

General Guidelines and Cautionary Information for Seller, Property Owner, Installer, and other Project Contractors, involved in Manufactured Home (MaHo) Projects in Apache Shores

Category I, Manufactured Home Application and Permitting

Site Preparation before MaHo Delivery – prepare the site for delivery of the Manufactured home. These items are required to make sure the site is ready for delivery of the MaHo and set in position immediately upon arrival:

- Grading/leveling of lot
- Preparation of any approach from the road to the site to make delivery of the MaHo onto the site
- MaHo tie down pad is in place. Make sure the location conforms to the site plan and will position the MaHo where it will not encroach into any building line setback or public utility easement
- Any trees that are obstructing delivery of the MaHo to the site are removed and/or trimmed prior to the delivery date of the MaHo
- Silt fencing (filtering fence) is in place on the low side of the project lot providing sediment control and mitigating run off.
- Septic tank and/or leach field are installed prior to delivery of the MaHo if it is determined that once the MaHo is delivered that it will prevent access for septic work
- Temporary power pole installed with functioning GFI
- Property address posted
- Portable toilet is on site
- Construction trash container on site
- All Travis County, Apache Shores, and Water District 17 building permits are posted and visible from street.

MaHo Site Position Survey – required prior to any final MaHo permanent foundation tie down work.

- Immediately schedule a site position survey once the MaHo is put into the final position. This survey must include any structure eaves and entry steps/porches which are planned to be part of this project. This is to confirm, prior to any further work, that the structure is in place according to the site plan provided (submitted as part of the building application) and the MaHo does NOT encroach into any building line setbacks or public utility easements.

Note: any additional structures, e.g. decks, porches, garages, carports, fences, and driveways, permitted as part of the building permit that were not in place for the site positioning survey will require a final project survey at final inspection.

Caution: No permanent structure is allowed to encroach into building line setbacks or public utility easements.

Project Inspections – inspections will be to the latest codes in place at the time the application for permitting was received.

Layout Inspection – performed after MaHo is in final position and before tie down. Contact the ASPOA designated inspector. The inspection will verify the follow at a minimum:

- Permits are posted
- Address is posted
- Silt fence is in place
- If temporary power is used verify any construction power pole is in place and test the GFI
- A portable toilet is on site
- A trash container on site
- A copy of the MaHo site positioning survey made available for the inspector.

On-Site Sewage Facility (OSSF) Inspection – in process inspections are scheduled by your septic installer with Travis County during the OSSF construction process. A Certificate to Operate will be provided the installer and property owner by Travis County.

Plumbing Inspection - A yard line/MaHo water hook up final inspection will be performed for Water District #17 by Patterson’s Quality Inspections (512) 756-9033 and a Green Tag placed at the property when approved.

Driveway Inspection (only the driveway approach from the road to the property line, Right of Way (ROW)) – Inspection is performed by Travis County. Contact Travis County (512) 854-4438 to schedule the pre-pour inspection.

Electrical Inspections – Austin Energy will inspect to the electrical only to the main meter. ASPOA Designated Inspector will perform a final electric inspection from the meter to the MaHo and the MaHo unit.

Final Inspection – performed after MaHo project is considered completed. Final inspection is performed by the ASPOA designated inspector.

- Have available for the inspector
 1. Water District #17 Green Tag for yard line
 2. Travis County OSSF Certificate to Operate
- Will verify all project work is in accordance with permitted work
- Electrical Inspections
- Approved underpinning is in place
- Driveway is completed in accordance with the Travis County approved R.OW. driveway permit
- Final Project Survey, as required

Note: Re-Inspections are required in all conditions that are specified by the inspection report before a Certificate of Occupancy will be issued and construction deposit refund request processed.