



CHECK LIST – MOBILEHOME PERMANENT FOUNDATION 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 complete sets of state approved foundation system drawings or construction drawings, drawn to scale, <u>wet</u> signed by the licensed designer (18" x 24" size paper) to include:	
a. Site plan drawn to scale showing property lines, north arrow, easements, well, septic tank, leach field, all existing and proposed structures with distances to property lines and between structures.	
b. Installation manual with department approvals.	
c. 433A, 433B, 513c (attached).	
d. Proof of property ownership with legal description (recorded deed) or 35 year transferable lease.	
e. Proof of manufactured home ownership, HCD Certificate of Title or DMV Pink Slip	
f. Floor plan.	
g. Marriage line drawing and calculations.	
h. Skirting Detail.	
3. Structures located within flood or fire hazard zones shall be designed in accordance with San Joaquin County ordinances.	
4. Section 72 of the Revenue and Taxation Code now requires a copy of a complete floor plan of the proposed work to be given to the County Assessor. Therefore, an additional floor plan shall be submitted with all the standard plan submittal requirements.	
5. 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).	
6. 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').			
<p>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:</p> <ul style="list-style-type: none"> - 5' from structures; - 50' from septic tanks; - 100' from leach lines; - 150' from sumps or seepage pits; and - 10' from property lines. <p>If public water will be utilized, a "will-serve" letter must be submitted from the service provider</p>			
<p>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:</p> <ul style="list-style-type: none"> - 5' from property lines, structures, driveways and swimming pools; - 50' from water wells. <p>Leach lines must meet the following setbacks:</p> <ul style="list-style-type: none"> - 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). <p>If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.</p>			
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			



STATE OF CALIFORNIA
 BUSINESS, TRANSPORTATION AND HOUSING AGENCY
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 DIVISION OF CODES AND STANDARDS
 MANUFACTURED HOUSING PROGRAM

THIS SPACE FOR RECORDER USE ONLY

ONLY THE ENFORCEMENT AGENCY MAY RECORD THIS DOCUMENT

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:
 NAME

ADDRESS

CITY, STATE, ZIP CODE

**NOTICE OF MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR –
 INSTALLATION ON A FOUNDATION SYSTEM**

Recording of this document by the enforcement agency indicates compliance with California Health and Safety Code Section 18551(a). This document is evidence that the enforcement agency has inspected the installation and issued a Certificate of Occupancy, form HCD 513C, for the unit described herein, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

ALL INFORMATION BELOW MUST BE ENTERED BY THE ENFORCEMENT AGENCY

PROPERTY INFORMATION

REAL PROPERTY OWNER NAME(S)

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

INSTALLATION MAILING ADDRESS (if different)

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

BUILDING PERMIT NO. TELEPHONE NUMBER

EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION PROVIDED/ATTACHED – SEE REVERSE

OWNER INFORMATION

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL DATE

DEALER INFORMATION

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NUMBER

DEALER BUSINESS ADDRESS

CITY COUNTY STATE ZIP CODE

MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR UNIT DESCRIPTION

MANUFACTURER'S NAME MODEL NAME / NUMBER MANUFACTURE DATE

SERIAL NUMBER(S)

LENGTH X WIDTH CA INSIGNIA(S)/HUD LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION

DISTRIBUTION – Original to County Recorder; One Copy to HCD; One Copy to Applicant; One Copy to Enforcement Agency

**NOTICE OF MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR
INSTALLATION ON A FOUNDATION SYSTEM**

GENERAL GUIDE & INSTRUCTIONS

Prior to installation a building permit to construct a foundation system and install a unit(s) must be obtained from the enforcement agency. To apply for a building permit the owner, dealer or contractor must comply with certain provisions of the California Health and Safety Code Section 18551 as follows:

- 1) Provide evidence that the registered owner of the unit(s) to be installed either holds title or is purchasing the real property on which the installation is to be made, or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause.
- 2) Provide written evidence that the registered owner owns the unit(s) free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the unit(s) on a foundation system as an improvement to the underlying property.

Note: An enforcement agency may obtain a title search from the Department of Housing and Community Development (HCD), Registration and Titling Program. The information on the title search may be compared to the information shown on the surrendered HCD Certificate of Title or Department of Motor Vehicle (DMV) pink slip(s) and registration card(s) (see below). This will ensure that the most recent ownership and registration documents have been submitted to the enforcement agency and that the registered owner owns the unit(s) free of any liens or encumbrances. Where the title search indicates a recorded legal owner or junior lienholder, or both, evidence should be provided to the enforcement agency that the legal owner or junior lienholder, or both, have been paid in full or that the legal owner or junior lienholder, or both, consent to the attachment of the unit(s) upon the satisfaction of their liens by the registered owner.

- 3) Provide plans and specifications required by HCD regulations.
- 4) Provide the approved manufacturers installation instructions or plans and specifications signed by a licensed California architect or engineer covering the installation of the unit(s).
- 5) Pay building permit fees as required by the local jurisdiction issuing the building permit.
- 6) Complete an original and three copies of the form HCD 433A with all information available at the time the building permit is issued for the installation of a manufactured home or commercial modular unit(s).
- 7) Pay a state fee of eleven dollars (\$11.00) per transportable section and submit with form HCD 433A.

After installation is complete and prior to issuance of a form HCD 513C, Certificate of Occupancy, the following requirements must be met:

- 1) If the unit(s) has(have) been sold to the owner by a dealer, all information not originally available to complete the form HCD 433A [i.e., manufacturer name, serial number(s), date of manufacture, dealer's license number and HCD insignia(s)/HUD label number(s)] must be completed. Incomplete forms will be returned for completion.
- 2) If the unit(s) is(are) owned by the individual requesting installation, the following items are required to be surrendered to the local building department prior to issuance of a Certificate of Occupancy:
 - o Certificate of Title and Registration issued by either HCD or DMV.
 - o Any license plates or decals issued by either HCD or DMV.

CAUTION: DO NOT REMOVE THE HCD INSIGNIA(S)/HUD LABEL(S) THAT CERTIFY THE COMPLIANCE OF THE UNIT(S).

- 3) When the form HCD 433A is completed, with all required information and all titles, certificates, plates or decals (if required) surrendered, a Certificate of Occupancy, may be issued and the form HCD 433A recorded with the county recorder. The owner is to be provided with a copy of the form HCD 433B, Notice to Assessor, by the local building department. The owner is required to complete and submit the Notice to Assessor to the county assessor.
- 4) On the day the Certificate of Occupancy is issued, the enforcement agency shall record this document with the county recorders office.
- 5) Once recorded, the enforcement agency shall transmit all of the following: the recorded copy of the form HCD 433A; a copy of the Certificate of Occupancy; fees collected in the amount of eleven dollars (\$11.00) per transportable section; and, *if unit currently titled as personal property*, all applicable titles, certificates, license plates or registration decals to:

Department of Housing and Community Development
Division of Codes and Standards
Registration and Titling Program
Post Office Box 2111
Sacramento, CA 95812-2111

For information on establishing a requestor account for obtaining title search printouts on-line, call (916) 323-9229 or submit a request via the internet at <http://www.hcd.ca.gov/codes/rt/>. For general information or questions, call (916) 445-3338.

**NOTICE TO ASSESSOR
HCD 433(B) 4/86**

THIS FORM MUST BE COMPLETED BY THE OWNER OF A MANUFACTURED HOME MOBILEHOME OR COMMERCIAL COACH AND FORWARDED TO THE COUNTY ASSESSOR UPON COMPLETION OF THE INSTALLATION OF THE UNIT ON A FOUNDATION SYSTEM PURSUANT TO SECTION 18551 HEALTH AND SAFETY CODE.

ORIGINAL PURCHASE PRICE FOR:

- 1. The Basic Unit \$ _____
- 2. Optional Equipment & Upgrades \$ _____
- 3. Subtotal \$ _____
- 4. Accessories & Accessory Structures \$ _____
- 5. Other (Specify) _____ \$ _____
- 6. Delivery & Installation \$ _____
- 7. TOTAL SALES PRICE \$ _____

Type of Exterior Wall Covering: _____
(Metal, Wood, etc.)

Type of Roof Covering _____
(Metal, Wood, Composition, etc.)

Heating Type: Forced Air Floor or Wall

Air Conditioning: YES NO Tons _____

Evaporative Cooler: YES NO

Built-in Cooktop: YES NO

Built-in Oven: YES NO

Built-in Dishwasher: YES NO

Built-in Wet Bar: YES NO

Refrigerator: YES NO

Roof Overhang (Eaves): YES NO _____ inches

Furniture Included: YES NO Value \$ _____
(LENGTH X WIDTH)

Carport: YES NO _____ X _____

Awning: YES NO _____ X _____

Porch: YES NO _____ X _____

Garage: YES NO _____ X _____

Storage Shed: YES NO _____ X _____

Skirting: YES NO _____ LINEAL FEET

DOES THE BASIC PRICE INCLUDE:

The Towbar(s) YES NO

Tires & Wheels YES NO

Wheelhubs & Axles YES NO

LIST NUMBER OF ROOMS:

Bedrooms _____ Dining Room _____

Baths _____ Family Room _____

Kitchen _____ Utility Room _____

Living Room _____ Other Rooms _____

The sales price as shown does not include any amount for any in-place location.

The Assessor's Parcel Number of the installation site is _____

(Signature)

Address

Telephone

CERTIFICATE OF OCCUPANCY

BUILDING PERMIT NO. _____

Address or Location of unit _____
Legal Description of _____
Real Property _____

A Mobilehome/Manufactured Home Commercial Coach has been affixed to the real property described above by installation on a foundation system pursuant to Health and Safety Code Section 18551.

Owner's name: _____

Owner's address: _____

INSIGNIA OR HUD NUMBER: _____ SERIAL NUMBER OR V.I.N. _____

MANUFACTURER'S NAME _____ YEAR OF MANUFACTURE: _____

(Official Approving Installation)

(Date)

(Phone)

HCD 513C 4/86

WHITE—Owner GREEN—HCD BLUE—Building Dept. YELLOW—Applicant

**OWNER DECLARATION
FOR
RELOCATED MANUFACTURED HOME ON PERMANENT
FOUNDATION**

Please be advised that you, as owner, are responsible for repairing any damage incurred during the relocation of the manufactured home. You may also be responsible for correcting and/or obtaining State permits for structural modifications or plumbing, mechanical or electrical modifications. This will be determined by the inspector, once the manufactured home is brought onto the new location.

Owner/owner's authorized agent (print)

Owner/owner's authorized agent (signature)

Date