



## How to Place an Industrialized Home on Your Property

1. Determine the zoning of your property. Your property must be zoned R-1 (Single Family Residential), R-2 (Single Family Residential), R-3 (Two-Family Residential), R-4 (Multi-Family Residential), or A (Agricultural) to place an industrialized home on it.

My property is zoned: \_\_\_\_\_

2. Determine if there are any other structures on your property. Lots zoned R-1, R-2, R-3, and A may only have one structure per lot. Lots zoned R-4 may have multiple structures per lot. If your property is zoned R-1, R-2, R-3 or A, and there is an existing residence on the lot, you must either subdivide the property into two separate lots or remove the existing structure before you can place an industrialized home on it.

Are there any other residences on the lot? \_\_\_\_\_

If yes, do you have a plan to remove the existing residence before locating the industrialized home on my lot? \_\_\_\_\_

If you do not have a plan to remove the existing residences before locating the industrialized home on the lot, you must contact a surveyor and have the lot subdivided.

3. Understand the difference between industrialized homes and manufactured homes.
  - i An industrialized home is built to the City of Nacogdoches adopted building code standards and a manufactured home is built to HUD code standards.
  - i An industrialized home is designed to be installed on a permanent foundation. A manufactured home may or may not be installed on a permanent foundation. A permanent foundation is one that meets building code requirements, i.e. either a pier and beam or concrete foundation.

4. Once you have found a company to purchase an industrialized home from, ask the company for their Texas Department of Licensing and Registration number to verify they are currently registered and in good standing as an industrialized builder. Registration as a manufactured housing retailer or installer is not the same as registration as an industrialized builder.

What is the Texas Department of Licensing and Registration number for the company I am buying the structure from? \_\_\_\_\_

5. Ask for the following information for the industrialized house you have chosen:
  - i The name, Texas registration number, and address of the manufacturer and industrialized builder.
  - i A description of the location of the data plate and explanation of the information thereon.
  - i The location of the decal(s) or insignia on the module or modular components.
  - i The floor plan of the building and schematic drawings of the plumbing, electrical, and heating/ventilation systems.
  - i A site plan showing the on-site location of all utilities and utility taps.
  - i A completed signed copy of the energy compliance checklist.

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- i A set of approved plans as necessary to obtain a building permit (including foundation plans). If the typical foundation drawing is not suitable for a specific site, or if the structure is only partially constructed of modular components, or if the builder will add unique on-site details, then a licensed Texas professional engineer or architect shall design and stamp the unique foundation drawings or on-site details.
- i The address and phone number of this department for consumer complaints.

**If the company you are working with cannot provide you with any of the above information, it is likely the structure they are trying to sell you is not an industrialized home!**

**It is very important to view the plans for the home, and look for a stamp from the Texas Industrialized Building Council on the plans. If the plans are not stamped by the Texas Industrialized Building Council, the structure is not an industrialized home.**

**If you are purchasing a used structure, the company selling the structure to you should be able to provide you with the required plans which are stamped by the Texas Industrialized Building Council.**

6. Take a copy of the plans to the City of Nacogdoches Building Inspections Department, and ask them to determine if the plans show an industrialized home, and if the plans show a permanent foundation that meets building code requirements.
7. Go to the Nacogdoches Central Appraisal District and request a copy of a map showing the lot you would like to place the structure on.
8. Bring the map from the Central Appraisal District to the City Planning Department. The Planning Department will help you highlight on the map the lots within 500 feet of your lot.
9. Go to the Nacogdoches Central Appraisal District and request the addresses and taxable value of all the highlighted lots and your lot.
10. Take a photograph of each of the houses or duplexes on the highlighted lots.
11. Take the plans for the structure you wish to purchase, the map, the list of addresses, and the photographs to a licensed architect and ask the architect if the structure you wish to purchase is compatible with the single family and duplex homes within 500 feet, by having compatible:
  - i Exterior siding
  - i Roofing
  - i Roofing pitch
  - i Foundation fascia
  - i Fenestration

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12. If the architect determines the structure you wish to purchase is compatible with the homes and duplexes within 500 feet of your lot, request them to provide you with a document that is stamped with their seal, and states the following:

**I have reviewed the single family structures within 500 feet of the lot on which the industrialized housing is proposed to be located, and I hereby certify the industrialized housing shown in the attached plans have exterior siding, roofing, roofing pitch, foundation fascia, and fenestration compatible with aforementioned single family dwellings.**

13. Determine where you will place the structure on your lot. It is a good idea to obtain a survey to know exactly where your property lines are located. The required building setbacks differ for each zoning district. Contact the City of Nacogdoches Planning Department to determine what the required building setbacks are for your property.

14. Determine how you will connect to water and sewer utilities. To determine if your lot has access to water and sewer utilities and how to connect to those utilities, contact the City of Nacogdoches Engineering Department.

15. Determine where you will place your driveway and vehicle parking. You are required to have a paved driveway plus a paved parking area. The paved parking area must be large enough for two cars (this can be either side by side parking – 18 feet wide by 19 feet long, or stacked parking – 9 feet wide by 38 feet long). The parking area must be at least 12 feet from the back of the curb, i.e. the driveway must be at least 12 feet long. The parking area may be covered (like a garage or carport) or uncovered. Paved means asphalt or concrete. Gravel driveways and parking areas are not permitted.

16. If you feel you meet the above criteria, now is the time to purchase the structure. To be sure all your information is correct, please feel free to bring it to the City Planning Department for review prior to purchasing your structure. We would be happy to review your plans, architectural approval, information about homes within 500 feet, and site plan.

17. Prior to moving the structure on the property, you must obtain a building permit. To apply for a building permit, you must submit the following information:

- i Completed building permit
- i 2 copies of building and foundation plans, with seal from the Texas Industrialized Building Council
- i 2 copies of a site plan, drawn to scale showing
  - o Property lines
  - o Location of street
  - o Proposed location of structure
  - o Location of any existing structures
  - o Setbacks from property lines and any existing structures
  - o Proposed driveway and parking area

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- i Appraisal district map with lots within 500 feet highlighted
  - i List of addresses and tax valuation of lots within 500 feet
  - i Photographs, labeled with addresses, of each single family and duplex within 500 feet
  - i Document stamped and signed by an architect, certifying compatibility
  - i A copy of the sales receipt, showing the purchase price of the structure, signed by the purchaser of the structure
  - i Application for driveway, if a new driveway must be installed.
  - i Application for water and/or sewer tap, if a new water/and or sewer tap must be installed.
18. City of Nacogdoches staff will review the information you submitted for building permit for completeness and compliance with codes and regulations. Any required changes to the plans will be marked in red. The review may take from one to ten days.
19. Once the staff review is complete, and no major revisions are required, the Inspections Department will issue a building permit. At that time, you may move the structure on to the lot.

Please note: This list is meant as a guide to assist you in the process of locating an industrialized structure on your property. This list is not exhaustive of all codes and regulations. If you have any questions regarding this process or the rules and regulations for industrialized structures, please contact Larissa Philpot at 936-559-2572.

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