

# MANUFACTURED HOME PLACEMENT REQUEST

To apply for a Manufactured Home Placement application, in a Manufactured Home approved park, an applicant should register with the City of Texas City and select credential type “Residential Tenant”.

<b>Residential Tenant</b>	Tenants applying for Manufactured Home placement in approved Manufactured Home Parks only.	<b>Request Now</b>
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The highlighted items below are needed for registration:

Key Items	Items Needed <span style="float: right;">* = required</span>
Requires a copy of a valid Driver's License or Photo ID.	<b>Lease Agreement</b> <input type="button" value="Choose file..."/> *
Registration valid for one year from issue date.	<b>Drivers License or Photo ID</b> <input type="button" value="Choose file..."/> *
Renewal period is 1 month prior to expiration, and 2 months after expiration.	ID no. <input type="text"/> *
Renewal period is 1 month prior to expiration.	Expire Date <input type="text"/>  *

Once registered and approved, an activation notice will be e-mailed (to the e-mailed provided at registration) to the applicant to activate the account and create a username and password for login access to MYGOV.

At the MYGOV Home Page, to the right, select “Request Project” to start your application.

At the “New Project Request” Page, under “Pick Project Type” select “Manufactured Home Placement Permit for Approved Manufactured Home Park”.

Proceed to complete the application and submit.

The following documents must be uploaded when requesting this application:

- 1) Subcontractor Validation Sheet  
A document which includes the general contractor information and the subcontractor (Electrical, Plumbing and HVAC) credentials and authorized signatures.
- 2) Lease Agreement – Between the approved mobile home park owner and the tenant; complete with signatures.
- 3) Street view image of property

**NOTE:** *If a used manufactured home is being moved in, a 3<sup>rd</sup> party inspection report for the manufactured home will be needed or a letter from the state certifying that it is in acceptable condition.*

Please review the following pages for City of Texas City Ordinance definitions and requirements on Manufacture Homes and Modular Homes. For complete details on Chapter 156: MANUFACTURED HOMES AND TRAILERS, please click on the following link:

[http://library.amlegal.com/nxt/gateway.dll/Texas/texascity\\_tx/cityoftexascitytexascodofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:texascity\\_tx\\$anc=JD\\_Chapter160](http://library.amlegal.com/nxt/gateway.dll/Texas/texascity_tx/cityoftexascitytexascodofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:texascity_tx$anc=JD_Chapter160)

# Texas City, TX - Code of Ordinances

## TITLE XV: LAND USAGE

### CHAPTER 156: MANUFACTURED HOMES AND TRAILERS

#### § 156.01 DEFINITIONS.

**MANUFACTURED HOME.** A structure, that was constructed on or after 6-15-1976, transportable in one or more sections which, in the traveling mode, is eight feet or more in width, or 40 feet or more in length, or when erected on site is 320 or more square feet in area 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. The term does not include a recreational vehicle.

**MOBILE HOME.** A structure that was constructed before 6-15-1976, transportable in one or more sections which, in the traveling mode, is eight feet or more in width, or 40 feet or more in length, or when erected on site is 320 or more square feet in area 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. The term does not include a recreational vehicle.

**TRAILER.** A mobile or manufactured home.

**MOBILE HOME PARK.** Any plot of ground upon which facilities are provided for locating one or more mobile or manufactured homes to be occupied for dwelling or sleeping purposes, regardless if a charge is made for the accommodation or not.

**MOBILE HOME SPACE.** A plot of ground within a mobile home park designed for the accommodation of one mobile or manufactured home.

#### § 156.02 TRAILERS OUTSIDE LICENSED PARK.

- A. It shall be unlawful for any person to locate, maintain or live in any manufactured home in any place in the city other than a duly licensed and lawful mobile home park.
- B. It shall be unlawful for any person to locate, maintain or live in any mobile home in any place in the city other than a duly licensed and lawful mobile home park, and only where the mobile home was lawfully located in said mobile home park on 1-1-2003.
- C. Any owner of a mobile home lawfully located on a duly licensed and lawful mobile home park on 1-1-2003, shall be allowed to replace the mobile home with a manufactured home.

(1998 Code, § 74-2) (Ord. 02-53, passed 12-4-2002) Penalty, see § [10.99](#)