



**OFFICE OF COMMUNITY DEVELOPMENT**  
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Fee \$65.00

### **Application for Placement of Manufactured Home**

Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Space Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Type of Manufactured Home: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_

Year: \_\_\_\_\_

Identification Number: \_\_\_\_\_

1. A site plan of the Manufactured Home space shall be attached to this application, showing the setbacks, location of existing and proposed utilities, including water and sewer connections, and electric meter, fire resistive skirting material, awning and porches.
2. The park occupant shall comply with all requirements of Leon Valley Code, Chapter 3.07 Manufactured Home Park, and shall maintain their Manufactured Home Space, its facilities, and equipment in good repair and a clean and sanitary condition. The park occupant is responsible for proper placement of the manufactured home in its stand or space and the proper installation of all utility connections in accordance with the instructions of the Park Management.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You will be notified when your permit is ready for pick-up.

## RULES AND REGULATIONS

### Information Regarding Mobile Homes

If you are planning to place a mobile home the information below may help in your planning process:

1. Apply for and receive a permit for placement. Provide a site plan showing the proposed location of the home with distances from the property lines. Also have information about the home (manufacturing date, pictures, etc.).
2. After the home has been placed-
  - a. Remove the wheels and tongue
  - b. Have a licensed plumber obtain a permit and connect to water and sewer (inspections required)
  - c. Have a licensed electrician obtain a permit for connection to electrical (inspection required),
  - d. Have a licensed HVAC company obtain a permit and install the HVAC equipment (inspection required),
3. If the home requires stairs at the front and/or back door, see the attached pictures for proper design.
4. After all of the above has been completed, call for inspections.

### The most common problems we encounter during the inspections:

1. Lack of GFCI outlets or not working GFCI's. These are special outlets required in the Kitchens, bathrooms, and on the exterior of the home.
2. Smoke detectors. Need to be located within each sleeping area and outside, in the general area of the bedrooms.
3. Match the electrical Breaker in the panel box to the size listed on the HVAC unit.
4. Landings, steps, guard rail and handrails not properly built.

### Landings/Steps

A landing is required outside of EACH door.

If the door OPENS IN, the landing may be up to 7 ¾" below the threshold.

If the door OPENS OUT, the landing may be no more than 1 ½" below the threshold.

Step must be built to grade from the landing. No open risers are permitted on the stairs.

If the landing is 30" or more above grade, guard rails are required (see pictures). Guard rails can be built from a number of different materials (lattice, hog wire, different types of spindles, etc). Just remember the openings in the guardrail may not allow a 4" ball to pass through.