

FEEs DOUBLE IF WORK IS
PERFORMED WITHOUT
PERMIT BEING ISSUED



NON -TRANSFERABLE
NO REFUNDS
EXPIRES IN 180 DAYS

Permits and Inspections Department

APPLICATION FOR MOBILE HOME PERMIT & INSPECTION

MOVING MOBILE HOME INTO CITY _____

MOBILE HOME IN PLACE _____

Mobile home owner **MUST** obtain a Tax Certificate from the City Tax Department (NO FEE) to submit with application. Picture ID must be presented at the time of application.

When all inspections have passed, the Building Department will release service to the Power Company. Occupant must then call a provider for service.

FEE: \$25.00 Mobile Home Address _____ Space # _____
Costo Direccion del Trailer No. del Espacio

Use or Occupancy: Residential _____ Commercial _____ County: _____
Uso Condado

Mobile Home Size: _____ Mobile Home Park: _____
Tamano del Trailer Nombre del Parqueadero

Mobile Home Owner's Name: _____
Nombre del Dueno del Trailer

Owner's Mailing Address: _____
Direccion del Dueno

City: _____ State: _____ Zip Code: _____
Cuidad Codigo Postal

Owner's Telephone: Home _____ Work: _____
Telefono Casa Trabajo

Estimated Value of Mobile Home \$ _____
Estimacion del Vallor del Trailer

I HEREBY ACCEPT ALL CONDITIONS SET ABOVE AND CERTIFY THAT ALL STATEMENTS MADE HEREIN ARE TRUE. APPLICANT ACKNOWLEDGES THAT SIGNATURES TRANSMITTED ELECTRONICALLY OR BY FACSIMILE TRANSMISSION HAVE THE SAME LEGAL EFFECT AS ORIGINALS.

Mobile Home Owner-Original Signature: _____
Solicitante

Mobile Home Owner-Print Name: _____
Letree su nombre

Date: _____
Fecha

Mobile Homes

When someone inquires about mobile home inspections:

ASK: Is it an existing mobile home or is it being brought into the City?

IF EXISTING: Are you renting or buying?

- Renting – At the request of the mobile home owner, we do a mobile home inspection on the building, electrical, plumbing and HVAC. The charge for an inspection permit is \$25.00. If any part of the building inspection is turned down, homeowner must pay a reinspection fee(s) before we inspect again. If the problem(s) are plumbing, HVAC or electrical, a State Master Plumber, State HVAC or Katy Master Electrician must pull permits and correct problems before inspections can be done. All inspections are done at the same time and need to pass before the utility company is notified.
- Buying – New owner must first apply in our Tax Department for a Tax Rendition form. Once the form is obtained, owner applies in the Permit Department for an inspection permit. We keep a copy of the tax form and issue a Mobile Home Life Safety Inspection Permit. Same procedure as above for release to CenterPoint Energy.

If the Mobile Home Is Being Moved Into the City:

BEFORE moving mobile home into the City, owner must obtain a permit from the City (\$25.00). Owner is also given the Checklist and Instructions for Mobile Homes – this list details what is required in order to obtain final inspections on the mobile home prior to CenterPoint or other energy provider being called for service. Owner is also given the handout on stairways, handrails, and landing.

Owner must be aware that a State Master Plumber, Katy Master Electrician and State Licensed HVAC must also pull permits. All inspections are done at the same time.

On mobile homes being moved into the city, issue a cardboard Permit to be posted where it is visible from the street when being moved into the City of Katy.

If The Mobile Home Is Being Moved Outside The City:

BEFORE moving the mobile home outside the City, a \$25.00 permit must be obtained from the Permit Office. The mover needs to have his insurance company fax a Certificate of Insurance for General Liability, \$300,000.00 to 281-391-4834, making the city of Katy as certificate holder. A copy of the current paid taxes from the KISD, County and City of Katy is needed before a permit can be issued. A cardboard Permit will be issued, which needs to be posted where it is visible from the road.



Permits and Inspections Department

The City of Katy requires all mobile home owners to obtain a permit and inspection prior to occupying mobile home. A mobile home permit and site inspection is also required prior to leaving the site.

Checklist and Instructions for Mobile Homes

The following procedures are to be followed prior to occupying a mobile home in the City of Katy:

- 1. Mobile home owner must obtain a Tax Certificate from the City Tax Department (NO FEE REQUIRED) Home owner must provide the Tax Department with the following information.
a. Name and address of mobile home park or landowner
b. Date mobile home is being moved into the City of Katy
c. Year mobile home was purchased
d. Make/year/model
e. Length and width
f. Body serial number
g. Owner's cost
2. Upon completion of the Tax certificate, homeowner applies at the Permit Department for a Mobile Home Inspection Permit to occupy a mobile home in the City. Permit Fee: \$25.00
3. In addition to the Mobile Home Permit, the following permits are required and obtained through the Permit Department.
a. Electrical Permit - must be obtained by a Master Electrician licensed in the City of Katy.
b. Plumbing Permit - must be obtained by a State-licensed Master Plumber.
c. A/C & Heating Permit (if necessary) - must be obtained by a State-licensed contractor.
d. PRIOR TO OCCUPANCY, and after all permits have been obtained and work completed, each contractor must call the Permit Department to schedule final inspections.

All contractors must be registered with the City of Katy and must provide the city with a current Certificate of Insurance in the minimum amount of \$300,000 General Liability.

In addition to the above, and before final inspections are done by the City's Building Inspector, mobile home owner must complete the following:

- 1. *TIE DOWNS: Over the top applies to mobile homes 14' wide or less.

Table with 4 columns: Requirement, Up to 40', 41' to 60', 61' to 82'. Rows include Diagonal Ties per Side, Over-the-Roof Ties, and Minimum number of Anchors per Home.

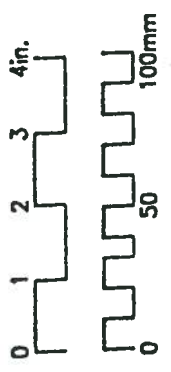
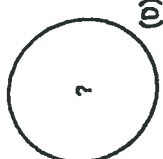
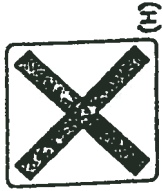
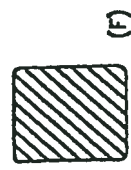
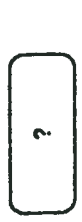
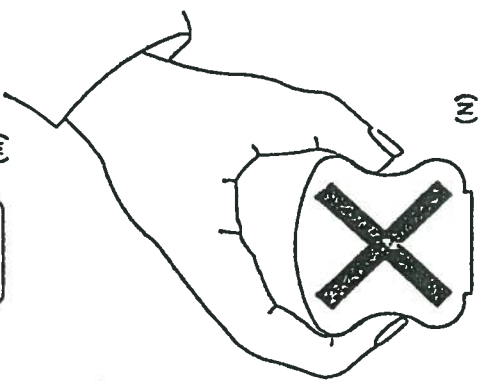
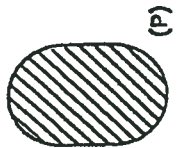
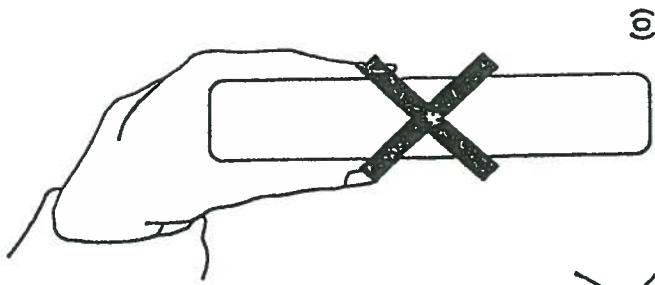
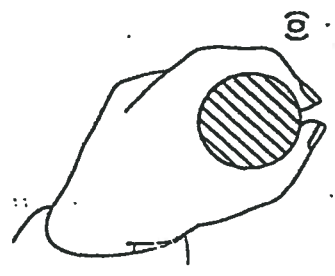
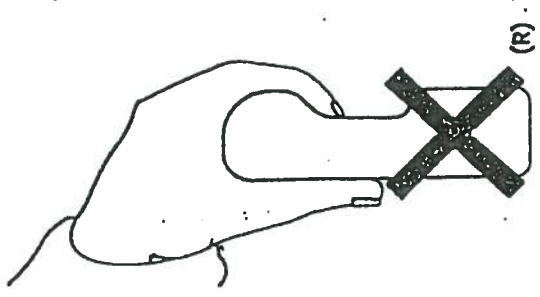
*If no manufacturer installation instructions are available.

- 2. SMOKE DETECTORS: To be placed in each bedroom and in any hall adjacent to the bedrooms, or HUD approved design.
3. SKIRTING: All mobile homes are to be skirted with non-flammable material within 30 days of mobile home permit being issued.

Upon completion of the above, mobile home owner must call the Permit Office to schedule the final building inspection. When the Building Inspector has passed all inspections, and if the City provides water service to the mobile home, the owner must apply in the City's Water Department for water, sewer and garbage service.

NEW SERVICE DEPOSIT: \$100.00

PLEASE CONTACT THE PERMIT DEPARTMENT BEFORE MOVING A MOBILE HOME OUT OF THE CITY OF KATY



The floor or landing at the exit door required by Section R311.4.1 shall not be more than 1.5 inches (38 mm) lower than the top of the threshold. The floor or landing at exterior doors other than the exit door required by Section R311.4.1 shall not be required to comply with this requirement but shall have a rise no greater than that permitted in Section R311.5.3.

Exception: The landing at an exterior doorway shall not be more than $7\frac{3}{4}$ inches (196 mm) below the top of the threshold, provided the door, other than an exterior storm or screen door does not swing over the landing.

The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel.

R311.4.4 Type of lock or latch. All egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort.

R311.5 Stairways.

R311.5.1 Width. Stairways shall not be less than 36 inches (914 mm) in clear width at all points above the permitted handrail height and below the required headroom height. Handrails shall not project more than 4.5 inches (114 mm) on either side of the stairway and the minimum clear width of the stairway at and below the handrail height, including treads and landings, shall not be less than 31.5 inches (787 mm) where a handrail is installed on one side and 27 (698 mm) where handrails are provided on both sides.

Exception: The width of spiral stairways shall be in accordance with Section R311.5.8.

R311.5.2 Headroom. The minimum headroom in all parts of the stairway shall not be less than 6 feet 8 inches (2036 mm) measured vertically from the sloped plane adjoining the tread nosing or from the floor surface of the landing or platform.

R311.5.3 Stair treads and risers.

R311.5.3.1 Riser height. The maximum riser height shall be $7\frac{3}{4}$ inches (196 mm). The riser shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than $\frac{3}{8}$ inch (9.5 mm).

R311.5.3.2 Tread depth. The minimum tread depth shall be 10 inches (254 mm). The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's leading edge. The greatest tread depth within any flight of stairs shall not exceed the smallest by more than $\frac{3}{8}$ inch (9.5 mm). Winder treads shall have a minimum tread depth of 10 inches (254 mm) measured as above at a point 12 inches (305 mm) from the side where the treads are narrower. Winder treads shall have a minimum tread depth of 6 inches (152 mm) at any point. Within any flight of stairs, the greatest winder tread depth at the 12 inch (305 mm) walk line shall not exceed the smallest by more than $\frac{3}{8}$ inch (9.5 mm).

R311.5.3.3 Profile. The radius of curvature at the leading edge of the tread shall be no greater than $\frac{9}{16}$ inch (14.3 mm). A nosing not less than $\frac{3}{4}$ inch (19 mm) but not more than $1\frac{1}{4}$ inch (32 mm) shall be provided on stairways with solid risers. The greatest nosing projection shall not exceed the smallest nosing projection by more than $\frac{3}{8}$ inch (9.5 mm) between two stories, including the nosing at the level of floors and landings. Beveling of nosing shall not exceed $\frac{1}{2}$ inch (12.7 mm). Risers shall be vertical or sloped from the underside of the leading edge of the tread above at an angle not more than 30 (0.51 rad) degrees from the vertical. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4-inch diameter (102 mm) sphere.

Exceptions:

1. A nosing is not required where the tread depth is a minimum of 11 inches (279 mm).
2. The opening between adjacent treads is not limited on stairs with a total rise of 30 inches (762 mm) or less.

R311.5.4 Landings for stairways. There shall be a floor or landing at the top and bottom of each stairway.

Exception: A floor or landing is not required at the top of an interior flight of stairs, provided a door does not swing over the stairs.

A flight of stairs shall not have a vertical rise greater than 12 feet (3658 mm) between floor levels or landings.

The width of each landing shall not be less than the stairway served. Every landing shall have a minimum dimension of 36 inches (914 mm) measured in the direction of travel.

R311.5.5 Stairway walking surface. The walking surface of treads and landings of stairways shall be sloped no steeper than one unit vertical in 48 inches horizontal (2-percent slope).

R311.5.6 Handrails. Handrails shall be provided on at least one side of each continuous run of treads or flight with four or more risers.

R311.5.6.1 Height. Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).

R311.5.6.2 Continuity. Handrails for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above lowest riser of the flight. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than $1\frac{1}{2}$ inch (38 mm) between the wall and the handrails.

Exceptions:

1. Handrails shall be permitted to be interrupted by a newel post at the turn.
2. The use of a volute, turnout, starting easing or starting newel shall be allowed over the lowest tread.

R311.5.6.3 Handrail grip size. All required handrails shall be of one of the following types or provide equivalent graspability.

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1¹/₄ inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6¹/₄ inches (160 mm) with a maximum cross section of dimension of 2¹/₄ inches (57 mm).
2. Type II. Handrails with a perimeter greater than 6¹/₄ inches (160 mm) shall provide a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of ³/₄ inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least ⁵/₁₆ inch (8 mm) within ⁷/₈ inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least ³/₈ inch (10 mm) to a level that is not less than 1³/₄ inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1¹/₄ inches (32 mm) to a maximum of 2³/₄ inches (70 mm). Edges shall have a minimum radius of 0.01 inches (0.25 mm).

R311.5.7 Illumination. All stairs shall be provided with illumination in accordance with Section R303.6.

R311.5.8 Special stairways. Circular stairways, spiral stairways, winders and bulkhead enclosure stairways shall comply with all requirements of Section R311.5 except as specified below.

R311.5.8.1 Spiral stairways. Spiral stairways are permitted, provided the minimum width shall be 26 inches (660 mm) with each tread having a 7¹/₂-inches (190 mm) minimum tread depth at 12 inches from the narrower edge. All treads shall be identical, and the rise shall be no more than 9¹/₂ inches (241 mm). A minimum headroom of 6 feet 6 inches (1982 mm) shall be provided.

R311.5.8.2 Bulkhead enclosure stairways. Stairways serving bulkhead enclosures, not part of the required building egress, providing access from the outside grade level to the basement shall be exempt from the requirements of Sections R311.4.3 and R311.5 where the maximum height from the basement finished floor level to grade adjacent to the stairway does not exceed 8 feet (2438 mm), and the grade level opening to the stairway is covered by a bulkhead enclosure with hinged doors or other approved means.

R311.6 Ramps.

R311.6.1 Maximum slope. Ramps shall have a maximum slope of one unit vertical in eight units horizontal (12.5-percent slope).

R311.6.2 Landings required. A minimum 3-foot-by-3-foot (914 mm by 914 mm) landing shall be provided:

1. At the top and bottom of ramps,
2. Where doors open onto ramps,
3. Where ramps change direction.

R311.6.3 Handrails required. Handrails shall be provided on at least one side of all ramps exceeding a slope of one unit vertical in 12 units horizontal (8.33-percent slope).

R311.6.3.1 Height. Handrail height, measured above the finished surface of the ramp slope, shall be not less than 34 inches (864 mm) and not more than 38 inches (965 mm).

R311.6.3.2 Handrail grip size. Handrails on ramps shall comply with Section R311.5.6.3.

R311.6.3.3 Continuity. Handrails where required on ramps shall be continuous for the full length of the ramp. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1.5 inches (38 mm) between the wall and the handrails.

SECTION R312 GUARDS

R312.1 Guards required. Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

Porches and decks which are enclosed with insect screening shall be provided with guards where the walking surface is located more than 30 inches (762 mm) above the floor or grade below.

R312.2 Guard opening limitations. Required guards on open sides of stairways, raised floor areas, balconies and porches shall have intermediate rails or ornamental closures which do not allow passage of a sphere 4 inches (102mm) or more in diameter.

Exceptions:

1. The triangular openings formed by the riser, tread and bottom rail of a guard at the open side of a stairway are permitted to be of such a size that a sphere 6 inches (152 mm) cannot pass through.
2. Openings for required guards on the sides of stair treads shall not allow a sphere 4³/₈ inches (107 mm) to pass through.

SECTION R313 SMOKE ALARMS

[F] **R313.1 Smoke alarms.** Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.

Sec. 3.103 Appeals

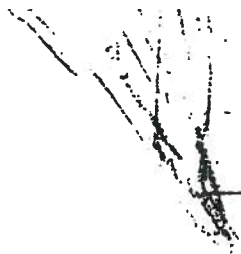
Any person aggrieved by the decision of the chief inspector or affected by a decision of the chief inspector may appeal the decision to the building and standards commission by filing a written complaint stating the basis for the appeal and the reasons said person believes the chief inspector's decision to be wrong. Such appeal must be filed within 14 days after the decision of the chief inspector is rendered. Upon filing the appeal, the appealing party shall file a copy with the permits department of the City of Katy and the chief inspector shall reply in writing to the appeal. The city secretary shall notify the chairman of the building and standards commission who shall call a meeting of the commission to consider the appeal within 10 days after said notification.

(1979 Code of Ordinances, Chapter 3, Section 1)

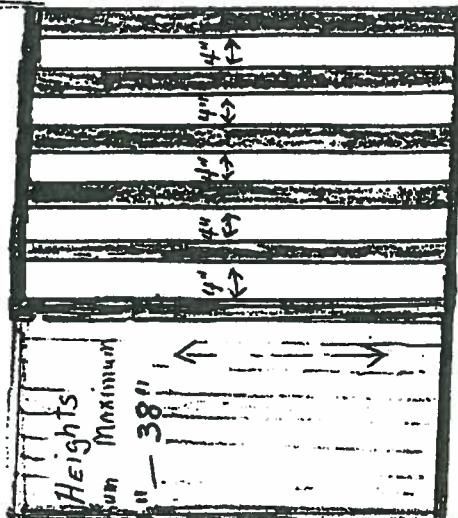
Sec. 3.104 Local Amendments

(a) The International Building Code or International Residential Code is amended to provide the following: (Ordinance 2240 adopted 11/10/03)

- (1) A survey by a surveyor licensed by the state, is required on all construction when a concrete slab is involved and shall be based on actual forms and must include a finished floor elevation of 12 inches above the centerline of the front street, or 18 inches above the curb or 12 inches above the base floodplain elevation, whichever is higher. A form survey is not required where there is an existing survey with absolute reference points. This exception shall not apply to projects located within the 100-year floodplain. (Ordinance 2418 adopted 1/26/09)
- (2) Surveys required hereunder shall show all municipal and private easements.
- (3) A final "as built" survey shall be submitted prior to receipt of certificate of occupancy and shall show the owner's name. The permit department shall submit notice of the certificate of occupancy to the water department and no service shall be extended to the construction without such notice.
- (4) Smoke and/or heat detectors shall be required in all attics in addition to all other required locations. Each unit shall operate on 110 volt electric service, have battery backup and be interconnected in such a way that should any detector sound an alarm, all detectors will sound an alarm.
- (5) Any and all mobile homes located within the City of Katy or its extra territorial jurisdiction shall within 6 months after adoption of this article comply with HUD requirements for anchoring and be skirted with a non flammable material.
- (6) In any garage attached to a residence, all walls and ceilings adjacent to the residence shall be covered with 5/8" sheetrock.

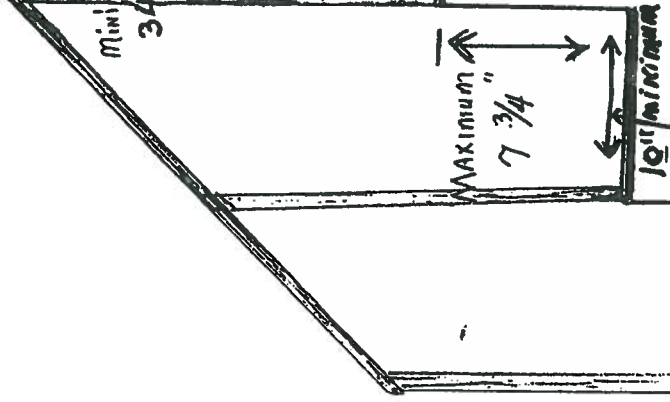
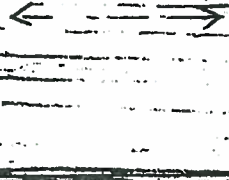


MOBILE HOME



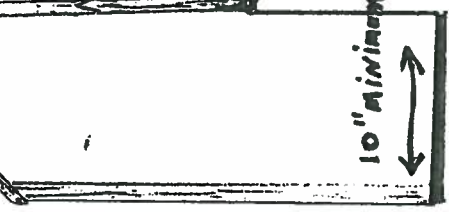
3'X3' MINIMUM LANDING

Heights
Minimum 34"
Maximum 38"



Maximum 7 3/4"

10" minimum



10" minimum