

MOBILE HOME / BUILDING PERMIT REQUIRED INFORMATION

1. The minimum square footage required is 1,000 Sq. Ft. Example: multiply the Length X Width = Sq. Ft. (14 X 72 = 1008, 16 X 70 = 1120, 16 X 80 = 1280, or 18 X 60 = 1080)
2. You must have at least 2 lots to place a home on the property, you will need to check with TCEQ to meet the land requirements for the septic system.
3. You must have proof of ownership of the home, or a notarized letter from the legal owner giving you permission to place structure on the property. This is because the owners' property taxes will go up due to the improvement.
4. If requesting a permit for a manufactured home in the Town of Holiday Lakes that is more than 5 years old, current pictures are required to be submitted along with your permit application to Town Council for approval. These pictures must depict all the outside of the home from various angles, and the inside. Please submit to the Town Secretary no later than the first Monday of the month to be included on the Agenda. **If you are building a home, a basic floor plan is REQUIRED.**
5. The Legal Property Description: pursuant to your property deed.
Example: Lake Alaska (A0126 Geo Robinson, Lot ____, Block ____) Holiday Lakes
NOTE: You or the Utility Clerk may access the Brazoria County CAD website at (<http://propaccess.trueautomation.com/ClientDB/PropertySearch.aspx?cid=51>) to locate this information using the legal property owners' name. **If you request a city employee to research this information you will be charged \$15.00 per hour with a minimum charge of \$15.00, you will also be charged \$ 0.20 per copy for any information you wish to have printed out.**
6. Physical Address: This will include only your house number and street name.
7. Septic: If there is an existing septic system on the property, you will be required to obtain an inspection from a State Licensed Inspector, an inspection certificate will be required showing the system is in good working order, and adequate for your size home. If no current septic exists, you must obtain a permit from the State of Texas granting permission for installation. **For Permit or inspector information contact TCEQ at 713.767.3683 or 713.767.3650.**
8. All property in Holiday Lakes is in flood zone, therefore; a certificate of elevation is required. The lowest floor of your home may not be more than 3' from the ground (unless you are building a house on stilts that will not be closed in on the bottom), however; it must be at least 36' above mean sea level. Therefore, it may be necessary to elevate your site using dirt, concrete, etc., to meet all these requirements. The Certificate of Elevation must be completed by a licensed surveyor.
9. You must adhere to property lines. You can neither build within 25' of property line on any roadway side, due to city's right-of-way. Furthermore, you cannot build within 5' of neighboring property line.
10. Value of proposed building or value of the mobile home must be included on the permit application. The value is either the cost of the mobile home or the entire cost of building and finishing materials.
11. Concrete Culverts are required, please check with City Hall to ascertain correct size required.