



Submittal Guidelines for Manufactured Housing

What are the requirements for Manufactured Housing?

- Must be located in an area Zoned R-4 Manufactured Housing, please contact the City Secretary/Administrator's Office to determine of the proposed location's zoning classification.
- Must be a minimum of 1,200 square feet living space.
- Must have a TCEQ approved OSSF (septic).
- Must be five (5) years or new from June 15th of the current year and meet Zone **2** or better wind specifications.
- Must be 25 feet from front property line, 5 feet from sides, and 10 feet from back property lines.
- If located in a Floodplain must provide an Elevation Certificate and build 24" above base flood elevation (BFE).

Provide two (2) copies of all documents: one (1) for City Retention and one (1) for contractor

The Village of Jones Creek has adopted the 2009 International Building, Residential, Plumbing, Mechanical, Fuel/Gas and Energy Conservation Codes and the 2008 National Electrical Codes.

Required Documents to be submitted:

- Application
- Site Plan – See Example “Site Plan”
- Floor Plan/Brochure of Unit
- Date Plate/HUD Tag
- TCEQ Approved OSSF Letter

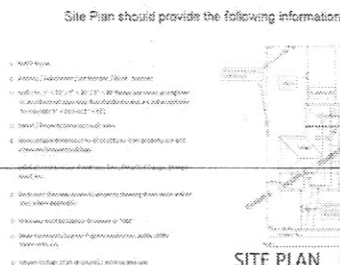
Floor Plan



Application



Site Plan

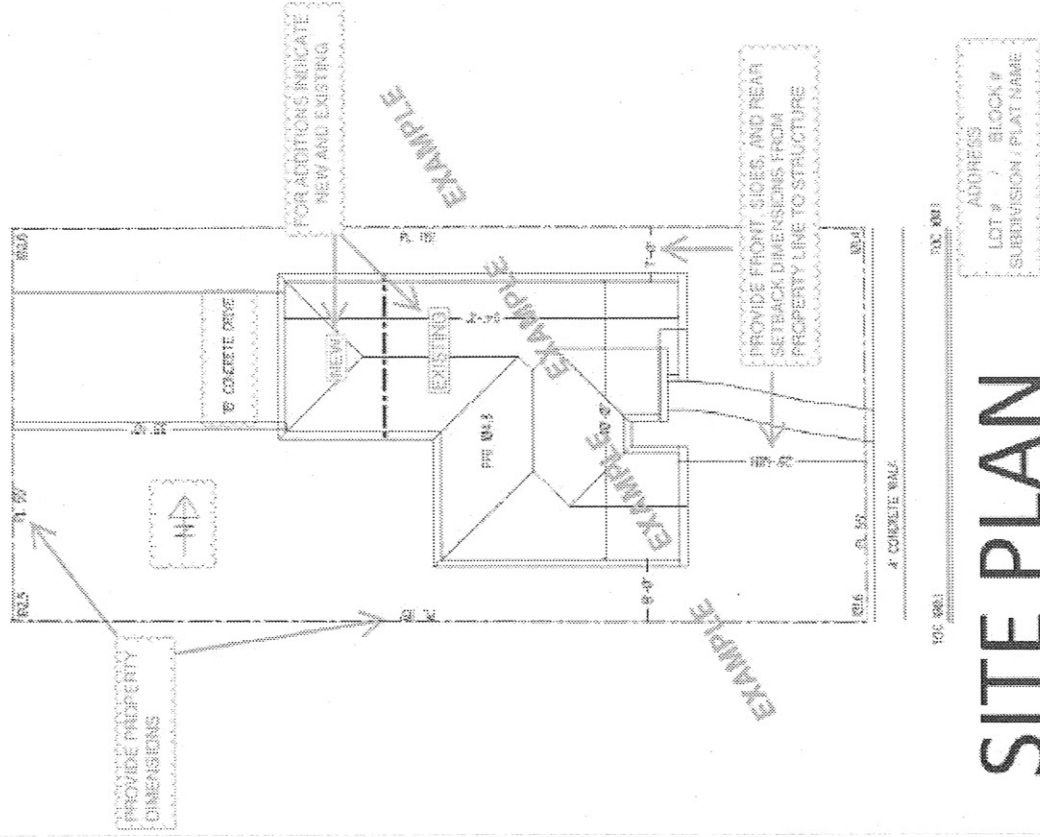


Data Plate/HUD Tag



Site Plan should provide the following information

- North Arrow
- Address / Subdivision / Lot Number / Block Number
- Scale: i.e. 1" = 10' / 1" = 20' / 1" = 30' Please use either an Engineer or Architectural scale only. Nonstandard scales are not acceptable for example 1" = 26.5 or 1" = 16'
- Parcel / Property Dimensions all sides.
- Show setback dimensions to all structures from property line and distances between buildings.
- Label all structures i.e. Residence, Barn, Detached Garage, Storage Shed, etc.
- Dedicated driveway access to property showing street name and or alley where applicable.
- Driveway must be labeled Driveway or "DW"
- Show Easements (ingress / egress easements, public utility easements, etc).
- Square footage of all structures / existing and new



SITE PLAN



Village of Jones Creek

7207 Stephen F. Austin
Jones Creek, Texas 77541
Phone: (979) 233-2700

Permitting Process

Step 1: Permit Submittal

The permit documents and fees will be submitted to the city. Submittal documents should be complete to expedite permit issuance. All required documents and fees must be submitted to begin the process. If any required documents, or if fees are not paid, the application will be rejected.

Step 2: Permit Issuance

Once the plan review process is complete, the city will issue the permit and contact you to schedule your inspections.

Step 4: Inspection Requests

Inspection Requests should be made to the City by calling 979-233-2700. It is important for you or your contractor to contact the City prior to work being performed so an inspector can be notified of a time and date of the inspection.

Step 5: Field Inspections

Inspectors assigned to your area can be contacted via cell phone. Please call City Hall at (979) 233-2700 for your inspector's name and number. The inspector will come to the site location and perform the requested inspections. A report of the inspection will be provided to the city.

Step 6: Release of Permit

Once you have completed all the necessary inspections and have completed your project, the city will notify, if necessary, the electrical or gas company to perform a release. This closes out your permit and the city will notify you with instruction on completing the permit.

We look forward to working with you to ensure that the community is provided with a safe and durable built environment.



Village of Jones Creek

Phone: (979) 233-2700
Fax: (979) 230-0606

7207 Stephen F. Austin
Jones Creek, TX 77541

Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	<input type="checkbox"/> NEW SFR	<input type="checkbox"/> SFR REMODEL/ADDITION	<input type="checkbox"/> SPECIFY OTHER:
	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL
	<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> LAWN IRRIGATION	<input type="checkbox"/> SWIMMING POOL
			<input type="checkbox"/> DEMO
			<input type="checkbox"/> FENCE
Description of Work:			
Area Square Feet: _____		Covered _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
Number of stories: _____			
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information:			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____	Mobile #: _____	Email: _____	

Contractor Type	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
General Contractor			
Mechanical Contractor			
Electrical Contractor			
Plumber/Irrigator			
TPO Energy Provider			

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: _____
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OFFICE USE ONLY:

Approved by: _____	Date approved: _____
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Building Permit Fee: _____	Total Permit Fees: _____
Plan Review Fee: _____	Received By: _____
Plumbing Permit Fee: _____	Date: _____
Electric Permit Fee: _____	
Mechanical Permit Fee: _____	BV Project #: _____

Permit fees are non-refundable