CHECK LIST – TEMPORARY MOBILEHOME BUILDING PERMIT

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
1810 E. HAZELTON AVENUE, STOCKTON CA 95205
BUSINESS PHONE: (209) 468-3121
INSPECTION REQUEST-24 HOUR RECORDER: (209) 468-3165

CHECKLIST	
THE FOLLOWING INFORMATION AND DOCUMENTATION MUST BE SUBMITTED TO DEVELOPMENT SERVICES BEFORE YOUR APPLICATION CAN BE PROCESSED.	**Check -off**
1. One completed application, begin the process at the Planning Division Counter.	
2. Two copies of the Site Plan, drawn to scale, showing property lines, north arrow, easements, well, septic tank, leach field, all existing and proposed development.	
3. The manufacturers installation instructions (double-wide homes should include ridge beam load calculation details). • Manufactured home installation manual • 2 marriage line calculations, if applicable • 2 State approved tie-down system or engineered system • 2 floor plans • 2 skirting details • Show location of utility service pedestal	
4. Structures located within flood or fire hazard zones shall be designed in accordance with San Joaquin County ordinances.	
5. Section 72 of the Revenue and Taxation Code now requires a copy of a complete floor plan to be given to the County Assessor. Therefore, an **additional floor plan** shall be submitted with all the standard plan submittal requirements.	
6. **Public Works Department** counter may require the following: (468-3000)	
a. One <u>partial</u> set of legible construction drawings prepared by a licensed California architect or engineer to include <u>only</u> the following: a site plan, civil drawings & erosion control plan. (Submit retention pond calculations if applicable.)	
b. State of California Notice of Intent (NOI) and Waste Discharge Identification (WDID) number if applicable.	
c. Specifications, Maintenance Instruction, & Maintenance Agreement for storm water filtration system if applicable.	
e. Preliminary flood elevation certificate if applicable (call 468-3060 for determination).	
7. Permit Deposit, (Credit cards **NOT** accepted)	

SITE PLAN CHECKLIST

The following information must be shown on your site plan before our department can begin processing your application.

INFORMATION NEEDED FOR COMPLETE MAP	ITEM COMPLETE	ITEM NEEDED	ITEM NOT REQUIRED
Size: The Site Plan must be drawn on minimum 18"x 24" material.			
North Arrow, Date and Scale: Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred). The direction of "north" should be pointing towards the top of the page.			
Streets and Easements: Location and names of all streets and easements bordering on the property with access details.			
Property Lines: All property lines or boundary lines of the parcel with dimensions.			
Vicinity Map: A vicinity map showing the location of the property in relation to surrounding streets.			
Existing and Proposed Development: All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with dimensions, square footage and distances from other structures and property lines. Any existing structures planned for removal should be shown with dashed lines. The use and number of floors should be labeled on each structure.			
Parking and Driveways: The location, dimensions and surface material of all existing and proposed parking and driveways. Calculations indicating the number of required spaces must be shown. (Refer to 'County Parking Lot Standards').			
Water Wells: The location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. Wells must be meet the following setbacks: - 5' from structures; - 50' from septic tanks; - 100' from leach lines; - 150' from sumps or seepage pits; and - 10' from property lines. If public water will be utilized, a "will-serve" letter must be submitted from the service provider			
Sewers and Septic Tanks: The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150' of the property. Septic tanks must meet the following setbacks: - 5' from property lines, structures, driveways and swimming pools; - 50' from water wells. Leach lines must meet the following setbacks: - 10' from structures, driveways and swimming pools; - 100' from wells, streams and waterways. - 5' to 75' from property lines depending on zoning or the location of septic systems on adjoining properties (this requirement also applies to seepage pits). If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.			
Storm Drainage: The location of existing and proposed storm drainage facilities(check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses).			
Landscaping: The location of existing and proposed landscaping and trees 6" or greater in diameter (note any trees to be removed). Calculation indicating the percentage of the net site area to be landscaped must be shown. (Refer to County Landscaping Standards).			
Signs, Fences, Storage and Trash Enclosures: The location of and height of all existing and proposed signs and fences and the location and dimensions of all open and/or enclosed storage and trash receptacles.			
Grading and Contours need to be shown.			
SITE PLANS MUST BE COMPLETE AND LEGIBLE			
Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.			
Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed			