



CITY OF LIVINGSTON PROCEDURE FOR PERMITS ON MANUFACTURED HOMES

1. Complete Application for Installation with site plan attached and return to City Hall, 200 West church, Livingston, Texas 77351.
2. Upon approval of the Application for Installation, a Building Permit (Mobile Home Permit) will be issued. The permit fee is based on the square footage (liveable) at the price of .41 a square foot.
3. After the Application for Installation is submitted, it must be reviewed and approved by our Building Official, Electrical Inspector, Plumbing Inspector and Fire Marshal. The Building Official will perform his initial inspection of the tie downs, and must inspect and pass the Manufactured Home before any connection of water, sewer or electricity can be made.
4. An Application for Service must be made for utility service to be connected following the issuance of the above referenced permits.
5. After all utility services have been connected, inspected and approved, the Community Development Coordinator will, after 30 days, reinspect the home for proper skirting. (Skirting should not be installed until all water and electric connections have been inspected).



CITY OF LIVINGSTON SITE PLAN REQUIREMENTS FOR INSTALLATION OF MANUFACTURED HOME

1. Site plan must be attached to show setbacks from the property line and the property dimensions (L x W). This can be a hand drawn sketch of your property showing the exact location of the home.
2. Site plan must indicate if the home will be set on a concrete foundation or if it will be set on concrete blocks.
3. Site plan must show the exact location of all water and sewer lines and must show where the sewer cleanout is located and that a water cut-off valve will be installed on customer's side of water meter.
4. Show proposed location of electric meter pole. The Electrical Department will have final approval of the location of meter pole.
5. If sewer is not available to your property, you must contact the County for a septic system.
6. Attach copy of installer's license or certificate with application or have them fax a copy of license to (936) 327-7784.
7. Attach copy of invoice from manufactured home dealer showing the description and value of the home. If the home has been purchased from an individual instead of a dealer, we must have a copy of the bill of sale.



CITY OF LIVINGSTON, TEXAS
APPLICATION FOR INSTALLATION OF
MANUFACTURED HOME

Name and Address of person having title to Manufactured Home:

Description of Manufactured Home:

Dimensions _____ Manufacturer _____
Serial or ID Number _____ Hud Number _____
Date of Manufacture _____

Proposed location of the Manufactured Home(address & legal description):

Site Plan Attached? (Required) _____ Yes _____ No

Compliance Certification Affixed? _____ Yes _____ No

If Compliance Certificate affixed, have there been any alterations to the Manufactured Home since the Certification was affixed? _____ Yes _____ No

Is the site within Flood Plain? _____ Yes _____ No

Will Manufactured Home be placed on Pad/Slab? _____ Yes _____ No

Installer's Name and Phone Number:

Valuation of Manufactured Home: \$ _____

Manufactured Home Owner Signature **Date**

Owner of Land(if not located in a Manufactured Home Park) **Date**



DRIVEWAY AND CURB SPECIFICATIONS

- * Concrete curb and gutter within a street right-of-way, which is removed to allow access to a lot, must be cut at expansion joints in the designated curb area. It must be a clean saw-cut with at least two (2) dowels in each existing curb and gutter. There must be a minimum radius of ten feet (10') and a maximum radius of twenty (20') at the approach. A minimum thickness of six inches (6") is required at the area where the original curb and gutter was located. An expansion joint must be placed ten feet (10') from the street right-of-way or property line.

Minimum widths:	Residential	Commercial
	12'+	15'+

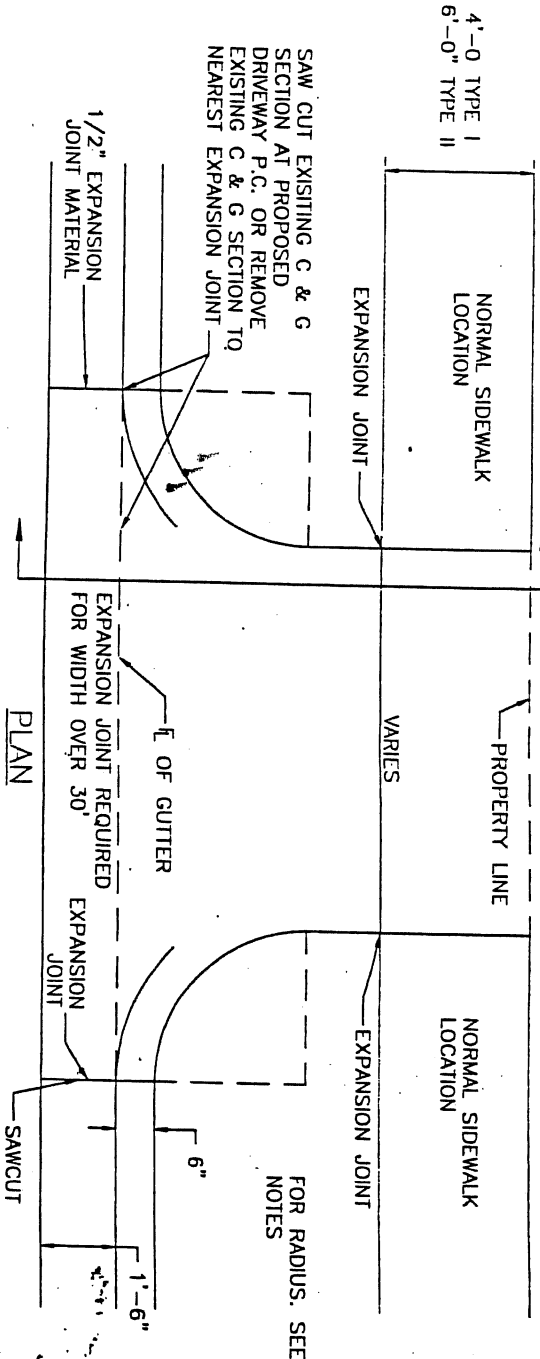
- * Open ditch driveways must have a minimum fifteen inch (15") culvert. All culverts must be ADS and size must be approved before installation and before the inspector will approve a permit.
- * All contractors must have two (2) inspections.
 1. Pre-Pour Inspection - This inspection must be done before concrete is poured at the site to ensure all Approach Construction Requirements are met.
 2. Final Inspection - This inspection verifies that the project has been completed properly.

To schedule an inspection call (936) 327-4311

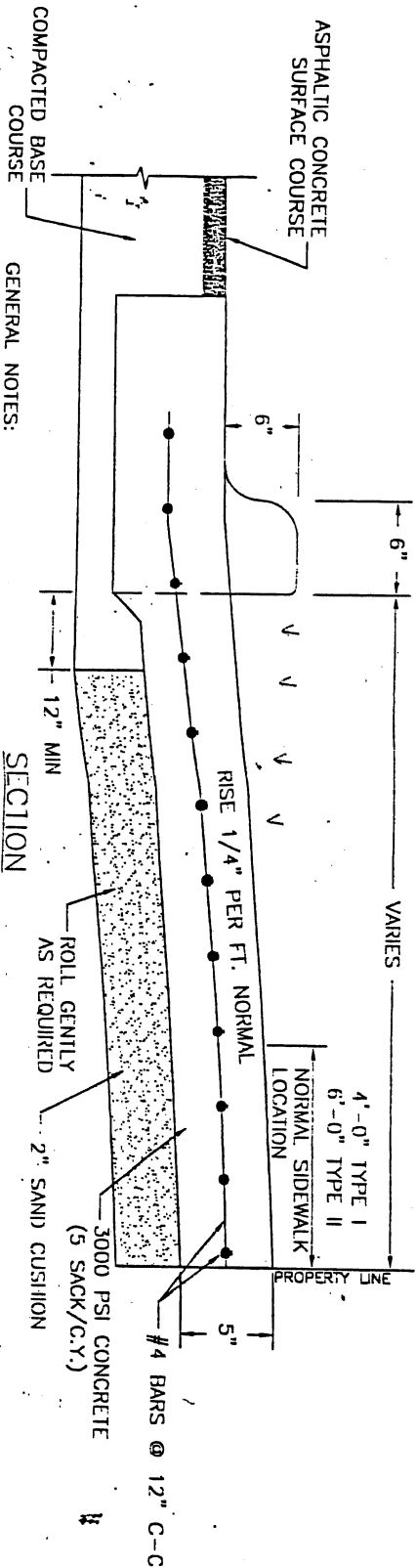
- * Before the City will approve a permit, the owner or contractor must have a plan drawn to scale with sufficient dimensions showing the width of the proposed driveway, type of pavement surface, the location with respect to property lines, and all existing and proposed improvements including building locations, parking layouts, driveways, streets, sidewalks, drainage structures, utilities and trees greater than 15" circumference.

DRIVEWAY DETAIL
(NOT TO SCALE)

STANDARD STYLE "A" TYPICAL ROLLED CURB DRIVEWAY



PLAN



TYPE I: DRIVEWAY REQUIRED FOR SINGLE FAMILY RESIDENCE, DUPLEX, TOWNHOUSE AND MULTI-RESIDENT APARTMENT
TYPE II: DRIVEWAY REQUIRED FOR COMMERCIAL, PARKING LOTS, INDUSTRIAL AND ALL OTHERS



WATER AND SEWER TAPS

Procedures for water and sewer taps:

- A. **APPLICATION** - Applicant shall complete an application for a new water and/or sewer tap using the form provided.
- B. **CITY ACTION** - The location will be evaluated for existing mains in the area. If existing mains are available to serve applicant's site without extensions charge, the applicant will be charged for the size and length of tap required for the proposed use, in accordance with the standard city water/sewer tap fee schedule. If extensions are required, a preliminary estimate will be worked up by the City. The applicant will then be notified of the charges, and at that time can pay the required cost so the City can proceed with the plans, or, the applicant can drop the tap application at no charge. A minimum of ten (10) working days must be allowed for tap estimates.
- C. **APPLICANTS NOTIFICATION** - After the application and the cost estimates are approved by the Community Development Coordinator, the applicant will be notified of the required charges. A minimum of fifteen (15) working days must be allowed for the completion of a tap once the tap fees are paid. If a line extension is required, time requirements will vary depending on the project location and size.
- D. All applicants for commercial sewer discharge connection shall be approved by our Public Works Director, as shown by the attached non-residential sewer service application.
- E. Service to tracts of land that are to be subdivided must be investigated by the owner's engineer if the water and/or sewer lines are not covering the entire frontage of the property.
- F. If the property is outside the city limits of Livingston, the application must be accompanied by a letter requesting annexation. The property has to be adjacent to the city limits to be considered.

**CITY OF LIVINGSTON, TEXAS
APPLICATION FOR WATER AND/OR SEWER TAP**

TYPE OF TAP

Commercial _____
Residential _____
Other _____

TAP SIZE

Water _____
Sewer _____
Irrigation _____
Fire _____

Building Permit Applied For _____
Irrigation Permit Applied For _____
Existing Structure _____

NAME _____

DATE _____

ADDRESS _____

PHONE _____

TAPS ARE REQUIRED AT: _____
(Please provide exact address, i.e., street no., lot no., block no.)

- Estimated charges shall be paid prior to tap construction.
- Any existing taps are the responsibility of the owner to locate. A fee of \$150 for each tap location by City will be charged.
- All Non-residential Applicants Must Complete the "Non-Residential Sewer Application".
- All deposits must be paid to the Utility Billing Department.
- Applicant shall be responsible for all tap charges. This is an estimate. Actual cost may vary and will be determined after completion. Unpaid balance will be billed to applicant.

Applicant's Signature

FOR OFFICE USE ONLY

WATER		SEWER	
Size Main: _____	Size Tap: _____	Size Main: _____	Size Tap: _____
Short Tap: \$ _____		Short Tap: \$ _____	
Long Tap: \$ _____		Long Tap: \$ _____	
Extension Charge: \$ _____		Extension Charge: \$ _____	
Meter Only: \$ _____		Meter Only: \$ _____	
Locating Fee \$ _____		Locating Fee \$ _____	
TOTAL ESTIMATED WATER TAP COST: \$ _____		TOTAL ESTIMATED SEWER TAP COST: \$ _____	
TOTAL ESTIMATED COST \$ _____			

NOTES:

- 1) Minimum of **10** working days to make estimate.
- 2) Minimum of **15** working days to complete work after taps are paid.
- 3) Forward "Non-Residential Sewer" form to Community Development for approval of sewer discharge, if applicable.
- 4) For application involving highway permits and/or main line extensions, Engineering Section shall be given workorder to proceed with the plans & permit from the Texas Department of Transportation.

Prepared and Approved by: _____