



To: New Braunfels Manufactured Home-Owners and Park Managers

Subject: Manufactured Home Permits – Information Bulletin

Date: July 21,2023

Created By: Building Safety Division

Purpose:

The purpose of this bulletin is to provide information on the process for a homeowner in the City of New Braunfels who wishes to place a manufactured home within the City limits, either on a private lot that is zoned appropriately for manufactured home placement, or within a currently existing manufactured home park. This bulletin is provided because there has been a recent policy improvement to streamline the replacement of a manufactured home in an existing manufactured home park on an existing lot within the park. The primary change is that a registered general contractor is no longer required for such replacements. For new placements of manufactured homes on private residential lots, or for the new placement of a manufactured home in an existing park in a location where no home has ever been placed before, then a registered general contractor is still required. For this reason, two separate updated permit checklists have been created for the applicable scenarios and they are included at the end of this customer bulletin.

Scope:

The information provided here is related to permitting requirements for the placement of manufactured homes in the City of New Braunfels.

Process:

Applicants for a permit for the placement of a manufactured home should provide all of the plans and documents required on one of the two following forms based on the site location and situation which applies.

- 1) If the manufactured home to be placed is a replacement home, in an existing manufactured home park where the assigned or platted lot already exists then the applicant should use the first checklist provided here. This checklist is entitled “Manufactured Homes Permit Checklist – Existing Park.”
- 2) If the manufactured home to be placed is a new placement on a private residential lot, a new placement in an entirely new manufactured home park, or a new placement in an existing park in a location where no home has been placed before, then the applicant should use the second checklist. This checklist is entitled, “Manufactured Homes Permit Checklist – Private Property/New Park.”

In either case the applicant should apply for the permit through the on-line customer portal. The correct permit type is “Residential – Manufactured Home.”

For more information on the Permit Portal or Online Payments see our website at;

<https://www.newbraunfels.gov/3433/Building-Permits>

Additional Information:

The City of New Braunfels Zoning Ordinance allows for the placement of Manufactured Homes in (3) zoning districts; B-1, B-1A, and B-1B. For more information on the allowable zoning districts for land uses related to manufactured homes, applicants should reference Section 144-4.2 – the Land Use Matrix, in Article IV of the Municipal Code.

Summary:

This bulletin is provided as a customer service initiative.

Prepared by: Kevin “KC” Collins, PE, Building Official

Authorized by: Christopher J. Looney, AICP, Director – Planning & Development Services

Manufactured Homes Permit Checklist

Existing Park

The following items are required for a complete submittal:

- ☐ Site plan, illustrating the following:
 - ☐ Property lines and/or easements
 - ☐ Any existing structures on the property
 - ☐ Location of manufactured home, deck, and stairway, with distance measurements from fences and property lines
 - ☐ Manufactured home square footage
 - ☐ Location of HVAC with distance from structure and fence (Ord. Sec 144-5.4 (i))
- ☐ Copy of the HUD decal (TDLR certification approved by state)
- ☐ Tie-down and block plan (New homes must be installed per the Manufacturer's installation instructions, applicant must include plan sheets from the instructions.) (Used homes applicant may provide DAPIA (The Design Approval Primary Inspection Agency) approved installation instructions, state generic standards or designed stabilization system approved and sealed by an architect or engineer.)
- ☐ Deck / railing / stair details (in accordance with 2021 IRC)
- ☐ Installer license information (All manufactured homes shall be installed by a licensed installer as per State Manufactured Housing Rules, 10 TAC, Chapter 80 § 80.21.)

***Note: A registered General Contractor is not required for this application.**

For first time installation on a lot the following additional information is required:

- ☐ Site utility plan detailing utility connection meter location, service size, etc.
 - *Applicant is responsible for accuracy of the information provided.**
- ☐ Soil condition/geotechnical report (must be site specific).

Manufactured Homes Permit Checklist

Private Property/New Park

The following items are required for a complete submittal:

- ☐ Site plan, illustrating the following:
 - ☐ Property lines and/or easements
 - ☐ Any existing structures on the property
 - ☐ Location of manufactured home, deck, and stairway, with distance measurements from fences and property lines
 - ☐ Manufactured home square footage
 - ☐ Location of HVAC with distance from structure and fence (Ord. Sec 144-5.4 (i))
- ☐ Copy of the HUD decal (TDLR certification approved by state)
- ☐ Site utility plan detailing utility connection meter location, service size, etc.
 - *Applicant is responsible for accuracy of the information provided.
- ☐ Tie-down and block plan (New homes must be installed per the Manufacturer's installation instructions, applicant must include plan sheets from the instructions.) (Used homes applicant may provide DAPIA (The Design Approval Primary Inspection Agency) approved installation instructions, state generic standards or designed stabilization system approved and sealed by an architect or engineer.)
- ☐ Soil condition/geotechnical report (must be site specific).
- ☐ Deck / railing / stair details (in accordance with 2021 IRC)
- ☐ Installer license information (All manufactured homes shall be installed by a licensed installer as per State Manufactured Housing Rules, 10 TAC, Chapter 80 § 80.21. A licensed installer may be registered general contractor in the City of New Braunfels or working as a sub-contractor to a registered general contractor with the City of New Braunfels.)