



City of Stephenville  
Permitting Department  
298 W Washington  
254-918-1224  
[permits@stephenvilletx.gov](mailto:permits@stephenvilletx.gov)

**ANNUAL RENEWAL**

**MOBILE HOME PARK LICENSE RENEWAL APPLICATION**

Name of MHP: \_\_\_\_\_

MHP Address: \_\_\_\_\_ MHP Manager: \_\_\_\_\_

MHP Manager Phone Number: \_\_\_\_\_

MHP – Number of Spaces \_\_\_\_\_

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Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone/Emergency Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

***The information is required to receive a renewal of your license to operate:  
The checklist has been provided for you to make sure all items are addressed before requesting  
inspection for your Mobile Home Park. If your park does not meet the inspection, a renewal WILL  
NOT be approved until your park has been corrected and passed inspection.***

**MOBILE HOME PARK INSPECTION CHECK LIST  
REQUIREMENTS FROM  
THE CITY OF STEPHENVILLE, TEXAS**

**THE FOLLOWING MUST PASS FOR EACH MOBILE HOME IN PARK PRIOR TO PERMIT ISSUED**  
**Inspector may find other items not listed on this checklist and may need to be addressed**  
*(This form must be completed for each Mobile Home)*

- \_\_\_ 1. Keep all roads repaired free of pot holes and cracks properly sealed
- \_\_\_ 2. Non – skirted trailers shall be skirted at all times. All mobile homes shall have tie downs.
- \_\_\_ 3. Trash shall be contained, at all times, out of yards and MH Park
- \_\_\_ 4. Dumpster enclosure is required to be screened on three sides and properly maintained
- \_\_\_ 5. Junk, debris, furniture, mattress, nor junk vehicles shall not be allowed in any part of the park and shall be addressed and removed by owner on a daily basis
- \_\_\_ 6. Parking in yards shall not be allowed! All parking shall be on paved area
- \_\_\_ 7. Each Mobile Home shall have an address displayed on the street side with 6 inch numbers/letters
- \_\_\_ 8. Each Mobile Home electrical connection shall have an electrical disconnect and shall be numbered. The pole shall not be broken or loose and shall be grounded properly
- \_\_\_ 9. HVAC unit each Mobile Home and Office shall be equipped with HVAC and Hot Water
- \_\_\_ 10. All broken windows and doors shall be addressed on a daily basis without delay
- \_\_\_ 11. All water heater room doors shall close properly
- \_\_\_ 12. Each and every stairway for mobile entry and exit shall be equipped with a stairway and maintained at all times
- \_\_\_ 13. Keep electrical service line clear of tree limbs and vines
- \_\_\_ 14. Broken lights need to be replaced and working at all times
- \_\_\_ 15. All Mobile Home mailboxes must be addressed

Location: \_\_\_\_\_ Lot: \_\_\_\_\_ Name of MHP: \_\_\_\_\_

MHP been inspected on \_\_\_\_\_ and by \_\_\_\_\_