



CITY OF HORSESHOE BAY

1 Community Drive
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Horseshoe Bay, Tx 78657
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DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS
PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT
CODE ENFORCEMENT

New Manufactured Home Permit Checklist

Along with the completed permit application, these items are required to be turned in and/or expressly written on plan sheets for permit review, no exceptions:

- _____ HUD Certification and Number
- _____ Permanent Concrete Foundation designed by a registered engineer
- _____ Tie Down and Pier Schedules designed by a registered engineer
- _____ Site Plan with property lines labeled and proposed distances to property lines from home and all accessory structures (porches, carport, etc.)
- _____ Tree Survey and Recorded Plat
- _____ All 4 exterior elevations plan
- _____ Floor Plan with heated and cooled living space square foot calcs
- _____ Skirting installed to match min. requirements of City Ordinance
- _____ Paved driveway not less than 400 sq ft & min width of 12 ft
- _____ Garage or Carport to match min. requirements of City Ordinance, with engineer design for structure and tie down required
- _____ Porches/decks are required at every exterior door & shall have a combined area not less than 150 sq ft, & not less than 36" in direction of travel at each door, footer and framing details required
- _____ Roof pitch expressly listed on the plans, no less than 3:12
- _____ Max building height above final grade expressly listed on the plans, no more than 20' for Manufactured Homes or, 32' or 2 stories for Modular Homes
- _____ Existing vegetation should be preserved where possible. All disturbed areas shall be planted with shrubs, sod and/or hydro-mulched upon completion of construction & prior to Certificate of Occupancy. Dead vegetation shall be removed immediately.
- _____ A licensed plumber and electrician must install the grinder system.
- _____ You must install a yard light with address numbers.

Additional Acknowledgements:

- _____ Form surveys are required to be approved by Development Services prior to concrete pour, and prior to first inspection.
- _____ A Final Inspection does not grant Occupancy! You must obtain a Certificate of Occupancy from Development Services prior to occupying the building with either items or persons. Contact Development Services to learn how to obtain a Certificate of Occupancy during the final stages of your build.