



HUD-Code Manufactured Home Application

Customers must submit an application to install a HUD-Code Manufactured Home in the corporate city limits of Big Sandy at least 45 days before the installation would occur. Applications are received weekdays from 7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. (except for holidays). If you have any questions, please call City Hall at 903.636.4343.

Application Requirements:

1. All questions on the application must be answered and/or completed.
2. Provide a data plate or other document listing the manufacture date of the home.
3. The Big Sandy Public Works Director must sign this application and verify either the existence or absence of water and sewer taps.
4. Provide a site or plat plan drawn to scale showing the home's proposed location. At the home site, the proposed home location must be marked with flags.
5. An original, signed copy of the application must be submitted to the City Secretary.
6. The application will be reviewed by the City, including the Mayor, Public Works Director, and/or the City of Big Sandy Zoning Commission.
7. The application fee and the Occupancy Inspection fee must accompany this application.

Retailers/Installer's Name:	Last:	First:
Phone #:	Office:	Cell:
Physical Address for Home:		
Property Legal Description:		
Property Owner:	Last:	First:
Phone #:	Home:	Cell:
Home Owner's Name:	Last:	First:
Phone #:	Home:	Cell:
Mailing Address:		
Email Address:		DL#

Home Manufacture Year:	
Home Length and Width:	
Home Square Footage:	
Home Value:	
Number of Rooms:	
Number of Bathrooms:	
Electrical Service Voltage:	
Type of Foundation:	
Existing Water Tap?	YES or NO
Existing Sewer Tap?	YES or NO

Verification of water/sewer taps:

Date:

Public Works Director Signature (required)

Please read the following conditions of this application and initial each. Initialing indicates that you have read, understand and agree to all conditions, and that all the above information is correct.

Initial below:



- _____ I understand that by applying to install a HUD-Code Manufactured Home, I understand the City of Big Sandy's Manufactured Housing District (MH) zoning details posted at www.bigsandytx.gov/page/Zoning.
- _____ I understand that connections to electricity and plumbing must be performed by licensed electricians/plumbers. They must register with the City prior to starting work and arrange for inspections of their work before utilities can be connected to the home.
- _____ A final inspection of the home will be required, and a Certificate of Occupancy will be issued.
- _____ Application approval shall not be construed as an authority to alter or set aside any zoning code requirement, nor shall such approval prevent correction of errors in plans or in the home installation.
- _____ Application approval shall become invalid if work is not started within six (6) months after the application's submission date, or work authorized by the application is suspended or abandoned for a period of six (6) months after the application submission date.
- _____ I hereby make application to install a HUD-Code Manufactured Home as noted herein and as described by the submitted plans and specifications, and to receive a Certificate of Occupancy.
- _____ I understand that this application is granted upon submission to the City. I am also aware that the Texas Occupations Code Title 7, Subtitle C, Chapter 1201, Subchapter A, Section 1201.008 allows the City to review this application with an option to deny the home installation within 45 days of the application's submission date.

Applicant Signature:

Application Date:

Received By:

Date Received:

City Administrator's or Mayor's Signature

PO Box 986 | Big Sandy, Texas 75755 | 903.636.4343



Application Fees

Application Fees are due when the application is submitted. Fees can be paid weekdays from 7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. (except on holidays).

Fees are set at \$.15 per square foot with a minimum charge of \$50 per application.

	Square Footage	Rate	Total
Application Fee:		X \$.15	
	Date Paid:	Check #	Amount:
Application Fee Payment:			\$
Occupancy Inspection Fee:			\$

HUD-Code Manufactured Home Application Review

Application Date:		
Home Owner:	Last:	First:
Phone #:	Home:	Cell:

Date the application was reviewed by the City Council: _____

☐ Installation NOT Denied

☐ Installation Denied

Mayor: _____ Date: _____

Public Works Dir.: _____ Date: _____

Attest:

City Secretary _____ Date: _____