

**CITY OF DEL RIO, TEXAS
MOVING APPLICATION
114 WEST MARTIN
DEL RIO, TEXAS 78840
FAX (830) 703-5305
(830) 774-8553**

**PROCEDURES AND REQUIREMENTS
CHECKLIST**

- CHECK WITH THE CODE COMPLIANCE DEPARTMENT TO ENSURE THAT THE STRUCTURE MEETS MINIMUM REQUIREMENTS**
- CHECK WITH THE PLANNING DEPARTMENT, TO SEE IF STRUCTURE OR MOBILE HOME CAN BE MOVED INTO THE PROPOSED LOT. PLEASE PROVIDE ADDRESS AND LEGAL DESCRIPTION.**
- MANUFACTURED HOUSING LICENSED INSTALLER, ACCORDING TO 10 TEXAS ADMINISTRATIVE CODE, SECTION 80, HOME OWNER MUST CONTRACT WITH A LICENSE INSTALLER TO INSTALL THE MOBILE HOME ON THE NEXT LOCATION. THIS IS REGULATED BY TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS UNDER THE CODE CITED ABOVE.**
- PROVIDE COPY OF MANUFACTURED HOME TITLE FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**
- A TXDOT PERMIT IS REQUIRED PERMIT CONTACT THE LOCAL OFFICE AT 319 EAST GIBBS (830) 775-2440.**
- CHAPTER 30, R DISTRICTS DOES NOT ALLOW MOBLIE HOMES, EXCEPT AFTER GRANTING OF A VARIANCE OR SPECIAL PERMIT THROUGH THE BOARD OF ADJUSTMENT AS STATED IN SEC. 30-176 AND/OR SPECIAL EXCEPTION SEC. 30-177. Sec. 7-199. (Any special permit granted by the board of adjustment shall automatically become null and void at the expiration of six (6) months from the date of its issuance if the applicant has not commenced and maintained the use of his property in accordance with said permit.)**
- A BUILDING PERMIT MUST BE OBTAINED FOR DECKS OR AWNINGS.**
- ELECTRICAL CONTRACTOR MUST OBTAIN PERMIT TO INSTALL POWER TO YOUR STRUCTURE.**
- PLUMBING CONTRACTOR MUST OBTAIN PERMIT FOR WATER /SEWER CONNECTIONS AND GAS CONNECTIONS.**
- MECHANICAL CONTRACTOR MUST OBTAIN A HVAC PERMIT.**
- FINAL BUILDING INSPECTION – SKIRTING MUST BE IN PLACE ON MOBILE HOME PRIOR TO FIANL INSPECTION. ENSURE THAT STAIRS AND LANDING ARE IN COMPLIANCE AND ALL GAS, WATER, SEWER, ECT. CONNECTIONS AND WORK IS FINISHED.**
- MOVING PERMIT FEE \$60.00 CHECK OR MONEY ORDERS ONLY.**

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PURPOSE: TO PREVENT ANY UNDO HARDSHIP ON THE CITY OF DEL RIO AND UTILITY COMPANIES AS WELL AS TO FACILITATE THE TRANSFER OF ANY STRUCTURE BY THE RESPECTIVE OWNER/MOVER.

❖ **OWNER AND PERSON MOVING STRUCTURE:**

OWNER _____

ADDRESS _____

CITY _____

PHONE _____

E-MAIL _____

MOVER _____

INSTALLERS LICENSE NUMBER _____ EXPIRATION DATE _____
(PROVIDE COPY)

ADDRESS _____

CITY _____

PHONE _____

E-MAIL _____

❖ **STRUCTURES PRESENT AND NEW ADDRESS:**

PRESENT ADDRESS _____

LOT _____

BLOCK _____

ADDITION _____

NEW ADDRESS _____

LOT _____

BLOCK _____

ADDITION _____

 **MUST PROVIDE COPY OF MANUFACTURED HOME TITLE FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

❖ **BY SUBMISSION OF THIS FORM THE OWNER IS AWARE THAT THERE ARE CERTAIN LOT/AREA REQUIREMENTS THAT MUST BE FULFILLED PRIOR TO THE MOVEMENT OF THE STRUCTURE. PLUS THE OWNER OR CONTRACTOR MUST ATTACH A MAP INDICATING THE PURPOSED ROUTE THAT WILL BE TAKEN DURING THE TRANSFER OR MOVE.**

❖ **PERSON MOVING STRUCTURE MUST CONTACT THE FOLLOWING PRIOR TO MOVEMENT**

**POLICE
FIRE
CITY-GAS
CITY-WATER/WASTEWATER
VERIZON
CABLE
AEP**

FOR CITY USE ONLY

Date _____ **Invoice Number** _____ **Check or Money Order Number:** _____

Application _____ **Approved** _____ **Denied Date** _____

Site Visit Date _____

Building Official Comments _____
