



MOBILE HOME APPLICATION

(PLEASE PRINT CLEARLY)

Permit #:

Project Information

Street Address: _____

Subdivision: _____ Section: _____ Lot: _____ Block _____

Project Value: \$ _____

Is this a replacement? YES No

Total Square Footage (including porches): _____ Year of Home: _____

Property Owner Information

Property Owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Information

Contractor: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____ Fax: _____

If applicable please provide the following:

Electrical Contractor (Must be registered with the City if Leander): _____

Plumbing Contractor (Must be registered with the City of Leander): _____

Mechanical Contractor (Must be registered with the City if Leander): _____

- **Permits cannot be issued without Contractors names.**
- **Double fees will be charged for Work Started prior to issuance of permits.**
- **You must attach a plot plan.**
- **If any portion of the lot lies in the flood plan you must submit a flood zone application and an elevation certificate.**
- **All reinspection fees must be paid before the building final will be approved.**
- **Structure shall not be occupied until all final inspections have been approved and a C.O. issued.**
- **The Building Inspection Department is not responsible to ensure that your structure is in compliance with all legal requirements and regulations that apply to your property. It is your responsibility to ensure that your property complies with all applicable legal requirements and regulations.**

Signature: _____ Date: _____

Mobile Home Guidelines

Submit the Required Information

1. A complete application
2. A lay out drawing of the lot where mobile home is to be located. Include: dimensions of the home and lot size. Show where mobile home is to be located in relationship to property lines. Indicate how many feet from each property line.
3. Proof of Homestead, if you are doing your own plumbing or electrical work (i.e. Tax Exemption from the county)

Complete the following items prior to building final: INSP. REQUEST LINE (512) 528-2748

Show address on home, must be visible from the street.

Home must be tied down per City Code.

Home must be under-pinned (skirting)

A landing of at least 3' x 3' shall be at each door. Any landing that is more than 30" in height shall have guardrails and steps with handrails.

A back flow preventer and a gate valve are required, even when replacing a mobile home.

Cleanouts are required at the house and the street.

*****Note*****

DO NOT COVER ANY DITCHES UNTIL ALL INSPECTIONS HAVE BEEN APPROVED.

NO ELECTRIC METER OR WATER METER WILL BE ISSUED UNTIL ALL INSPECTIONS, INCLUDING BUILDING FINAL, ARE APPROVED.

TEMPORARY ELECTRIC POWER CAN BE INSTALLED WHEN CERTAIN CONDITIONS ARE MET (PLEASE INQUIRE)

701 Leander Dr., Leander Texas 78641 Phone: (512) 528-2752 Fax: (512) 259-0660