Manufactured Home Permit Guide

How to Move Your Mobile Home to San Marcos

FAQs:

- Whose responsibility is it to pull the permits
  Park Management or Owner/Occupant or Moving Company
- When should permits be pulled?
  10+ Business days before home is to be moved

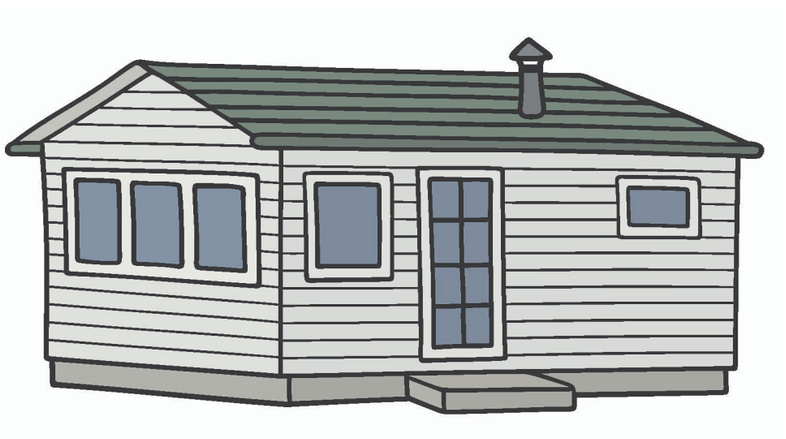
Step 1: Apply for Permit

San Marcos requires the following permits:

- Moving Permit
- Mobile Home Permit
- Floodplain permit as applicable

Click Here to apply online at www.mygovernmentonline.org

Need help applying? Call 512-805-2630



Download Application Here

Mobile Home Permit Requirements:

A Completed Permit Application Includes:

- Site Plan showing setbacks
  - Show distance from property lines and adjacent structures*
- Engineer Sealed Foundation Plan*
  - Provided by manufacturer or third party Engineer
- Deck and Stair Details*
  - To include: Handrail, Guardrail, Riser run and Frame details*
- Permit Fee of $73.00
- **Floodplain Requirements listed on page 3**

***See Sample Documents Pages 4-7**

Download Application Here

Moving Permit Requirements:

FAQs:

- If I have a TxDot Permit do I still need a moving permit? **Yes**

A Completed Permit Application Includes:

- TxDot Permit as applicable
- Permit Fee of $73.00

Step 2: Plan Review

- Once fees are paid and documents provided, the plan review process typically takes 7-10 business days
- Correspondence will be sent via email
- Re-Reviews are also typically 7-10 business days

Step 3: Permits Issued

- Mobile Home Permit will be issued once plans are approved
- Moving Permit will be issued once Mobile Home Permit is issued
- Issued Permits are sent via email
- Permits are active for 180 days

Step 4: Inspections

- Required Inspections: Electrical, Mechanical (HVAC), Plumbing and Building Finals
- Mechanical (HVAC) inspection only waived when using Window Unit AC system *This must be noted on the plans
- All inspections must be scheduled online by 4pm the day prior to request date
- All inspections will be completed on requested date
- **See page 3 if in floodplain**

Click here to login to your www.mygovernmentonline.org account and schedule inspections

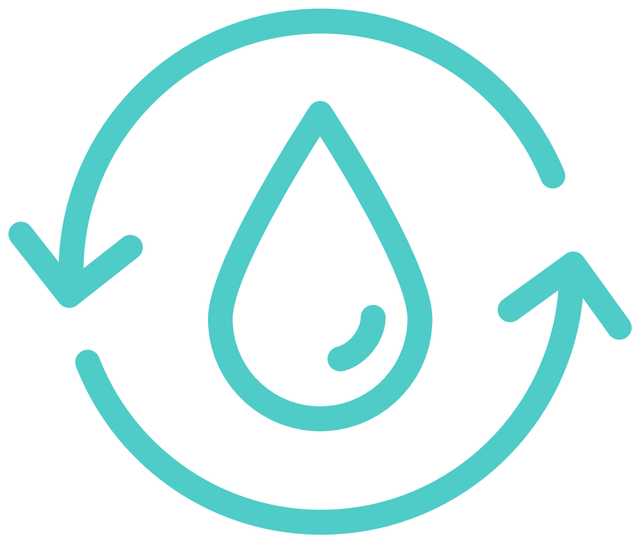
Floodplain

PERMIT REQUIREMENTS

Permit Application

- Completed Floodplain Permit application submitted with Mobile Home Permit Application
- Floodplain permit fee of $31.00

Download Application Here

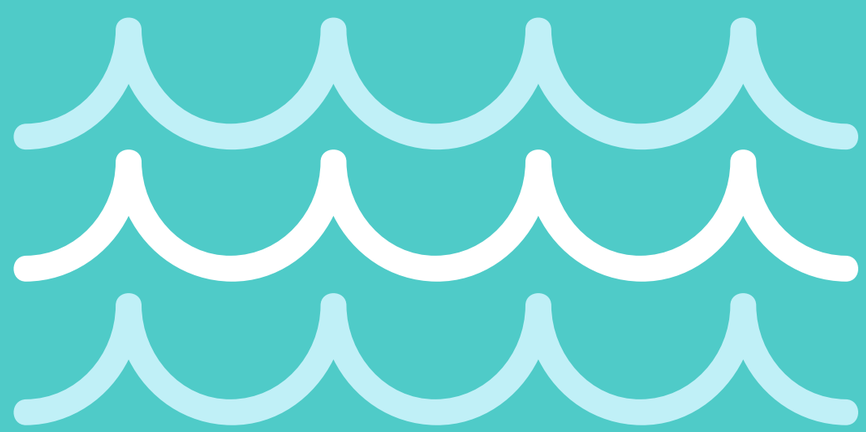


Plan Review

- Floodplain Permit Review to be completed concurrently with Mobile Home Review
- **Floodplain Review will determine the required Finished Floor Elevation of the Mobile Home**

Permit Issued

- Floodplain Permit to be issued concurrently with Mobile Home Permit
- Issued permit will be sent via email



Step 4: Inspections in the Floodplain

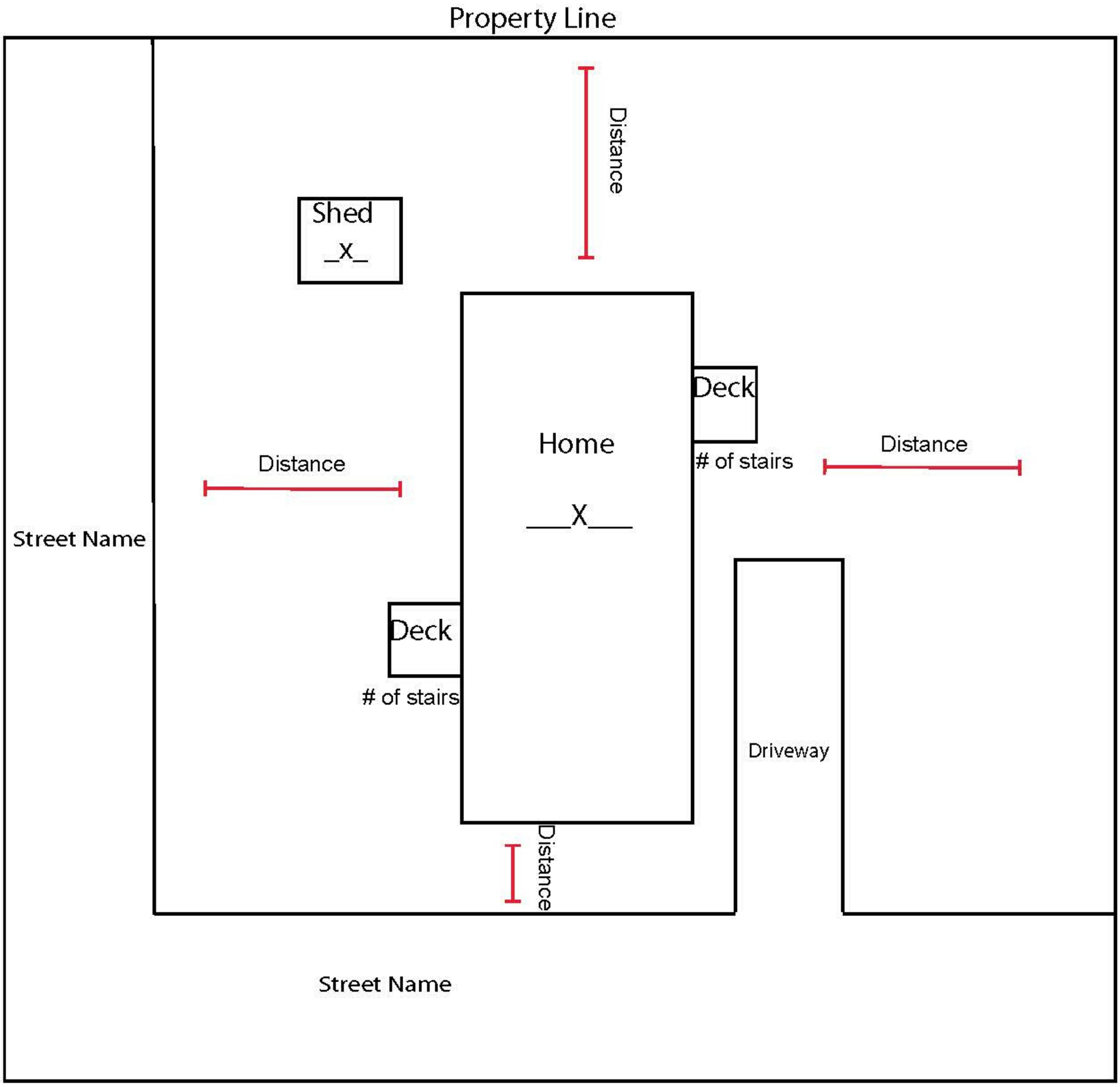
- **"Finished" Elevation Certificate submitted online and approved by City**
  - Obtained thru 3rd party survey company
- Required Inspections: Electrical, Mechanical (HVAC), Plumbing and Building Finals
- Mechanical (HVAC) inspection only waived when using Window Unit AC system. This must be noted on the plans.
- All inspections must be scheduled online by 4pm the day prior to request date

Click here to login to your mygovernmentonline.org account and schedule inspections

Sample

Submittal Documents

Sample Site Plan



Sample

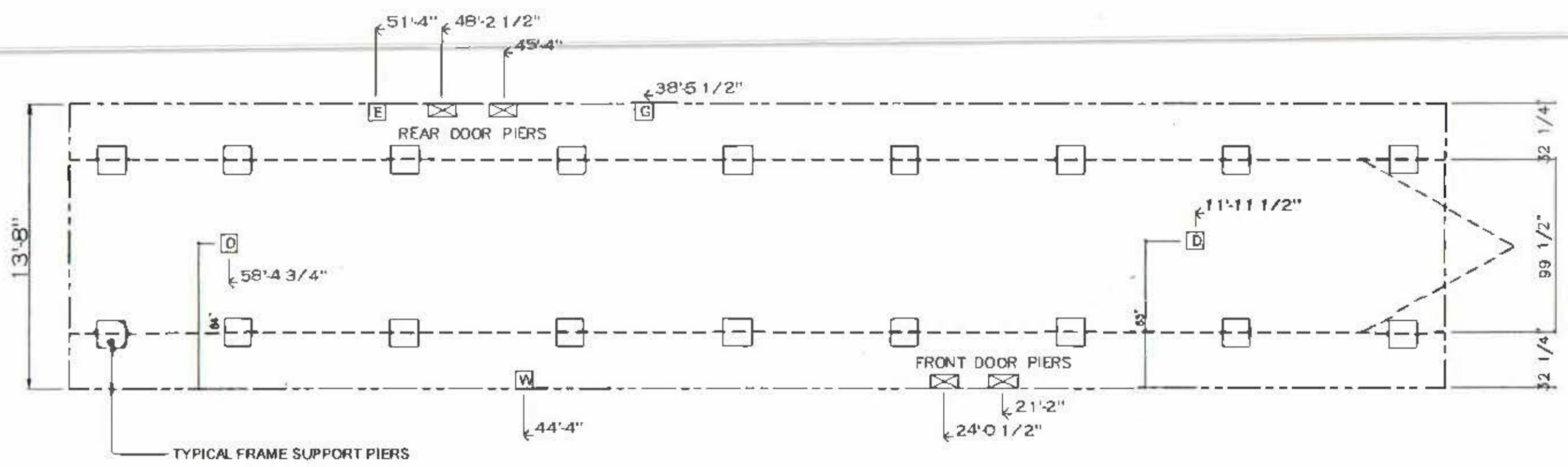
Submittal Documents

Sample Foundation Plan

***Must be signed and sealed by an Engineer if provided by a thrid party**

20 lb ROOF LOAD SIDEWALL OPENING PIER LOAD 14' BOX WIDTH	SIDEWALL OPENING (FT) REQUIRED PIER LOAD (LBS)					
	3	4	5	6	8	10
	1175	1330	1485	1640	1950	2260

*FOR 30 lb & 40 lb ROOF LOAD REFER TO TABLES 7 & 7a IN THE INSTALLATION MANUAL



NOTES:

1. REFER TO TABLES 6 AND 6a IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS FOR HOMES THAT DO NOT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 7 AND 7a IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS FOR HOMES THAT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 10 AND 10a TO DETERMINE FOOTING SIZE FOR ALL PIERS.
2. REFER TO TABLE 9 FOR PIER CONFIGURATION AND MAXIMUM ALLOWABLE HEIGHTS. CROSS REFERENCE THE PIER HEIGHT WITH THE MAXIMUM ALLOWABLE FLOOR HEIGHT LISTED IN THE FRAME TIEDOWN CHARTS (TABLE 18, 19, AND 20).
3. THE MAXIMUM SPACING FOR FRAME SUPPORT PIERS FOR 8" I-BEAMS IS 8 FEET, 10" & 12" I-BEAMS IS 10 FEET.
4. SERVICE DROP LOCATIONS IDENTIFIED ARE APPROXIMATE.
5. FLOOR WIDTH SHOWN IS FOR STANDARD PRODUCT ONLY. CONTACT THE MFG FACILITY FOR SPECIFICATIONS OF OPTIONS ORDERED.

SERVICE DROP LEGEND	PIER LEGEND
E = ELECTRICAL DROP	= PIER MAIN BEAM
W = WATER INLET	= PIER PERIMETER
D = DWV PLUMBING DROP	= PIER PORCH/RECESSED ENTRY
G = GAS INLET	

SQ.FT. (STD PLAN "CONDITIONED")
N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

Model #: | Drawing #:
Date: | Scale:

Piers

REV:

Sample

Submittal Documents

Sample Footing Detail

*Typically A Multiple Page Document

Install Footings

This chapter provides instructions for the design and construction of individual footings that transfer the load from a single pier to the ground. A footing and pier together (discussed in **Set the Home**) is referred to as a "support". A footing may also be designed to carry the load of multiple piers (often called "strip" footings). The design of strip footings is not covered in this manual. However, strip footings are acceptable if designed by a registered engineer or registered architect. The foundation systems described in this manual have not been designed for flood resistance.

Follow the Steps below:

STEP 1. DESIGN POINT LOAD SUPPORTS

All homes will need supports, and therefore footings, under the frame, marriage line (for multi-section homes), exterior wall openings and other heavy point loads.

All pier locations required at the mating line, perimeter and any special pier support locations, as required by these instructions, will be identified from the factory by a pier tag, label, paint, or other means and must be visible after the home is installed. The pier designs, support loads, and footing construction shall be as indicated in the appropriate diagrams, tables, and instructions herein. Where perimeter piers are required along the exterior wall, alternate pier spacing may be used in lieu of the factory identified locations provided the instructions of this manual are satisfied in terms of allowable spacing, pier design, and footing size.

PLEASE NOTE: The manufacturer will not be responsible for damaged or removed pier tags. It is the responsibility of the installer to ensure that all piers are properly positioned in accordance with the tables & diagrams contained in these installation instructions.

Create a sketch of the home that includes the exterior walls, the frame I-beams and the marriage line(s), if a multi-section home. The sketch will be used in this chapter to locate each support, and note the size of the corresponding footing. **Figure 6** is an example of such a completed support plan.

High roof loads. For roof loads of 40 psf or greater, a registered engineer or registered architect must determine the maximum marriage wall opening permitted without pier or other supports.

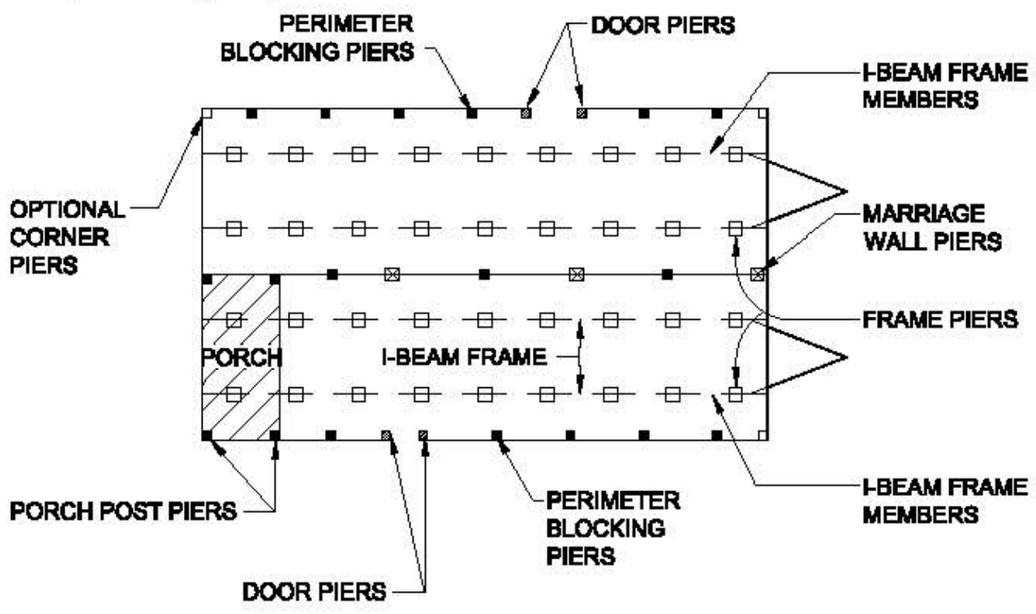
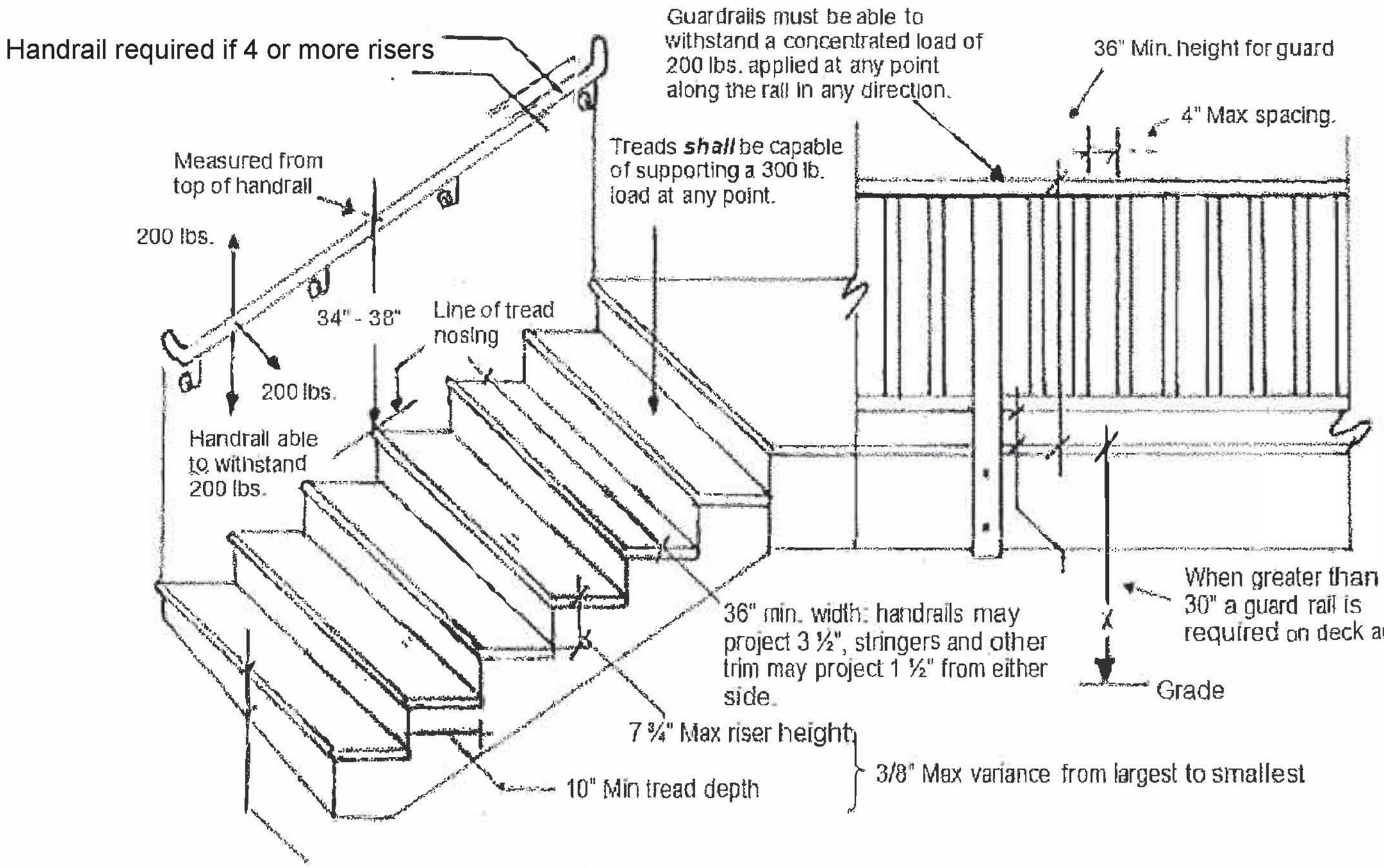
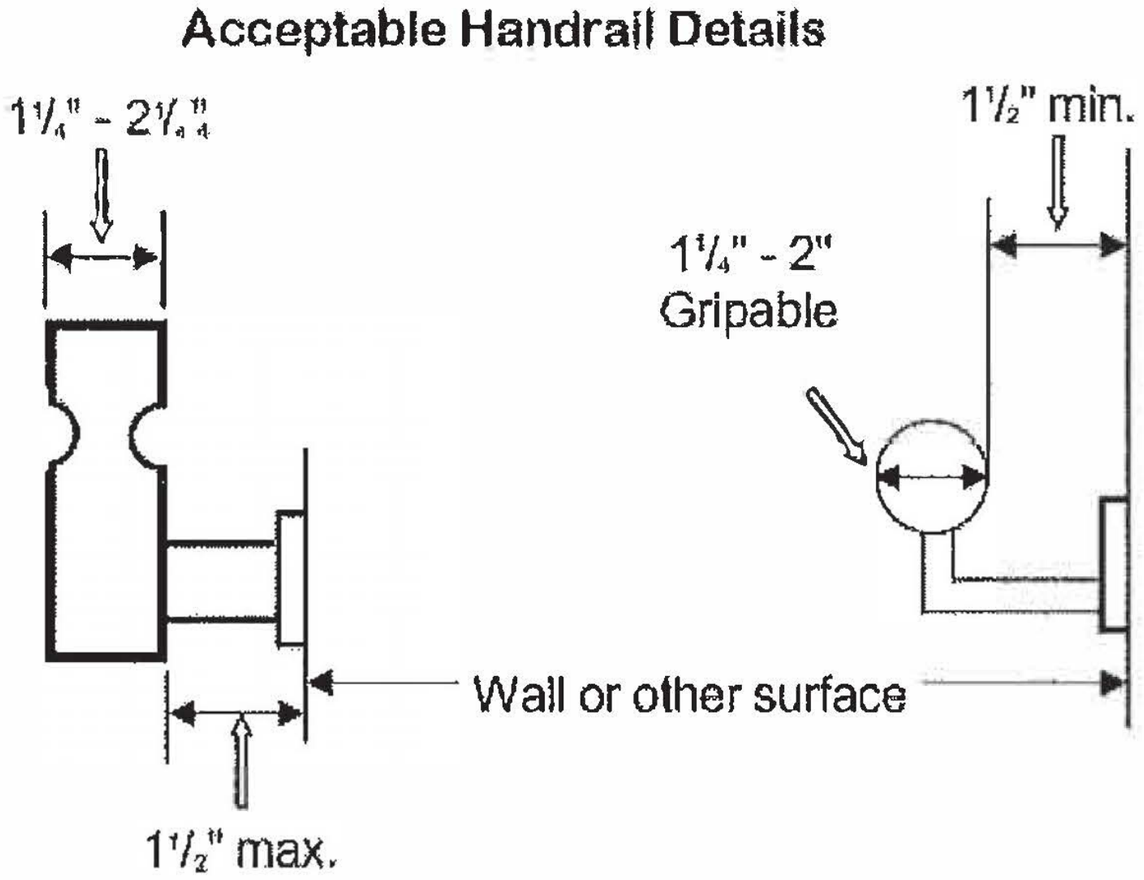
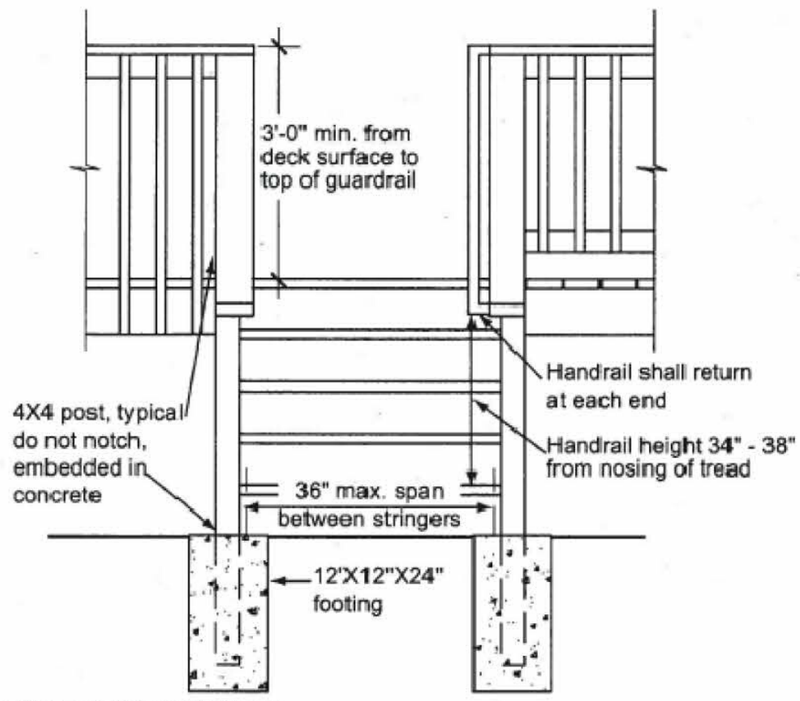


Figure 6. *Typical point-load support locations*

Sample deck and stair plans







▲ *Fig. 38: Miscellaneous stair requirements*