



Town of Little Elm Manufactured Home Park Procedure

A. Permits

1. Submit 3 copies of a site plan showing location of unit on the lot, indicating distances to the street (10' min), distances to adjacent units (min 25' side to side and 10' end to end). Also indicate a min. 18' x 20' driveway on site plan and provide engineered foundation plan.
2. Mechanical, Electrical, Plumbing and Installation Contractors shall be registered with the Town.
3. Pay \$500.00 permit fee (includes all inspections).

B. Inspections

1. Check distance between units and to street
2. Check utility connections:

Electric:

- Inspect electric box for isolated neutral and proper bonding to conduit.
- Inspect feeder for proper wire size, rating and color coding.
- Inspect ground for proper size and connection.
- Address meter base.

Plumbing:

- Check for minimum 3/4" full port gate or ball valve at the unit.
- Check water for leaks and pressure. (Maximum 80 psi or install a regulator.)
- Drain lines must slope minimum 1/4" per foot and be supported at 4' on center.
- Test drain line for leaks.

C. Safety Inspection For Rental Units Only

1. The residence and yard must be free of junk, trash and debris and the yard maintained.
2. Smoke detectors must be present and in working order in bedrooms and outside sleeping areas.
3. There must not be any water leaks in any areas inside or outside the residence.
4. Electrical plugs in all wet areas must have operational GFCI plugs (kitchen, and bathroom sinks, garage and outside areas)
5. Natural gas mechanical units must be vented to fresh air (hot water heaters, heating units)
6. There must be no exposed electrical boxes.
7. Electrical panel needs to be clearly marked and not blocked from access (each breaker must be identified).
8. Bathrooms must have an operational exhaust fan or have an opening window.
9. Safety glass must be installed in appropriate areas (tub/shower enclosures, glass doors, sidelights).
10. Garage door openers must have operational safety stop switches.
11. All indoor plumbing fixtures must have hot and cold water (except toilets).
12. Heating facilities capable of maintaining a minimum room temperature of 68 degrees.
13. Water heater must have a working T&P valve.
14. Anti-siphon device must be on all hose bibs.
15. House must have 4" contrasting color address numbers visible from the street.
16. Anti-tip device on all appliances.

Notes: Rental Units Only

1. No one is allowed to occupy unit until safety inspection has been passed.
2. The inspection will NOT be performed unless the owner or authorized agent is present.
3. This is not intended to be an exhaustive list as other life/safety items may be identified if observed.
4. The owner has to contact electric company and Gas Company in order to set up an account for utilities.

Town of Little Elm • Building Safety Division
100 West Eldorado Parkway • Little Elm, TX 75068
permits@littleelm.org
214-975-0456

For more information and to access all of our forms go to
www.littleelm.org