



## PLACEMENT PERMIT

Before placing a manufactured home in a licensed park, a Placement Permit is required. Refer to Chapter 29 of the City of Houston Code of Ordinances for authorized locations.

### Application Process

Submit the Application for Placement Permit of Manufactured Home (CE-1230) via email ([structural.inspections@houstontx.gov](mailto:structural.inspections@houstontx.gov)) or in person. Include:

- Placement address
- Home size, year, serial number
- Dealer and installer details
- HUD/Label number

### Trade Permits

After purchasing the placement permit, licensed trade contractors (electrical, plumbing, HVAC) must obtain connection permits and schedule inspections upon completing their work.

### Placement Inspection

As required by Section 29-16(b) of the City Code, a City of Houston inspector must inspect the manufactured home placement. A survey may also be needed to confirm compliance with standards.

### Final Inspection

- Exits must have compliant steps, rails, and landings; temporary steps are not allowed.
- Smoke detectors must meet U.S. Department of Housing and Urban Development (HUD) standards and be in working condition.
- Ventilation and lighting requirements include proper ventilation if no mechanical air unit is installed, at least 10 square feet of exterior glazed openings for natural light in habitable rooms, and a 1½ square foot operable opening or mechanical ventilation system for laundry rooms.

## RECONNECTION PERMIT

A reconnection permit and inspection are required for each power disconnection, electrical provider change, or name change on the account.

- Each permit is valid for only one connection.
- A placement permit must be on file with the City of Houston to issue a reconnection permit.

### Application Process

Submit the Reconnect Permit for Manufactured Home (Form CE-1188) via email at [structural.inspections@houstontx.gov](mailto:structural.inspections@houstontx.gov) or in person. Include:

- Address
- Home size, year, serial number
- HUD/Label number

### Reconnection Inspection

Inspections are done on the next business day if the inspector has access. You must provide proof of the placement date; if not, current rules will apply. Inspections include checking:

- Address or unit number must be posted.
- Smoke detectors must meet HUD standards.
- Front and rear exits must follow placement permit requirements; temporary steps are not allowed.
- Proper ventilation is required if no mechanical air unit is installed.
- Electrical service is inspected, and any deficiencies may require a permit from a registered electrical master.

### Important Note

Once the inspection is approved, contact your electricity provider and CenterPoint at 713-207-2222 (7 a.m.–5 p.m.). Utility releases are sent at 10 a.m., 2 p.m., and 4 p.m.

## RESIDENTIAL STAIR, GUARDRAIL, HANDRAIL AND LANDING REQUIREMENTS

### Stair Requirements

- Width: Minimum 36 in.
- Rise: Maximum 7¾ in.
- Run: Minimum 10 in.

The greatest tread depth or tread rise shall not exceed the smallest by more than 3/8 (three-eighths) of an inch.

### Guardrail Requirements

- Height: Minimum 36 in.
  - Porches over 30 inches above grade must have 36-inch-high guardrails.
  - Stairway guardrails must include intermediate rails that prevent passage of a 4⅜-inch sphere.
  - Exception: Triangular openings at stair sides may allow a 6-inch sphere to pass through.

### Handrail Requirements

- Height: Minimum 34 in. to Maximum 38 in.
  - Porches over 30 inches above grade must have 36-inch-high guardrails.
  - Stairway guardrails must include intermediate rails that prevent passage of a 4⅜-inch sphere.
  - Exception: Triangular openings at stair sides may allow a 6-inch sphere to pass through.

### Landing Requirements

Landings must be at least as wide as the stairway or door they serve, with a minimum depth of 36 inches in the direction of travel.