



CITY OF LAREDO

BUILDING DEVELOPMENT SERVICES

1413 Houston St., Laredo, Texas, 78040 • Phone: 956.794.1625 • bldgpermits@ci.laredo.tx.us

Home Installation Requirements

Applicant must furnish the following information before a Home Installation Permit can be issued:

- 1. Legal description of the property where the frame house or manufactured home is to be placed.**
- 2. A site plan of the lot with the building location indicating proposed setbacks.**
- 3. Proof of ownership of the lot (lot sales contract) where the frame or manufactured home will be placed.**
- 4. Proof of ownership of the frame house or manufactured home.**
- 5. Electrical Plumbing and Driveway and Curb Cut permits are required.**
- 6. Tax statement**
- 7. Photos of the actual frame house or manufactured home to be installed.**

Permit applications are taken from 8:00am to 5:00pm and permits are usually issued within 48 hours. No permits shall be issued after 5:00pm.

If you have any questions, please do not hesitate to contact the Building Development Services at (956) 794-1625.

Note: A certified survey and construction plans for any proposed off-street parking area, or any existing off street parking area on which home installation is proposed will be required before a home installation permit can be issued.



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Date: _____

I (we), _____ residing at
_____, Lot _____ Block _____
Subdivision _____

Hereby understand that in order to obtain an installation permit from the City of Laredo, it is now required o have our home skirted within 90 days of the issued date of the permit. In the event that I do not comply with such requirements, I will be in violation of the City Ordinance.

Customer Signature

Email Address

Phone Number

(For office use only)

Date: _____

Address: _____

On this _____ day of _____ 20____, _____ mover

Obtained a moving permit for _____ address

Which is to be moved to _____, also
known as Lot _____ Block _____ Subdivision _____.

Owners acknowledge our city ordinance which requires all mobile homes and houses to be skirted within 90 days of the permit date. An inspector will visit the site to ascertain that skirting has been installed

Email application to: bldgpermits@ci.laredo.tx.us



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Approved Skirting Materials

The following materials have been approved for skirting a Manufactured Mobile home. Other requirements as per the standard building code are required in order that a manufactured mobile home can be in compliance with the City Building Code.

Material Approved:

1. Masonry Brick Veneer
2. Stucco Materials
3. 4' x 8' Plywood
4. 4' x 8' Lattice Boards
5. Laminated Materials (plastic or galvanized)
6. Lumber Planks
7. Cinder Block
8. Fencing Materials, not to include chain link materials
9. Mfg Mobile Home Vinyl Material

******* The following materials are not acceptable for skirting a mobile home *******

1. Roofing black felt paper materials
2. Vinyl floor material
3. Plastic sheeting materials

Standard Building Code Requirements

The following instruction will apply for installation of a manufactured mobile home, both new and older models.

1. Skirting must have vents of 1 sq ft for every 150 sq ft of floor area, and an opening for crawl space access (12" x 24")
2. The dryer exhaust vent must terminate outside the home.
3. A clearance must be maintained between the soil and wood floor joints.
4. Water supply lines may be required to be insulated.
5. The lot should be graded to avoid standing water under the home
6. The air conditioning condensate drain may be specified to terminate in a sewer drain.
7. Specifications for utility connections must be followed.

As per the land development code Section 24.65.6 #5 – All manufactured housing units must be skirted in conformance of standards within 90 days of placement.

Please feel free to contact the Building Development Services at 956.794.1625 for any information pertaining to skirting a manufactured mobile home.



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BUILDING DEVELOPMENT SERVICES DEPARTMENT

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DISCLAIMER AND OWNER RESPONSIBILITY

The property owner acknowledges that the City of Laredo does not require a permit, fee, bond, or insurance for the transportation and installation of manufactured housing by a licensed retailer or installer pursuant to the Texas Occupations Code. The property owner further acknowledges that, for administrative and verification purposes, this application identifies the bonded and insured mover and installer proposed to perform the transportation and installation of the manufactured home.

In the event the property owner elects to use a mover or installer other than the mover or installer listed and approved in this application, the City shall bear no responsibility for any damages, violations, or deficiencies arising from the transportation or installation of the manufactured home. The property owner expressly assumes full responsibility and liability for any damage to public or private property, utilities, infrastructure, rights-of-way, or adjacent properties, as well as for compliance with all applicable laws, codes, and ordinances, resulting from the transportation or installation of the manufactured home by an unlisted or unapproved mover or installer.

The property owner agrees to indemnify and hold harmless the City of Laredo, its officers, employees, and agents from any claims, damages, costs, or liabilities arising out of or related to the transportation or installation of the manufactured home when performed by a mover or installer other than the one identified in this application.



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Installation Permit

() Mobile Home () Portable Building

Permit # _____

Permit Fee: \$ _____

I, _____, being a property owner, hereby make an application to the City of Laredo Building Development Services for a moving permit:

Property Owner Email : _____

Registered License Mover Name: _____

Registered License Mover Email: _____

1. Owners: Before Moving: _____

After Moving: _____

2. Type of house / mobile home: Make: _____ M.H. Yr Model : _____

Serial # _____ Title # _____

3. Width: _____ Length: _____ Height: _____

4. From: Lot _____ Block: _____ Subdivision: _____

Address: _____

5. To: Lot _____ Block: _____ Subdivision: _____

Address: _____

6. Date and Time of proposed moving: _____

7. Route: _____

8. Distance to be moved: _____

9. (a) Is the lot where this house/ mobile home being moved to vacant? _____

(b) If not, how many other buildings will be on the lot with this one? _____

10. How many will remain on the lot from which this house / mobile home being moved? _____

11. Are City taxes paid on this house or mobile home? _____

12. I hereby certify that I will comply with all minimum requirements, codes, and ordinances of the City of Laredo

Date: _____ Owner Signature: _____

Date: _____ Licensed Mover Signature: _____

AFFIDAVIT
(Installation Permit)

STATE OF TEXAS§

COUNTY OF WEBB§

I, _____ [Mover's full name and company that is the "bonded mover"], being duly sworn, depose and say:

1. I am an authorized agent of _____ [Company Name], a licensed and registered mover with the City of Laredo, hired to perform the moving and installation services at the property listed in item number two (2.).
2. I have been hired by _____ [Property Owner's Name], owner of the property located at _____ [Property Address].
3. This affidavit is made to confirm compliance with city regulations regarding licensed and registered movers.

FURTHER AFFIANT SAYETH NAUGHT.

[Agent of Bonded Mover's Name]

[Company Name]

Subscribed and sworn to before me this ___ day of _____, 20

Notary Public, State of Texas _____

My commission expires: _____