

PERMIT FEES

All fees due **The City of Rogers** shall be paid in full before issuance of Permit. All returned checks will be assessed a return check fee as applicable and a Stop Work Order will be issued and remain in effect until such time complete payment is received.

NO REFUNDS OR CREDITS. ALL TRANSACTIONS ARE FINAL

Administration Fee & Permit		\$460.00
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ADDITIONAL REQUIREMENTS

- Electrical, Plumbing, & A/C Heating: Requires state licensed contractors to make the proper connection to MH. Existing services/equipment must properly serve the MH being placed. Upgrades and additional construction may be required.

APPROVALS

Plan review and approval process is dependent on the completeness and correctness of the requirements for the project. Projects may require at least 14 business days. Each re-submittal of plans and specifications require a completely new review and approval process.

THIS APPLICATION IS NOT VALID WITHOUT ALL REQUIRED FIELDS

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The Approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law. The building or structure shall not be occupied prior to the code official issuing a permit or Certificate of Occupancy that indicates applicable provisions of the code have been met. I certify I have read and comply with the provisions set out in Ordinance No. 022723 PO

Application Invalid 60-Days from Date of Receipt at City Hall

***SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT**

***(DATE)**

***Name Printed**

***Primary Contact Number**

Other Contact Number

Date Received:

Received By:

Check List of Items that must accompany the application:

- ☐ Copy of the title or an S.O.L. (Statement of Ownership and Location) to the manufactured home.
- ☐ Provide a current official State (United States) issued identification of occupant. Driver's license, State issued ID card, or passport.
- ☐ If placement is not in an established park then the following must accompany the application:
 - ☐ Legal Description of the land
 - ☐ A current survey of the property
 - ☐ Photographs of the inside and outside of the MH
 - ☐ A site plan showing the proposed size of lot, location of lot, boundaries, existing drainage ways, location of driveways and natural features off-street parking, where the MH will be placed, and utility locations. Should be based on the most current survey and be to scale.
- ☐ Shall be skirted. **Skirt** shall mean concealment from view of the under carriage on all sides of a manufactured home. Skirting must be accomplished with metal, vinyl or other material, which matches the exterior of the manufactured home and approved by the City.
- ☐ Foundation and Site plans.

CITY SECRETARY:

Mercedes Covey

254-642-3312

courtclerk@cityofrogerstx.gov

UTILITY BILLING SPECIALIST:

Angel Hollan

254-642-3312

waterclerk@cityofrogerstx.gov

Mobile Home Zones 2020

