



# WALLER TEXAS

*City of Waller*

1218 Farr St., Waller, TX 77484

**Permits & Inspections Department**

(936) 372-3880 x116 [permits@wallertexas.com](mailto:permits@wallertexas.com)

## MANUFACTURED HOME

### MOVE-IN/MOVE-OUT PERMIT APPLICATION

(FOR OFFICE USE ONLY)

APPLICATION # \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date of Move: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Owner's Name (if different from above):

\_\_\_\_\_

Property Owner's Address: (if different from above):

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Type of Permit:

Move-In

Move-Out

Move to different location in city

Address of location to be moved from: \_\_\_\_\_

Address of new location: \_\_\_\_\_

#### Definition of Structure

Check all that apply: Water  Sewer  Gas  Electric

Residential:

Commercial:

Length and width of structure: \_\_\_\_\_

Use of Structure: \_\_\_\_\_

Date & Time Structure to be moved: \_\_\_\_\_

## Proposed Routing

Route to be taken to move structure to Waller, including details of route in Waller city limits:

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\_\_\_\_\_  
Moving Contractor, Signature

\_\_\_\_\_  
Moving Contractor, Print Name/ Date

\_\_\_\_\_  
Moving Contractor Phone Number

### Owner Requirements

Any building or structure moved pursuant to a permit required by this Ordinance shall comply in all respects with the City's set-back requirements, and shall, within 16 weeks of its being placed on a site within the City:

- (a) Obtain any and all necessary permits from the city to bring the building or structure into compliance with all applicable state or local building regulations.
- (b) Connected to City water and sewer utilities, if a main or lateral sewer line of the public sewer and water systems of the city is laid and maintained by the city within 175 feet of the tract whereon such building or structure is located, and the owner must have an active utility account with the city; and
- (c) Have skirting installed on any building or structure in which the lowest floor of the building or structure is more than 12 inches above the ground level. Such skirting shall extend around the perimeter of the building or structure and shall completely enclose the area beneath the building or structure, with the exception of manways. All manways shall be equipped with a door which shall be kept securely closed when not in use.

I agree that I have read and do understand and will abide by all the requirements and provisions of this permit as enacted by Ord. No. 353, § 3-19-2007 and Ord. No. 378, § 4-14-2008 by the City of Waller, Texas.

\_\_\_\_\_  
Property Owner, Signature

\_\_\_\_\_  
Property Owner, Print Name/ Date

**\*Contact City to Confirm Moving Date. City Personnel Must be Onsite.**

#### Notice to Builders / Developers

The City of Waller, Texas (the "City") has entered into a Professional Services Agreement with Bureau Veritas North America, Inc. ("BVNA"), as amended from time to time, to perform such professional services as:

1. Construction Code Services (including Plan Review and Inspections)
2. Fire Services (including fire service plans review, fire services inspections, annual fire safety inspections, and fire code plan review services and inspection services)
3. Health Services (such as regulation of food establishments and pools and spas)
4. Public Works Services (including inspections, plan review, and technical support)
5. Planning and Mapping Services (including base mapping, housing inventory, population, land use inventory, economic development, street system, water system, wastewater system, storm drainage system, recreation and open space, and capital improvements program)

The City has designated BVNA to serve as the City's Fire Marshal and the City's Building Official in support of the Department of Public Works. Acting in the capacity of the City's Fire Marshal and/or Building Official, BVNA will set the timing, process, procedures and method needed to enforce the City's Ordinances, the International Building Codes adopted by the City, and State law. This includes necessary permits and permitting procedures, application documentation and procedures, plan documentation and submission, plan review procedures, and inspection policies and procedures. The City and/or BVNA reserves the authority to put an administrative hold on any process or procedure for a builder/developer that refuses to comply with the processes and procedures established by BVNA. The City and BVNA reserves the authority to reject permits and applications due to incompleteness, inaccuracy, and/or administrative holds. The City and BVNA reserves the authority to refuse review and inspections for reasons related to habitual noncompliance, false callings, and/or no preparation. The builder/developer will be provided notice from BVNA and/or the City that they are in noncompliance with the processes and procedures and at risk for an administrative hold.