

## CITY OF HENDERSON

### MANUFACTURED/MODULAR HOME BUILDING PERMIT

DATE: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

Project Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Project Type: \_\_\_\_\_ New Construction \_\_\_\_\_ Remodel/Additon \_\_\_\_\_ Zoning District \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUILDING SETBACK LOCATIONS** (From Lot Lines): \_\_\_\_\_ Front: \_\_\_\_\_

Side: \_\_\_\_\_ Side Street: \_\_\_\_\_ Rear: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

#### **UTILITY INFORMATION:**

Public Utilities Data: **Water Available** Yes \_\_\_ No \_\_\_ **Sewer Available** Yes \_\_\_ No \_\_\_ Cost Estimate Water: \_\_\_\_\_ Sewer: \_\_\_\_\_

Backflow Assembly Required: Yes \_\_\_ No \_\_\_ Type of Assembly: \_\_\_\_\_

Directors of Utilities Sign: \_\_\_\_\_

**Call Dig Tess (800-344-8377) You dig.** Texas law requires that water & sewer utilities be Notified independently & are not required to be members of Texas One Call System. Notify the City for water & sewer locates by Faxing 903-657-0015 or emailing Randy Boyd at [rboyd@henderson.tx.us](mailto:rboyd@henderson.tx.us) and allowing 3 working days.

**DIG TESS- By not calling, here's what you can be getting into....** Personal injury, including loss of life – Damage to the environment – Costly property damage – Damage to the utility lines – Communication (i.e. Telephone, long distance communications, cable televisions, 911 emergency fire and police communications), electric, gas, pipelines, sewer, traffic signals, and water lines – Costly delays and expensive repairs – Legal problems – Civil penalties.

Owner/Contractor will be required to furnish a RES check form demonstrating compliance with the International Energy Conservation Code. (See [www.energycodes.gov/recheck/](http://www.energycodes.gov/recheck/)) I understand that all provisions of the City of Henderson's Codes, Ordinances, and regulations will be complied with in the construction, alteration, or repair of said building herein specified or not.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

**Inspector's Report**

Approval/Disapproval, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Inspector: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_ Fee: \_\_\_\_\_

Section 365.012 Texas Health and Safety Code state law requires that any litter or other solid waste be transported and disposed of in an approved solid waste site. The City of Henderson has a Municipal Waste Hauling contract for the disposal of any waste/refuse with Republic Services and Pine Hill Landfill located at Pine Hill Landfill Rd., Kilgore, Texas.



CITY OF HENDERSON  
***MOVING PERMIT APPLICATION***  
COMMUNITY DEVELOPMENT DEPARTMENT  
300 West Main Street  
Henderson, Texas 75652  
(903)392-0786 EXT. 265

MOVING CONTRACTOR: \_\_\_\_\_

INSURANCE/BOND #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

HEIGHT: \_\_\_\_\_ WIDTH: \_\_\_\_\_ LENGTH: \_\_\_\_\_ LOADED HEIGHT: \_\_\_\_\_

OWNER OF BUILDING: \_\_\_\_\_

MOVED FROM: \_\_\_\_\_

MOVED TO: \_\_\_\_\_

ROUTE: \_\_\_\_\_

TIME TO BE MOVED: \_\_\_\_\_ DATE TO BE MOVED: \_\_\_\_/\_\_\_\_/\_\_\_\_

**THE FOLLOWING MUST BE SIGNED BY A REPRESENTATIVE OF EACH COMPANY**

**ELECTRIC COMPANY:** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME: \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

**CABLE TV COMPANY:** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME: \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

**FIRE DEPARTMENT:** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME: \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

**POLICE DEPARTMENT:** \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINT NAME: \_\_\_\_\_ CONTACT PHONE NUMBER: \_\_\_\_\_

CONNECTED TO CITY WATER & SEWER: YES \_\_\_\_\_ NO \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

**ALL BUILDING MATERIALS & OTHER DEBRIS SHALL BE REMOVED FROM SITE LOCATION.**  
**WATER, SEWER, & GAS LINES MUST BE CAPPED.**

**SIGNATURE:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_  
*(PERSON RESPONSIBLE FOR CLEAN UP)*

**ADDRESS:** \_\_\_\_\_

**BUILDING INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact Information**

**Electric Company: Swepco, Oran Phillips**

**Cable TV: Suddenlink, Derrick Nipps**

**Fire Dept: HFD, Sonny Ybarra**

**Police Dept: HPD, Chad Taylor**

**City Building Inspector: Jeff Pahlman**

**Phone #: (903) 738-5220**

**Phone #: (903) 520-3483**

**Phone #: (903) 392-0651**

**Phone #: (903) 657-3512**

**Phone #: (903) 657-6551**

City of Henderson  
Community Development  
300 West Main St.  
Henderson, Texas 75652



Telephone: 903-392-0786  
Fax 903-657-0015  
www.hendersontx.us

## Manufactured Home Requirements

1. A residential building permit is required and the permit fee paid
2. A current survey of the property showing property lines, setback lines and utilities
3. Applicant must own the property or have a notarized letter from the property owner giving the applicant permission to place a manufactured home on the property.
4. Applicant is responsible for obtaining water and sewer taps & the tap fees
5. The electric pole must be set and hooked by a licensed electrician
6. The water and sewer lines must be installed by a licensed plumber
7. The outdoor AC unit must be installed by a licensed HVAC contractor
8. The Manufactured Home must be anchored to the ground with approved metal straps and anchors
9. The manufactured home must be fully underpinned with approved skirting material
10. The home must have steps that include a landing and handrails at the front and back door
11. A hard surface material must be used for driveway and parking area. Parking area must accommodate 2 vehicles. Approved materials include asphalt, concrete, or asphalt millings.

A pre-application meeting is required before any permits will be issued.  
Non-compliance with any of these requirements may result in delays in utility services.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City/ St. Zip: \_\_\_\_\_

**Approval**  
Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to allow no work for which separate permits are required until such permits are obtained from the City of Henderson. I have carefully read and examined the complete application and understand the same is true and correct and hereby agree that if a permit is issued, all provisions of local, State, and Federal Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. I agree to conform and abide by all regulations and restrictions imposed upon construction by agencies of the United States Government both local and/or federal regulations.

E-Mail Address \_\_\_\_\_

Address \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ - \_\_\_\_\_

Date \_\_\_\_\_

## **CITY OF HENDERSON, TEXAS**

### **SUBMITTAL PROCEDURES**

#### **New Residential Construction:**

**Two (2) complete sets of plans are required. Each set must contain the following data.**

- **Site Plan Drawn to Scale**
- **Lot and Block Number**
- **Platted Boundaries of the Lot**
- **Street Address**
- **Zoning Classifications**
- **All Setbacks**
- **All Easements on the Lot**
- **Erosion Control Plan**
- **Arrow Showing Direction(s) of the Drainage Flow on the Lot**
- **Plan Size and Blueprint Size Shall be Minimum of 18' by 24'**
- **Plan Shall be Drawn to Scale**

## \*\*\*ADOPTED CODES\*\*\*

|                                             |      |
|---------------------------------------------|------|
| International Building Code.....            | 2012 |
| International Existing Building Code.....   | 2012 |
| International Residential Code .....        | 2012 |
| International Plumbing Code .....           | 2012 |
| International Mechanical Code .....         | 2012 |
| International Fuel Gas Code.....            | 2012 |
| International Energy Conservation Code..... | 2012 |
| International Fire Code .....               | 2012 |
| International Swimming Pool & Spa Code..... | 2012 |
| National Electrical Code.....               | 2011 |

### Time frame for permit submittal:

Residential--- For all new res. construction please allow 5 to 7 days for plan review.  
Commercial---For all new **commercial** construction allow 10 to 21 days for plan review.

Applications will be reviewed in a timely manner and the above time frames do not necessarily reflect the time required for approval. NO WORK SHALL BE STARTED PRIOR TO APPROVAL; THIS INCLUDES DIRTWORK.