



Manufactured Home Permit Checklist

1. One completed Building Permit Application.
2. California Housing and Community Development (HCD) stamped and approved foundation or Tie Down system drawings or an engineered foundation plan, drawn to scale, stamped and signed by a licensed engineer.
3. Site plan -see requirements next page.
4. Manufactured home Installation manual.
5. HCD Certificate of Title
6. Floor plan
7. Marriage line of units.
8. Skirting Detail
9. Show location of utility service pedestal
10. If the manufactured home is converted from personal property to real property. Please provide the following:
 - a. HCD forms 433A, 433B, 513c
 - b. Proof of property ownership with legal description (recorded deed).
 - c. Proof of ownership of manufactured home (Certificate of Title)

Manufactured Homes are regulated by the CA. Department of Housing & Community Development (HCD). Modifications or attachments to the manufactured home are permitted by HCD. All questions about titles, registrations, or modification permits, please Contact the HCD Mobilehome Assistance Center (800) 952-8356 or MHAAssistance@hcd.ca.gov

<p align="center">SITE PLAN CHECKLIST <i>(Site plans must contain all applicable information contained in this checklist)</i> ***incomplete site plans will not be accepted***</p>
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SITE PLAN FORMAT:

The site plan shall include the following;

- Size: 24" x 36"
- North arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines or boundary lines of the parcel with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

PROJECT DETAILS:

- Identify and label all existing and proposed structures with dimensions, square footage, and distances from other structures and property lines
- Identify and label all existing structures proposed for removal
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways
(See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)

SERVICES: *(If public services will be utilized, a "will-serve" letter must be submitted from the service provider.)*

Well: *(Contact the Environmental Health Department at 209-468-3420 for well regulations)*

- Identify and label existing and proposed private water wells on-site
- Identify and label any off-site private wells within 200 feet of the property boundaries

Wastewater Treatment: *(Contact the Environmental Health Department at 209-468-3420 for questions regarding wastewater)*

- Identify and label existing and proposed private wastewater treatment systems (septic tanks)
- Identify and label all existing and proposed septic systems with dispersal fields (leach lines)

Storm Drainage: *(Contact the Department of Public Works at 209-468-3000 for questions regarding stormwater regulations)*

- Identify and label existing and proposed storm drainage facilities

TOPOGRAPHY:

- Identify any unusual topographic features of the site such as steep slopes and drainage courses
- Identify topographic contours
- Identify any surface water (streams, ephemeral streams, irrigation canals, aqueducts, etc.) within 1 mile of all property boundaries (Note: If the surface water is not located adjacent to the subject property, a note on the site plan with approximate location is sufficient.)

LANDSCAPING:

- Identify and label existing and proposed landscaping. (See Chapter 9-1020 of the Development Title for Landscaping Regulations)
- Identify any trees proposed for removal

FENCING & SCREENING:

- Identify the location and type of existing and proposed fencing and screening. (See Chapter 9-1022 of the Development Title for Fencing & Screening Regulations)