



Code Enforcement * Building Inspections * Fire Marshall
802 Ave Y, Hondo, Texas 78861 *Office (830) 426-4737 * Fax (830) 426-3353

Manufactured Home Permit Application

Manufactured Home applications may be downloaded from the City of Hondo website or picked up and submitted at Hondo City Hall or the Code Compliance Office. All permits must be posted on the job site.

The following information regarding the manufactured home will be required on the application:

- Year;
- Make;
- Model Number;
- Serial Number; and
- HUD or Seal number.

Allow a minimum of forty-eight (48) hours for your permit to be approved and issued.

Fees:

Project valuation will determine fees to be assessed for Building, Electrical, Mechanical and Plumbing work.

- a. A manufactured home is moved into a Manufactured Home / RV park or into a residential property from outside the city limits; or
- b. A manufactured home is moved from one property to another property anywhere within the city limits.

A site drawing of the property is required on the permit to ensure all set-back requirements are met and that the property meets size requirements for the specified zone district. The property owner may conduct the plumbing work only **IF** the property is the primary residence of the owner and the property is titled as homestead.

The home owner is required to hire or contract a **master licensed electrician, plumber, or A/C-Heating (mechanical) contractor before any work is conducted. A separate permit application must be submitted by the contractor.** A separate permit fee will be assessed when these permits are submitted.

Prior to any temporary utility connections, **the property owner must deposit a two hundred dollar (\$200.00) cash bond payable to the City of Hondo.** The cash bond is to prevent any individual from moving into the structure prior to the necessary inspections being conducted and prior to a Certificate of Occupancy (C of O) being issued. **The cash bond is refundable if all rules / regulations are followed.**

Utility services will not be connected until the Building Inspector has inspected the sewer, water, and electrical connections along with all tie down requirements. The homeowner will be required to coordinate all inspections with the Code Compliance Office. After these inspections receive a passing status, the manufactured home must be skirted with non-flammable material. Upon final inspection, and if all other deposits and fees have been paid, a Certificate of Occupancy (C of O) will be issued.