

Total Amt. Due: \_\_\_\_\_

# City of Hempstead

Approved by: \_\_\_\_\_

1125 Austin Street  
Hempstead, TX 77445  
Ph. 979/826-2486 \*\*\*\* Fax 979/826-6703

## Application for Moving a House or Manufactured Homes

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

(Check Appropriate Box)  MOVE-IN FEE ---- \$ 100.00  MOVE-OUT FEE --- \$ 100.00

MODULAR HOME OR BUILDING \*\*\*\*\* VALUATION OF WORK: \$ \_\_\_\_\_

**CHECK AND SIGN BELOW IF THIS BUILDING SHALL BE UTILIZED FOR STORAGE PURPOSES ONLY.**

**Signature of Acknowledgement:** \_\_\_\_\_

Customer Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Street Address Moving To: \_\_\_\_\_ FROM: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Zoning District: \_\_\_\_\_

MOVE-IN: (See Residential Remodeling Guideline Also)

Manufactured Home/Modular Home Information - **Photos of structure must be attached.** (View of front, back and several of inside)

- \* Property must be surveyed and survey pins visible. City Inspector must be present before structure is set down.
- \* All Utility Connections - Electric, Water, Sewer and Gas must have a permit pulled and be inspected by the City Building Inspector prior to utility services being made operational.
- \* There must be a housing standards inspection done by the City Inspector.
- \* Off-street parking spaces must be provided.
  - \* **Wheels must be removed from mobile home.**
  - \* **Home must be skirted within sixty (60) days**
- \* Assess your property for potential environmental concerns.

MOVE-OUT

\* Notify the **City Building Inspector** or **Permit Department** at **(979/826-2486)** for inspections and utility services disconnections. **A 72 Hour in-advance notice is required.**

\* All **sewer waste inlets** must be properly **sealed** to prevent infiltration into the City waste system. \* **Four inches (4") above grade.**

\* All debris associated with the removal process must be removed within 24 hours. Ground surface must be left free of debris and level. Failure to properly clean site may result in additional charges and fees.

Manufactured Year: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Serial #: \_\_\_\_\_ HUD/Modular #: \_\_\_\_\_

Manufactured Home Park: \_\_\_\_\_

Mover Information

Name of Mover: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Mover or Installer Lic. #: \_\_\_\_\_

Address: \_\_\_\_\_



# CITY OF HEMPSTEAD

## BUILDING DEPARTMENT

1125 Austin St, Hempstead, TX 77445 - (979) 826-2486 – Fax (979) 826-6703

### MOVE-IN HOUSE

- Fill out the application to move a house into the City of Hempstead.
- Photos of the structure must be attached (*views of front, back, both sides, several of the inside floor plan*).
- Provide Dimensions of structure.
- A copy of survey is required, and all survey pins must be visible for city inspector.
- Need a **site plan** showing how the house is going to be placed on the lot with building setbacks showing all dimensions and off-street parking spaces.
- Submit an engineered foundation plan that will meet ordinance number 14-116.
- Provide proof of ownership (Home and Property).

**The above information is what the city needs to approve the house being placed in the City of Hempstead.**

**The house will have to be brought up to code and meet all Building Codes the city has adopted. Permits are REQUIRED.**

**All permitted work will have to be inspected (Rough-In and Final) and approved.**

**\*No home can be moved into the city without an approved application.**

Customers Signature \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Inspectors Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_