



## CITY OF HORSESHOE BAY

1 Community Drive  
P.O. Box 7765  
Horseshoe Bay, Tx 78657  
830-598-9959

## 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.