



### **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](#) and [433B](#)
  - b. Proof of property ownership with legal description (recorded deed)
  - c. Proof of ownership of manufactured home (Certificate of Title)
  - d. Lienholders' consent to the permanent attachment of the manufactured home to the real property

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 at (800) 952-8356 or [MHAssistance@hcd.ca.gov](mailto:MHAssistance@hcd.ca.gov)

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## Site Plan Checklist

**Site plans must contain all applicable information on this checklist. Incomplete or illegible site plans will not be accepted. Applicants are encouraged to consult with Community Development Department staff prior to submitting any site plan to determine the applicability of the following requirements.**

### SITE PLAN FORMAT

- ☐ Size: 24 x 36 minimum
- ☐ North arrow, pointing towards the top of the page
- ☐ All property lines of the parcel, labeled with dimensions
- ☐ Location and names of all streets and easements effecting the property, with access details
- ☐ Vicinity map depicting the location of the property in relation to surrounding streets
- ☐ Project types not exempt under the Business and Professionals Code Section 5537 must be stamped and signed by a California licensed/registered Architect or Engineer

### PROJECT DETAILS

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

**SERVICES** (If public services will be utilized, a "will-serve" letter from the service provider may be required)

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

- ☐ Identify and label all 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 wastewater treatment regulations)

(Note: All proposed private wastewater treatment systems and replacement areas must meet all setback requirements listed in Table 1.5 of the San Joaquin County Onsite Wastewater Treatment Standards [OWTS]. This document can be viewed at:

[www.sjgov.org/departments/envhealth](http://www.sjgov.org/departments/envhealth))

- ☐ Identify and label all existing and proposed private wastewater treatment systems
- ☐ Identify and label any off-site private wastewater treatment systems (septic tanks) within 200 feet of the property boundaries
- ☐ Identify and label all existing and proposed wastewater treatment systems with dispersal fields (leach lines) within 600 feet of an existing or proposed public well
- ☐ Identify and label future replacement areas for all existing and proposed wastewater treatment systems (replacement area equals 100% of the dispersal area (leach lines)
- ☐ Identify and label all existing and proposed floor drains or other non-domestic wastewater collection systems

**Stormwater Drainage** (Contact the Department of Public Works at [209] 468-3000 for stormwater regulations)

- ☐ Identify and label all existing and proposed stormwater drainage facilities

### TOPOGRAPHY

- ☐ Identify any unusual topographic features of the site, such as steep slopes and drainage courses
- ☐ Identify topographic contours (Note: If the subject parcel is flat, a note on the site plan is sufficient)
- ☐ Identify any surface water (streams, ephemeral streams, irrigation canals, aqueducts, etc.) within one (1) mile of the 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)

### LOCATION

- ☐ Identify and label all existing and proposed landscaping (See Development Title Chapter 9-1020 for Landscaping Regulations)
- ☐ Identify type and location of any trees proposed for removal

### FENCING & SCREENING

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