting / Final Building Inspection

By signing this application, I acknowledge that I have read, understand and will conform to all requirements as stated on this page. Any errors or omissions not identified, as a result of the City of Bryan’s review of this application does not relieve the applicant from complying with City of Bryan Codes.

Applicant’s Signature _____

Staff Checklist - Official Use Only

<ul style="list-style-type: none"> • Plat • Encroachments into easements, rights-of-way, etc. • Utilities • Corner clearance • Curb return • Property address and legal description • Property lines and lot dimensions • Abutting streets and alleys 	<ul style="list-style-type: none"> • Easements • Water meters, electric meters, sewer and water taps • Outline of structures • Driveway location, material, and vehicle accommodation • Number of stories • Fences • Variances • Zoning • TCEQ - TPDES Notice
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This site (does / does not) lie within a designated Special Flood Hazard Area. (100-year Floodplain)

This site (does / does not) lie within a designated Floodway.

Approved for permitting by the City of Bryan:

Initials: _____

Date: _____

Time in: _____ Time Out: _____

Please do not issue permit unless initialed by plans examiner.

MANUFACTURED HOME REQUIREMENTS FOR CITY OF BRYAN BUILDING PERMIT ISSUANCE:

(Please initial that you have read, complied with each of the following items, and attached to this application all requested items below – BUILDING PERMITS WILL NOT BE ISSUED AND THE HOME WILL NOT BE APPROVED FOR OCCUPANCY UNLESS ALL OF THE FOLLOWING ITEMS ARE IN COMPLIANCE and attached to this application):

I have attached a Site Plan to this application. Site plans shall be **8 1/2"X11" format**. Locate and dimension driveways, building setbacks, property lines, label overall dimensions of all structures on the site. Private lots should be surveyed prior to home installation. See back of page for additional information.

If lot is in a park, please submit an overall park plan and individual park lot plan. Separation between adjacent homes must be 15' per City of Bryan ordinance.

Installers information is Required – Only an installer currently licensed by the State of Texas will be issued a permit to install or level a manufactured home. It is a crime in Texas to perform any installation function on a manufactured home unless licensed by the state.

The owner of the property where the home is to be placed must sign the building permit application.

The HUD Label or Texas Seal is affixed to the home - A manufactured home in Texas only qualifies as such if the HUD label or State Seal is properly affixed. If these are not present, the building is not considered a manufactured home and must comply with all residential building codes adopted by Bryan for site built homes.

Home must be Habitable - Manufactured housing is habitable only if: (1) there is no defect or deterioration in or damage to the home that creates a dangerous situation; (2) the plumbing, heating, and electrical systems are in safe working order; (3) the walls, floor, and roof are: (A) free from a substantial opening that was not designed; and (B) structurally sound; and (4) all exterior doors and windows are in place and operate properly. City of Bryan will not accept homes needing repairs, permit is for moving home into the city onto a private lot or in a licensed park.

Attach to application Statement of Taxes Paid from County of Previous Location - When a home is moved, proof of payment of taxes to the county where the home was previously located must be submitted as part of an application for a new SOL. This form is available online from the Texas Department of Housing and Community Affairs – Manufactured Housing Division and is form 1076. <http://www.tdhca.state.tx.us/mh/docs/1076-TaxStatement.pdf> (800-500-7074)

Attach copy of TxDOT Permit - It is illegal to transport a mobile home even in the city limits without a TxDOT permit. Each section of the structure must have its own permit. TxDOT provides an online permitting process. https://apps.dot.state.tx.us/apps/cps/cps_login.asp

Attach Current Statement of Ownership and Location (SOL) and a Completed Application for a new SOL - All mobile homes in Texas are required to have a Statement of Ownership and Location (SOL). It identifies who owns the home, what the home is being declared as (personal property or real property), where the home is physically located, and of course, the home information like the serial number, make, model, size, etc. If you move a mobile home, you have to update the SOL. Information on how to apply for a new SOL is available online from the Texas Department of Housing and Community Affairs – Manufactured Housing Division and is form 1037. <http://www.tdhca.state.tx.us/mh/docs/1037-applysol.pdf> (800-500-7074)

I understand that All steps, landings, handrails, porches, accessory structures, etc. require compliance with city codes and ordinances and plans, details, etc. need to be submitted along with the site plan.

APPLICANTS SIGNATURE :

DATE:

PROPERTY OWNER'S SIGNATURE (IF DIFFERENT FROM APPLICANT'S):

DATE: