



Moving Packet

115 W. 3rd St., P.O. Box 929, Pecos, Texas 79772

(432)445-2421 Fax (432)445-6670

www.pecostx.gov

Moving Permit Requirements

1. Zoning Application – To ensure the structure being moved is zoned accordingly.
2. Water and Sewer – To ensure that water and sewer lines can be supported on the land (Public Works).
3. 911 address Application – To address or confirm an address for the structure.
4. Moving Permit – Must provide land deed or lease agreement, proof of ownership of structure (contract, bill of sale, etc.).
5. Electrical/Plumbing permits – Must have a licensed plumber and electrician to run utilities and electrical to manufactured home once it has been delivered.

Manufacture Home/Lot Requirements

1. Minimum lot size for manufacture home is 5,000 square feet.
2. Manufactured home must be a minimum of 800 square feet.
3. Manufactured home must be a 2000 model or newer.
4. Setbacks from Property Lines:
 - a. Front – 25 feet
 - b. Sides – 5 feet
 - c. Rear – 10 feet
5. The city does not have the capability to provide property lines. If a customer is unsure of where the property lines are located, the customer must hire a surveyor or you, the customer, can check at the county courthouse to see if a land survey has been filed.
6. A caliche pad for manufactured home must be 1 foot above the curb, if the property has no curb measure 1 foot above the center of the street.
7. Skirting on Manufactured home must be added as soon as manufactured home is placed.



ZONING APPLICATION

115 W. 3rd St., P.O. Box 929, Pecos, Texas 79772

(432)445-2421 Fax (432)445-6670

www.pecostx.gov

PROPERTY INFORMATION

Property Address: _____ City: _____ State: ____ Zip Code: _____

Property Owner: _____

Property Owner's Address: _____ City: _____ State: ____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

Email: _____ Property Owner's ID# _____

Legal Description of Property: _____

APPLICANT INFORMATION

☐

Please check if "applicant" is the same as "Property Owner".

Name of Applicant: _____ Date: _____

Applicant Address: _____ City/State/Zip: _____

Cell Phone: _____ Home Phone: _____ Office Phone: _____

Property ID# _____ Zoning: _____ Email: _____

PROJECT NARRATIVE

Describe Proposed Property Use:

CONDITIONS

Prohibited uses: _____

Customer Signature

Date

Director of Permits/Zoning

Date

☐

Approval of Location

☐

Denied

☐

Zone

Date Approved: _____



911 ADDRESS REQUEST

115 W. 3rd St., P.O. Box 929, Pecos, Texas 79772

(432)445-2421 Fax (432)445-6670

www.pecostx.gov

Date: _____ Property Id: _____ (for property needing the address)

Customer Name: _____ Telephone Number: _____

Business Name: _____ Business Number: _____
(If applicable) (If applicable)

Current Mailing Address: _____

Legal Description of Property: _____
(Lot, Block, Subdivision, etc.)

Property Description: _____
(Lot dimensions House description, fence, unique visible features, additional structures, etc.)

Intended Use of Property: _____

Notes: _____
(Include any special conditions for this property, i.e. persons with medical conditions, large dogs, etc.)

Signature: _____ Date: _____

*****The information below to be filled out by City Hall*****

911 PBRPC Address Confirmation: ☐ Yes ☐ No Date Notified: _____

Reeves County Appraisal District Notified: ☐ Yes ☐ No Date Confirmed: _____

TOPC Utility Department: ☐ Yes ☐ No Date Notified: _____

Texas New Mexico Power Co. Notified: ☐ Yes ☐ No Date Notified: _____

Texas Gas Service Notified: ☐ Yes ☐ No Date Notified: _____

USPS Notified: ☐ Yes ☐ No Date Notified: _____

Issues/Stipulations: _____

911 Address Issued (subject to change): _____ Zoning District: _____

Date/Name Issued by: _____



MOVING PERMIT

115 W. 3rd St., P.O. Box 929, Pecos, Texas 79772

(432)445-2421 Fax (432)445-6670

www.pecostx.gov

Owner's Name: _____

Owner's Address: _____

Contact Number: _____

Placement Address: _____

Legal Description: _____

HUD#.1. _____ 2. _____

Modular Serial # _____

Year Built: _____ Cost of Building: _____

☐

Manufactured Home

☐

Manufactured Office

Customer Signature

Date

OFFICE USE ONLY

Director of Permits Signature

Date

Zone: _____ ☐ Approved ☐ Denied Permit #: _____

Exceptions:

SUP Permit #: _____ TNCUP License #: _____



Town of Pecos City **Water Account Application**

115 W 3rd St • Pecos, Texas 79772

Phone: (432) 445-2421 • Fax (432) 445-6670
utilitybilling@pecostx.gov

Plumbing Permit Required to process all "tap" requests.

PLUMBING PERMIT NUMBER: _____ (if requesting taps)

Tap paid by: ☐ Owner ☐ Contractor ☐ Plumber

Type of Tap: ☐ COMMERCIAL ☐ IRRIGATION/YARD ☐ RESIDENTIAL

ALL NEW TAPS REQUESTS TAKE 3-5 BUSINESS DAYS
ALL OTHER ACCOUNTS REQUESTS TAKE UP TO 24 HOURS

These documents must be included with your application, or your application will not be processed:

1. *Copy of the Driver's License*
2. *Copy of Business Tax ID (if a business)*
3. *Proof of Ownership or Lease (Copy of Lease/Rental Agreement or Deed)*
4. *Tax Report from Reeves County Appraisal Office noting taxes are paid to date or payment plan.*

Customer Name: *(name on account)* _____

Contractor/Homeowner's Name: *(if different than above):* _____

Address: *(where services will be performed):* _____

Mailing Address: *(if different than above):* _____

Driver's License #: _____ **Tax ID (businesses only):** _____

Social Security #: _____ **Phone Number:** _____

Email: _____

Additional Contact Information:

Name: _____ *Phone Number:* _____

I certify that the information provided is true and correct to the best of my knowledge. I understand that false or misleading information may delay services being provided.

Customer Signature: _____ **Date:** _____

Water Department Staff Signature: _____ **Date:** _____

WA-081524

- **New Connect/Account (*existing meter of new account with tap fees*)**

○ Residential 5/8" Water Meter (\$75 deposit, \$25 setup)	\$100.00
○ Account Transfer Only (\$25 transfer fee)	\$25.00
○ Commercial	
▪ 5/8" Water Meter (\$250 deposit, \$25 setup)	\$275.00
▪ 1" Water Meter (\$350 deposit, \$25 setup)	\$375.00
▪ 2" Water Meter (\$750 deposit, \$25 setup)	\$775.00
▪ 3" Water Meter (\$1,500 deposit, \$25 setup)	\$1525.00
▪ 4" Water Meter (\$2,500 deposit, \$25 setup)	\$2,525.00
▪ 6" Water Meter (\$4,500 deposit, \$25 setup)	\$4,525.00
○ Hotel (\$15 x _____ # of rooms, \$25 setup)	\$ _____
○ Man Camp (\$18 x _____ # of rooms, \$25 setup)	\$ _____

***Setup/transfer fee is non-refundable**

- **New Construction or Manufactured/Modular Home Taps (PERMIT REQUIRED):**

○ Sewer Re-Tap (located in unpaved alley)	\$250.00
○ Sewer Re-Tap (located in paved alley)	\$500.00
○ 4" Sewer Tap (located in unpaved alley)	\$400.00
○ 4" Sewer Tap (located in pavement)	\$800.00
○ 6" Sewer Tap	\$1,000.00
○ 5/8" Residential Yard Meter	\$250.00 (limited time)
○ 5/8" Water Tap (\$450 meter set fee, tap \$750)	\$1,200.00
○ 1" Water Tap (\$550 meter set fee, tap \$1,000)	\$1,550.00
○ 2" Water Tap (\$1,000 meter set fee, tap \$1,500)	\$2,500.00
○ 3" Water Tap (meter set fee and tap actual cost + 10%)	\$ _____

- **New Account Solid Waste**

○ Dumpster Services for Residential Accounts (<i>inside city limits</i>)	
▪ 3-yard container (1 pick-up per week)	\$23.50 + tax (monthly)
○ Dumpster Services for Residential Accounts (<i>outside city limits</i>)	
▪ 3-yard container (1 pick-up per week)	\$60.00 + tax (monthly)
• ____ Additional pick-ups	\$100 x ____ # of pick ups
○ Dumpster Services for all Commercial Accounts (<i>state quantity of containers</i>): _____	
▪ 3-yard containers	
• ____ 1 pick-up per week	\$70.00 + tax (monthly)
• ____ 2 pick-up per week	\$154.00 + tax (monthly)
• ____ 3 pick-up per week	\$231.00 + tax (monthly)
• ____ 4 pick-up per week	\$308.00 + tax (monthly)
• ____ 5 pick-up per week	\$385.00 + tax (monthly)
• ____ 6 pick-up per week	\$462.00 + tax (monthly)
▪ 4-yard containers	
• ____ 3 pick-up per week minimum	\$277.20 + tax (monthly)
• ____ 4 pick-up per week	\$369.60 + tax (monthly)
• ____ 5 pick-up per week	\$462.00 + tax (monthly)
• ____ 6 pick-up per week	\$554.40 + tax (monthly)

WA-081524