

Application Submittal Requirements for Installation of Mobilehomes/Manufactured Homes and Accessory Building and Structures In Mobilehome Parks

To properly review your project for applicable regulations, the following basic information is required for all applications to install mobilehomes/manufactured homes and their accessory building and structures in mobilehome parks:

1. Completed permit application form with all the required information requested.
2. Three copies of a plot plan for each lot on which the permit applicant proposes to install a mobilehome or manufactured home and any accessory buildings or structures. The plot plan must include the following information:
 - a. Lot dimensions.
 - b. Location of electrical, gas, water and sewer connections and their distances to the mobilehome or manufactured home on the lot.
 - c. Distance of mobilehome or manufactured home and any accessory buildings or structures on the lot to the lot lines and any existing mobilehomes, manufactured homes and accessory buildings or structures within 10 feet on adjacent lots.
 - d. Location and dimension of any unit projections or eave overhangs.
 - e. Identification of type of construction (combustible or non-combustible) for all accessory buildings or structures on the lot and within 6 feet on adjacent lots.
 - f. Identification of any dependent units without a toilet or sewer disposal system.
 - g. One (1) copy of the properly completed plot plan with an original signature of the park owner or his or her designated representative, consenting to the work as proposed.
3. Calculation of the percentage of occupied area of a lot. Calculations must show the lot area and the individual areas of the mobilehome/manufactured home and all accessory buildings and structures including but not limited to awnings, cabana, ramada, garages and carports, porches, stairways, ramps and storage cabinets and buildings installed.

In addition to Items 1-3 above, the following information is also required when for applications to install a new mobilehome or manufactured home:

4. One set of the manufacturer's installation instructions stamped to indicate approval by the manufacturer's design approval agency OR engineered plans for the installation and support system when the manufacturer's installation instructions are no longer available OR non-engineered plans that use the prescriptive standards of Section 1335.5 of Article 7, Chapter 2, Division 1 of Title 25 CCR if applicable (without foundation systems).

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5. For units installed without foundation systems, three copies of tie-down system information for one of the following methods:
 - a. Approved manufacturer's installation instructions that include provisions for the required tiedown system.
 - b. Installation instructions for listed tiedown assemblies, required wind load calculations and a drawing showing the locations of all proposed tie down assemblies under the mobilehome or manufactured home.
 - c. Engineered plans, specifications and structural calculations wet signed by the responsible engineer or architect for an engineered tiedown system.
 - d. Standard Plan of Approval from HCD for an engineered tie-down system.
6. For units installed with foundations systems, three copies of information for one of the following methods:
 - a. Approved manufacturer's installation instructions that include provisions for the foundation system
 - b. Engineered plans, specifications and structural calculations wet signed by the responsible engineer or architect for the foundation system.
 - c. Standard Plan of Approval from HCD for the foundation system.

In addition to Items 1-3 above, the following information is also required for applications to install an accessory building or structure such as an awning, room addition, patio cover, carport, storage building, private garage, ramp or porch.

7. Three copies of any available manufacturer's installation instructions for the mobilehome, or manufactured home if the accessory buildings or structures will be attached or transmit loads to the unit.
8. Copy of required permit from HCD for any alteration to the structural, fire life-safety, mechanical, electrical and plumbing systems of the existing mobilehome/manufactured home necessary to install the accessory building or structure. This includes alterations to sidewalls to allow habitable room additions or use of the home's electrical circuits.
9. Floor plan of the existing mobilehome/manufactured home when proposed accessory buildings and structures will be attached or located next to the unit and will alter, cover or remove existing doors or windows.
10. Three copies of one of the following:
 - a. Standard Plan of Approval from HCD for the accessory building or structure proposed.
 - b. Engineered plans, specifications and structural calculations wet signed by the responsible engineer or architect for the accessory building or structure.
 - c. Plans, specifications and structural calculations signed by the responsible designer for the accessory building or structure if it is freestanding and conforms to the conventional framing requirements of the California Building Code.