



Moving Packet

115 W. 3rd St., P.O. Box 929, Pecos, Texas 79772
(432)445-2421 Fax (432)445-6670
www.pecostx.gov

Moving Permit Requirements

1. Zoning Application – To ensure the structure being moved is zoned accordingly.
2. Water and Sewer – To ensure that water and sewer lines can be supported on the land (Public Works).
3. 911 address Application – To address or confirm an address for the structure.
4. Moving Permit – Must provide land deed or lease agreement, proof of ownership of structure (contract, bill of sale, etc.).
5. Electrical/Plumbing permits – Must have a licensed plumber and electrician to run utilities and electrical to manufactured home once it has been delivered.

Manufacture Home/Lot Requirements

1. Minimum lot size for manufacture home is 5,000 square feet.
2. Manufactured home must be a minimum of 800 square feet.
3. Manufactured home must be a 2000 model or newer.
4. Setbacks from Property Lines:
 - a. Front – 25 feet
 - b. Sides – 5 feet
 - c. Rear – 10 feet
5. The city does not have the capability to provide property lines. If a customer is unsure of where the property lines are located, the customer must hire a surveyor or you, the customer, can check at the county courthouse to see if a land survey has been filed.
6. A caliche pad for manufactured home must be 1 foot above the curb, if the property has no curb measure 1 foot above the center of the street.
7. Skirting on Manufactured home must be added as soon as manufactured home is placed.



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PROPERTY INFORMATION

Property Address: _____ City: _____ State: _____ Zip Code: _____

Property Owner: _____

Property Owner's Address: _____ City: _____ State: _____ Zip Code: _____

Cell Phone: _____ Home Phone: _____

Email: _____ Property Owner's ID# _____

Legal Description of Property: _____

APPLICANT INFORMATION

Please check if "applicant" is the same as "Property Owner".

Name of Applicant: _____ Date: _____

Applicant Address: _____ City/State/Zip: _____

Cell Phone: _____ Home Phone: _____ Office Phone: _____

Property ID# _____ Zoning: _____ Email: _____

PROJECT NARRATIVE

Describe Proposed Property Use:

CONDITIONS

Prohibited uses: _____

Customer Signature _____ Date _____ Director of Permits/Zoning _____ Date _____

Approval of Location Denied Zone Date Approved: _____



911 ADDRESS REQUEST

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Date: _____ Property Id: _____ (for property needing the address)

Customer Name: _____ Telephone Number: _____

Business Name: _____ Business Number: _____
(If applicable) (If applicable)

Current Mailing Address: _____

Legal Description of Property: _____
(Lot, Block, Subdivision, etc.)

Property Description: _____
(Lot dimensions House description, fence, unique visible features, additional structures, etc.)

Intended Use of Property: _____

Notes: _____
(Include any special conditions for this property, i.e. persons with medical conditions, large dogs, etc.)

Signature: _____ Date: _____

*****The information below to be filled out by City Hall*****

911 PBRPC Address Confirmation: Yes No Date Notified: _____

Reeves County Appraisal District Notified: Yes No Date Confirmed: _____

TOPC Utility Department: Yes No Date Notified: _____

Texas New Mexico Power Co. Notified: Yes No Date Notified: _____

Texas Gas Service Notified: Yes No Date Notified: _____

USPS Notified: Yes No Date Notified: _____

Issues/Stipulations: _____

911 Address Issued (subject to change): _____ Zoning District: _____

Date/Name Issued by: _____



MOVING PERMIT

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Owner's Name: _____

Owner's Address: _____

Contact Number: _____

Placement Address: _____

Legal Description: _____

HUD#.1. _____ 2. _____

Modular Serial # _____

Year Built: _____ Cost of Building: _____

Manufactured Home

Manufactured Office

Customer Signature

Date



OFFICE USE ONLY

Director of Permits Signature _____ Date _____

Zone: _____ Approved Denied Permit #: _____

Exceptions:

SUP Permit #: _____ TNCUP License #: _____



Town of Pecos City Water Account Application

115 W 3rd St • Pecos, Texas 79772

Phone: (432) 445-2421 • Fax (432) 445-6670
utilitybilling@pecostx.gov

Plumbing Permit Required to process all "tap" requests.

PLUMBING PERMIT NUMBER: _____ (if requesting taps)

Tap paid by: Owner Contractor Plumber

Type of Tap: COMMERCIAL IRRIGATION/YARD RESIDENTIAL

**ALL NEW TAPS REQUESTS TAKE 3-5 BUSINESS DAYS
ALL OTHER ACCOUNTS REQUESTS TAKE UP TO 24 HOURS**

These documents must be included with your application, or your application will not be processed:

1. *Copy of the Driver's License*
2. Copy of Business Tax ID (if a business)
3. Proof of Ownership or Lease (*Copy of Lease/Rental Agreement or Deed*)
4. *Tax Report from Reeves County Appraisal Office noting taxes are paid to date or payment plan.*

Customer Name: (name on account) _____

Contractor/Homeowner's Name: (if different than above): _____

Address: (where services will be performed): _____

Mailing Address: (if different than above): _____

Driver's License #: _____ **Tax ID (businesses only):** _____

Social Security #: _____ **Phone Number:** _____

Email: _____

Additional Contact Information:

Name: _____ **Phone Number:** _____

I certify that the information provided is true and correct to the best of my knowledge. I understand that false or misleading information may delay services being provided.

Customer Signature: _____ **Date:** _____

Water Department Staff Signature: _____ **Date:** _____

WA-081524

- **New Connect/Account (existing meter of new account with tap fees)**

○ Residential 5/8" Water Meter (\$75 deposit, \$25 setup)	\$100.00
○ Account Transfer Only (\$25 transfer fee)	\$25.00
○ Commercial	
■ 5/8" Water Meter (\$250 deposit, \$25 setup)	\$275.00
■ 1" Water Meter (\$350 deposit, \$25 setup)	\$375.00
■ 2" Water Meter (\$750 deposit, \$25 setup)	\$775.00
■ 3" Water Meter (\$1,500 deposit, \$25 setup)	\$1525.00
■ 4" Water Meter (\$2,500 deposit, \$25 setup)	\$2,525.00
■ 6" Water Meter (\$4,500 deposit, \$25 setup)	\$4,525.00
○ Hotel (\$15 x _____ # of rooms, \$25 setup)	\$_____
○ Man Camp (\$18 x _____ # of rooms, \$25 setup)	\$_____

***Setup/transfer fee is non-refundable**

- **New Construction or Manufactured/Modular Home Taps (PERMIT REQUIRED):**

○ Sewer Re-Tap (located in unpaved alley)	\$250.00
○ Sewer Re-Tap (located in paved alley)	\$500.00
○ 4" Sewer Tap (located in unpaved alley)	\$400.00
○ 4" Sewer Tap (located in pavement)	\$800.00
○ 6" Sewer Tap	\$1,000.00
○ 5/8" Residential Yard Meter	\$250.00 (limited time)
○ 5/8" Water Tap (\$450 meter set fee, tap \$750)	\$1,200.00
○ 1" Water Tap (\$550 meter set fee, tap \$1,000)	\$1,550.00
○ 2" Water Tap (\$1,000 meter set fee, tap \$1,500)	\$2,500.00
○ 3" Water Tap (meter set fee and tap actual cost + 10%)	\$_____

- **New Account Solid Waste**

○ Dumpster Services for Residential Accounts (<i>inside city limits</i>)	
■ 3-yard container (1 pick-up per week)	\$23.50 + tax (monthly)
○ Dumpster Services for Residential Accounts (<i>outside city limits</i>)	
■ 3-yard container (1 pick-up per week)	\$60.00 + tax (monthly)
● _____ Additional pick-ups	\$100 x _____ # of pick ups
○ Dumpster Services for all Commercial Accounts (<i>state quantity of containers</i>): _____	
■ 3-yard containers	
● _____ 1 pick-up per week	\$70.00 + tax (monthly)
● _____ 2 pick-up per week	\$154.00 + tax (monthly)
● _____ 3 pick-up per week	\$231.00 + tax (monthly)
● _____ 4 pick-up per week	\$308.00 + tax (monthly)
● _____ 5 pick-up per week	\$385.00 + tax (monthly)
● _____ 6 pick-up per week	\$462.00 + tax (monthly)
■ 4-yard containers	
● _____ 3 pick-up per week minimum	\$277.20 + tax (monthly)
● _____ 4 pick-up per week	\$369.60 + tax (monthly)
● _____ 5 pick-up per week	\$462.00 + tax (monthly)
● _____ 6 pick-up per week	\$554.40 + tax (monthly)

WA-081524