



Phone: 817-489-2201
 Website: www.newarktexas.com

Address: 209 Hudson St.
 PO Box 156
 Newark, TX 76071

Mobile/Manufactured Home Application

Building Permit Number: _____

Project Description: New Mobile Home Pre-Owned Mobile Home

Applicants Name: _____
Contact Number: _____ **Email:** _____
Home Owners Name (if different) _____ **Est. Valuation:** _____
Project Address: _____ **Zoning:** _____
Make and Model: _____
Serial Number: _____ **Number of Stories:** _____ **Total Lot Square Feet:** _____
Description: _____
 (Please include color, length and width)

Name of Installation Company _____
 Copy of State License and Insurance provided Installation Company is already registered with the city
Proposed Date to be Installed: _____ **Legal Description of Property: Lot** _____ **Blk** _____
Subdivision: _____ **Acreage:** _____ **Property ID No.:** _____

Mechanical Contractor:	Contact Person:	Phone Number/Email:	Contractor License Number:
Electrical Contractor:	Contact Person:	Phone Number/Email:	Contractor License Number:
Plumbing/Irrigator:	Contact Person:	Phone Number/Email:	Contractor License Number:

Application becomes null and void if all information is not provided within 30 days. If no inspection is made within 90 days of issuance the permit will expire. A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ **Date:** _____

Property Owner's Signature: (If not applicant) _____ Date: _____

Office Use Only

Building & Permit Fees: \$525.00 Meter Deposit Fee: \$200.00 (to be paid separately) **Total Fees: \$725.00**

Total Fees: _____ Payment Date: _____ Payment Type: _____ Receipt # _____ By: _____
 Date Sent to PR: _____ Received from PR: _____ BV Project #: _____
 Approved By: _____ Permit Issued on: _____

Rules and Regulations Checklist:

1. _____ Completed Application
2. _____ Site Plan – drawing of property or survey showing location of home placement with front, side, and rear yard setbacks. (Must include property lines, existing structures and accurate measurements of placement of home in relation to both.)
3. _____ Electrical Registration and Permit (Info only – may pay contractor reg. prior to permit)
4. _____ Plumbing Registration and Permit (Info only – may pay contractor reg. prior to permit)
5. _____ HVAC Registration and Permit (Info only – may pay contractor reg. prior to permit)
6. _____ Home Installer/Mover Registration and Permit
7. _____ Affidavit Signed by Applicant that Pre-Owned Home meets all Health and Safety Standards of the Newark Code of Ordinances, Section 3.07.124 (Must be Notarized) (Pre-Owned Homes Only)
8. _____ Photographs of interior and exterior of home. For Pre-Owned Homes these photos must provide evidence that Pre-Owned Home meets Health and Safety Standards of the Newark Code of Ordinances, Section 3.07.124.
9. _____ The Written Disclosure Statement Required by the Texas Department of Housing and Community Affairs.
10. _____ Permit and Inspection Fees Paid.
11. _____ Water Deposit Paid and Water Application completed.
12. _____ Date of City Council Approval.
13. _____ \$1000 Deposit Check from moving company. (Fully refunded provided no damage occurs during move-in)

All of the aforementioned conditions must be completed prior to the City Council approval or the application will not be accepted.

There is a designated mobile home route. Cross RR tracks at McCanne Street and turn left on Hovey Street which curves right and turns into Main Street. At the stop sign continue south on Main Street to Rogers Road. Cross over Rogers Road and turn right onto Crow Drive. Country Living Drive is the first street on the left and Deborah Drive is the second street on the left off of Crow Drive. To access Sandy Bass Lane, at Rogers Road turn right and Sandy Bass Lane is the second street on the left.

You MUST notify City Hall at least 24 hours prior to your scheduled move of the home. 24-hour notice is also required to set up inspection’s appointments. Contact Newark City Hall at 817.489.2201.

Fees:

Moving Building Fee:	\$25.00	
Permit & Inspection Fee:	\$200.00	
Meter Deposit:	\$200.00	*** To be paid separately ***
Electric Permit:	\$100.00	
Plumbing Permit:	\$100.00	
HVAC (Air Conditioning/Heating)	\$100.00	
	<hr/>	
	\$725.00	

Each Additional re-inspection: \$100.00



Application for Residential Water & Sewer Services

Date to be turned on: _____

Name/Responsible Party: _____

Service Address: _____

Mailing Address: _____

Phone Number: _____ Secondary Phone Number: _____

Valid Proof of ID Required

ID No. _____ Form of ID: _____ State of Issuance: _____ DOB: _____

Number living in household: _____ Email Address: _____

Employer: _____ Employer Number: _____

Spouses' Name: _____ Phone Number: _____

Owner of Property: _____ Phone Number: _____

A deposit of \$200.00 is required for services to be turned on, and to be held as a security. Cancellation of services requires a signed cancellation form submitted to the city. The deposit will be applied to the final bill. A refund of the deposit balance or amount owed will be sent to the responsible party for the account.

Other Terms and Conditions

1. Water furnished hereunder is for the sole use of customer and the selling, furnishing, or permitting of water to third parties is expressly prohibited.
2. Tampering with the meter is expressly prohibited and punishable by law.
3. Failure to pay by the 15th of each month, constitutes a late fee of \$25.00 beginning on the 16th and subject to disconnection thereafter.
4. If service has been disconnected for non-payment, a \$50.00 reconnect fee will be required prior to reconnection. A 30% additional charge will be added if it becomes necessary to turn your account over to a collection agency.
5. A \$25.00 fee will be added for all returned checks, regardless of the reason.

REQUEST FOR PERSONAL INFORMATION TO BE CONFIDENTIAL (please circle) YES NO

SIGNATURE: _____ DATE: _____

Office Use Only

Deposit Paid: Cash	Credit	Check No.	Money Order No.
Acc No.	Serial No.	Route	Sequence No.
Meter Read:	Entered by:	Usage	10
		Date:	

A WISE BEGINNING

NEWARK



EST. 1851

TEXAS

Contractor Registration

Date: _____

Pursuant to the requirements of Ordinance No. A-292 of the City of Newark, no person, firm or corporation shall be authorized to secure permits without being a valid registered contractor with the City of Newark. A valid registered contractor is a person, firm or corporation who has paid the prescribed fees and is not delinquent in any fees or debt to the City of Newark. Permits that pertain to this Ordinance include the following: Plumber, Mechanical Contractor, Electrician, Irrigation Contractor, Back-flow Tester, Sign Contractor, Sign Electrician, Residential General Contractor, Commercial General Contractor, Water Well Contractor and Fire Protection Contractor.

Registration application for (Mark Only One):

- | | | | | | |
|--|------|--|------|-------------------------------------|------|
| <input type="checkbox"/> General Contractor | \$50 | <input type="checkbox"/> Irrigation Contractor | \$50 | <input type="checkbox"/> Plumber | \$0 |
| (Res or Comm) | | | | | |
| <input type="checkbox"/> Electrical Contractor | \$0 | <input type="checkbox"/> Mechanical Contractor | \$0 | <input type="checkbox"/> Water Well | \$50 |
| <input type="checkbox"/> Sign Contractor | \$50 | <input type="checkbox"/> Sign Electrician | \$0 | <input type="checkbox"/> Backflow | \$50 |
| <input type="checkbox"/> Fire Protection | \$50 | | | | |

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Fax #: _____

Owner's Name: _____

License Holder's Name: _____

Current copies of the following are required for registration:

- | | | |
|----------------|--------------------------|--------------------------------------|
| Please attach: | Current State License | List of Personnel authorized to pull |
| | permits Driver's License | Proof of Insurance |

Signature: _____

*****Office Use Only*****

Deposit Paid: _____ Amount: _____ Receipt #: _____ Expiration Date: _____

AFFIDAVIT OF APPLICANT

STATE OF TEXAS,
CITY OF NEWARK

Personally appeared before me, _____ who, after first being duly sworn, stated and deposed under oath as follows: I am currently suffering from no legal, mental or emotional disability, and I make this affidavit voluntarily based upon my own personal knowledge. I am at least 18 years of age.

1. The pre-owned manufactured home for which I am seeking a temporary provisional permit meets all health and safety standards of the State of Texas.
2. The manufactured home will be used for residential purposes only.
3. I understand and agree that if I do not fulfill all conditions and requirements of the Ordinance and the Temporary Provisional Permit granted in connection herewith within ninety (90) days from the date of the Temporary Provisional Permit, I must remove the subject pre-owned manufactured home from the City of Newark immediately.
4. I hereby swear and affirm that the subject pre-owned manufactured home will not be occupied for residential purposes until and unless the City of Newark issues a Certificate of Occupancy for the structure.

FURTHER AFFIANT SAITH NOT.

Sworn to and subscribed before me
This ____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires:

Texas Department of Housing and Community Affairs

MANUFACTURED HOUSING DIVISION

P. O. BOX 12489 Austin, Texas 78711-2489
 (800) 500-7074, (512) 475-2200 FAX (512) 475-1109
 Internet Address: www.tdhca.state.tx.us/mh/index.htm

WARRANTY AND DISCLOSURE FOR A USED MANUFACTURED HOME

BLOCK 1: Home Information

Manufacturer Name:		Model:	
Address:		Date of Manufacture:	
City, State, Zip:		Total Square Feet:	
License Number:		Wind Zone:	

Sections	Label/Seal Number	Serial Number	Weight	Size*	*NOTE: Size must be reported as the outside dimensions (length and width) of the home as measured to the nearest 1/2 foot at the base of the home, exclusive of the tongue or other towing device.
Section 1:				X	
Section 2:				X	
Section 3:				X	
Section 4:				X	

BLOCK 2: Conditions of Home and Appliances Conveyed.
Appliances: Indicate the appliance being conveyed and describe any known defects.

Check Appliances Conveyed with home	Make and Model	Gas or Electric	Describe Any Known Defects
<input type="checkbox"/> Refrigerator			
<input type="checkbox"/> Range			
<input type="checkbox"/> Stove top only			
<input type="checkbox"/> Microwave			
<input type="checkbox"/> Washer			
<input type="checkbox"/> Dryer			
<input type="checkbox"/> Trash Compactor			
<input type="checkbox"/> Dishwasher			
<input type="checkbox"/> Other			

Home: Any item present that does not describe any known defects is assumed to have no known defects.

Interior	Describe Any Known Defects
Living room:	
Kitchen:	
Bedroom 1	
Bedroom 2	
Bedroom 3	
Bathroom 1	
Bathroom 2	
Laundry/utility room:	
Other rooms (list):	

General Home Exterior	Describe Any Known Defects
Roof decking	
Roof covering	
Floor underside	
Walls	
Other	
Systems	Describe Any Known Defects
Electrical system	
Water Heater	
Air Conditioner	
Plumbing system	

BLOCK 3: Signatures

I certify that the above information is, to the best of my knowledge, complete and accurate.

(Seller's Signature)

(Printed Name of Seller or Seller's authorized representative)

(Date)

I acknowledge receipt of the Warranty and Disclosure for the purchase of a used manufactured home.

(Consumer/Purchaser's Signature)

(Printed Name of Consumer/Purchaser)

(Date)

BLOCK 4: Statement of Warranty

(This block does not apply to exempt consumer to consumer sales.)

The above-described home is warranted by the seller to the purchaser to be habitable and to remain habitable until the later of 60 days from the date of the purchase agreement selling or transferring the home or 60 days after the date that the installation of the home is completed. By "habitable" it is meant that:

- There is no defect or deterioration in or damage to the home that creates a dangerous situation;
- The plumbing, heating, and electrical systems are in safe working order;
- The walls, floor, and roof are:
 - free from a substantial opening that was not designed and
 - structurally sound; and
- All exterior doors and windows are in place. Any window that is designated an egress window is in working order.

The PURCHASER, _____, must notify the SELLER, _____,
(name of purchaser) (name of seller)

IN WRITING within 65 DAYS of any DEFECT that makes the home NOT HABITABLE or the SELLER will have NO LIABILITY for the warranty of habitability

ARTICLE 3.07 MOBILE HOMES, MANUFACTURED HOMES AND RECREATIONAL VEHICLES

Division 1. Generally

§ 3.07.001. Placement of mobile home or manufactured home on lot.

(a) Mobile home defined. A “mobile home” means a structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected on-site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning, and electrical systems.

(b) HUD-code manufactured home defined. A “HUD-code manufactured home” means a structure constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length, or, when erected onsite, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems.

(c) Authority to prohibit installation of mobile homes. The city may prohibit the installation of a mobile home for use or occupancy as a residential dwelling within its corporate limits. Any such prohibition must be prospective and shall not apply to a mobile home previously legally permitted and used or occupied as a residential dwelling within the city.

(d) Lot size. All lots upon which mobile homes or manufactured homes are placed shall be in accordance with the zoning ordinance. No more than one mobile home or manufactured home shall be placed upon any lot, and all mobile homes or manufactured homes shall be situated in as near the center of the acreage as possible.

(e) Removal of wheels, tying down, and connection to water and sewer system. All mobile homes or manufactured homes moved onto a lot within the city shall, within thirty days (30) from the date moved onto such lot, have the wheels removed, be set on a permanent foundation and shall be underpinned and tied down. Also, said mobile home or manufactured home shall be hooked into the city sewer and water system within such time period.

(f) Permit. Prior to moving a mobile home or manufactured home onto a lot in the city, a written application shall be filed with the city secretary accompanied by a filing fee in the amount provided in appendix A to this code. The application shall contain a legal description of the property onto which the mobile home or manufactured home will be placed, general plans and specifications showing the nature of any construction relative to the moving of such mobile home or manufactured home onto the property along with the probable cost thereof, and the purpose for which the mobile home or manufactured home will be used. At the next regular meeting of the city council after the application has been filed, the council will consider the application and either accept or reject it. In

the event it rejects the application, the filing fee will be refunded. The applicant has the right to personally appear at the council meeting in which the application will be considered.

(g) Penalty. Any person, either by himself or agent, and any firm, corporation or other entity who does not comply with any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction of any such violation shall be fined in a sum not to exceed two hundred dollars (\$200.00). Each day during which such violation continuous shall constitute a separate and distinct offense.

(Ordinance A-213 adopted 12/2/99; Ordinance adopting Code)

Appendix A

§ A3.005 Manufactured home and mobile home.

(a) Filing fee for placement of mobile home or manufactured home on lot: \$725.00, includes meter deposit, electrical, plumbing and HVAC permit costs.

(b) Each additional follow-up inspection: \$100.00.

DIVISION 3. Pre-Owned Manufactured Homes

§ 3.07.121. Definitions.

The following words, terms, or phrases, when used in this division, shall have the meanings ascribed to them in this section.

Applicant. Any person seeking to install a pre-owned manufactured home in the city limits.

Building inspector. The person appointed, employed, or otherwise designated as the director of planning, permits and inspections; the municipal building official or any of his or her assistants.

Certificate of occupancy. A document issued by the building inspector certifying that a pre-owned manufactured home is in compliance with applicable requirements set forth by this division, and indicating it to be in a condition suitable for residential occupancy.

Guarantee of condition bond. A surety bond to guarantee that the affidavit and photographs required by section 3.07.123(1)(A)–(B) of this division reasonably portray or represents the existing condition of the pre-owned manufactured home proposed for relocation. In lieu of the bond, a cash deposit may be deposited with the city.

Install. To construct a foundation system and to place or erect a manufactured home on such foundation system. Such term includes, without limitation, supporting, blocking, leveling, securing, or anchoring such manufactured home and connecting multiple or expandable sections of such manufactured home.

Jurisdiction. The areas within the city limits of the City of Newark, Texas.

Manufactured home. A structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 or more square feet and which is built on a permanent chassis and designed to be used as a dwelling with a permanent foundation, as defined by title 10, section 80.52 of the Texas Administrative Code, when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical

systems contained therein; except that such term shall include any structure which meets all the requirements of this section except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary of housing and urban development and complies with the standards established under the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. section 5401, et seq.

Pre-owned manufactured home. Any manufactured home that has been previously used as a residential dwelling and has been titled. (Ordinance A-370 adopted 1/20/11)

§ 3.07.122. Conditions.

All pre-owned manufactured homes located in the jurisdiction shall bear a label certifying it was constructed in compliance with the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. section 5401, et seq. (the HUD-Code) and shall be installed in accordance with state law.

(Ordinance A-370 adopted 1/20/11)

§ 3.07.123. Permitting, inspection, certificate of occupancy and fees.

A permit shall be required to locate a pre-owned manufactured home in the jurisdiction.

(1)

(A) An affidavit signed by the applicant that the pre-owned manufactured home meets health and safety standards required by this act;

(B) Photographs of the interior and exterior of the pre-owned manufactured home providing evidence that the home meets the minimum health and safety standards of section 3.07.124 of this division;

(C) The written disclosure required to be provided by the owner, seller or leaser on a form not to exceed two pages prescribed by the Texas Department of Housing and Community Affairs, describing the condition of the home and of any appliances that are included in the home; and the written warranty required to be provided by the owner, seller or leaser that the home is and will remain habitable until the 60th day after the later of the installation date or the date of the purchase agreement.

(D) The permit and inspection fee required by subsection (4) of this section.

(2) Inspection. Upon receipt of a permit, applicant may relocate the manufactured home on a residential site for the purposes of inspection. Applicant shall arrange for an inspection to be held once the installation of the manufactured home is complete.

(3) Certificate of occupancy. A certificate of occupancy shall be issued to the applicant at such time that the building inspector certifies that the requirements of this division have been met.

(4) Fee. A permit and inspection fee as set forth in the fee schedule in appendix A of this code shall be charged to the applicant to cover the cost to the city to process the permit application and inspect the pre-owned manufactured home. Such fee shall cover the initial inspection and one follow-up inspection. The applicant shall be charged a fee as set forth in the fee schedule in appendix A of this code for each additional follow-up inspection that may be necessary.

(5) Alternative inspection. At the request of the applicant, the building inspector may, at his or her discretion inspect a pre-owned manufactured home prior to its being relocated

if the home is then located at another site within the city.
(Ordinance A-370 adopted 1/20/11)

§ 3.07.124. Minimum health and safety standards required before permit or certificate of occupancy will be issued.

All pre-owned manufactured homes shall comply with the following before being issued a certificate of occupancy by the building inspector:

- (1) HUD-code. Every pre-owned manufactured home located in the jurisdiction shall be in compliance with the Federal Manufactured Housing Construction and Safety Standards Act, 42 U.S.C. 5401-5445 (the HUD-code) and shall not have been altered in such a way that the home no longer meets the HUD-code.
- (2) Interior condition. Every floor, interior wall, and ceiling of a pre-owned manufactured home shall be in sound condition. Doors and windows shall be operable, watertight and in good working condition. The floor system shall be in sound condition and free of warping, holes, water damage, or deterioration.
- (3) Exterior condition. The exterior of all pre-owned manufactured homes shall be free of loose or rotting boards or timbers and any other conditions that might admit rain or moisture to the interior portions of the walls or to occupied spaces. The exterior siding shall be free of rot and rust. Roofs shall be structurally sound and have no obvious defects that might admit rain or cause moisture to collect on the interior portion of the home.
- (4) Sanitary facilities. Every plumbing fixture, water, and waste pipe of a pre-owned manufactured home shall be in a sanitary working condition when properly connected, and shall be free from leaks and obstructions. Each home shall contain a kitchen sink. Each bathroom shall contain a lavatory and water closet. At least one bathroom shall contain a tub and/or shower facilities. Each of these fixtures shall be checked upon being connected to ensure they are in good working condition.
- (5) Heating systems. Heating shall be safe and in working condition. Unvented heaters shall be prohibited.
- (6) Electrical systems. Switches, receptacles, fixtures, etc. shall be properly installed and wired and shall be in working condition. Distribution panels shall be in compliance with the approved listing, complete with required breakers, with all unused openings covered with solid covers approved and listed for that purpose. The home shall be subject to an electrical continuity test to assure that all metallic parts are properly bonded. Each pre-owned manufactured home shall contain a water heater in safe and working order.
- (7) Hot water supply. Each home shall contain a water heater in safe and working condition.
- (8) Egress windows. Each bedroom of a manufactured home shall have at least one operable window of sufficient size to allow egress if necessary.
- (9) Ventilation. The kitchen in the home shall have at least one operating window or other ventilation device.

(10) Smoke detectors. Each pre-owned manufactured home shall contain one operable battery-powered smoke detector in each bedroom and in the kitchen, which must be installed in accordance with the manufacturer's recommendations

(Ordinance A-370 adopted 1/20/11)

§ 3.07.125. Ongoing compliance with minimum health and safety standards.

All manufactured homes shall comply with the requirements of the above section as long as the manufactured home is located in the city. Failure to remain in compliance with the above standards shall be an offense under the terms of this division.

§ 3.07.126. Enforcement.

Owners of pre-owned manufactured homes that are not in compliance within 45 days of inspection shall have their permit revoked and shall be required to remove the home from the jurisdiction at their own expense.

§ 3.07.127. Penalties.

Failure to remove a pre-owned manufactured home from the jurisdiction upon failure to receive a certificate of occupancy shall be punishable by a fine of \$2,000.00. Each day any violation under these rotting boards or timbers and any other conditions that might admit rain or moisture to the interior portions of the walls or to occupied spaces. The exterior siding shall be free of rot and rust. Roofs shall be structurally sound and have no obvious defects that might admit rain or cause moisture to collect on the interior portion of the home.

(Ordinance A-370 adopted 1/20/11)