



# COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

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Building Official

## MANUFACTURED (MOBILE) HOME PERMITTING INFORMATION

A Building Permit is required to install or replace a new or used manufactured home on private property or in a mobile home park. The owner or contractor will be required to submit a complete application and required documentation for review and approval by the County. The review process involves verifying compliance with Title 25, California Building Codes, building permits, and/or any required laws and regulations.

### REQUIREMENTS PER PERMIT TYPE

\* Refer to Sections A - G (Pages 2-3)

#### **Manufactured (Mobile) Home Tie-Down: 2 Permits**

- Application and Site Plan - Section A
- Permit 1 - Site Preparation - Section B
- Permit 2 - Install on Tie-Down System - Section C

#### **Manufactured (Mobile) Home on Permanent Foundation: 3 Permits**

- Application and Site Plan - Section A
- Permit 1 – Site Preparation - Section B
- Permit 2 – Permanent Foundation - Section D
- Permit 3 – Install on Permanent Foundation - Section F

#### **Manufactured (Mobile) Home on Low Profile: 3 Permits, or 4 Permits if on Permanent Foundation**

- Application and Site Plan - Section A
- Permit 1 – Site Preparation - Section B
- Permit 2 – Low Profile - Section E
- Permit 3 – Permanent Foundation - Section D
- Permit 4 – Install on Permanent Foundation - Section F

#### **Manufactured (Mobile) Home on Permanent Foundation to Existing: 1 Permit**

- Application and Site Plan - Section A
- Permit 1 – Permanent Foundation to Existing - Section G

#### **Manufactured Home in Mobile Home Park Tie-Down System: 1 Permit**

- Application Only - Section A
- Mobile Home Park Form - Page 5
- Permit 1 – Install on Tie-Down System - Section C

**Other possible requirements and fees related to these permits include, but are not limited to:** Grading Permit, Records, Water Quality/Post Construction Management Plan, Transportation, Environmental Health, Survey, Waste Management Plan, Demolition Permit, Fire Sprinklers, Housing and Community Development (High Fire), Environmental Health, School District and Mitigation fees.

# MANUFACTURED HOME PERMIT REQUIREMENTS

(SECTION A-G pages 2-3)

## A. Permit Application and Site Plan:

- Complete Manufactured Home Application
- Three(3) copies of a Site Plan (minimum 11"x17", refer to sample on page 4)

## B. Site Preparation

- Serial Number(s) of the Manufactured Home OR Purchase order OR Bill of Sale from Dealer
- IF this is a **replacement** manufactured home, provide records of the most recent manufactured home install permit. Contact TLMA Records Division at 951-955-2017.

## C. Install on Tie Down System

- Site prep permit number \_\_\_\_\_
- California Manufacturer's Certificate of Origin (MCO) or Title Search from Housing and Community Development (HCD)
- Two(2) copies of an approved "tie down system" - Valid/Current engineered or State-approved plans are required

## D. Permanent Foundation (*To be applied for concurrent with Install permit*)

- Site prep permit number \_\_\_\_\_
- Two(2) copies of foundation plan - Valid/Current engineered or State approved plans are required
  - *Exception:* Block wall foundation system permits can be applied for at the same time as the Site Preparation permit.

## E. Low Profile

- Site prep permit number \_\_\_\_\_
- Two(2) copies of low-profile wall plan (County Standard, Engineered or SPA Approved Plans)

## F. Install on Permanent Foundation

- Site prep and permanent foundation permit numbers \_\_\_\_\_
- California Manufacturer's Certificate of Origin (MCO) *identifying the legal owner* or a Title Search from Housing and Community Development (HCD).
  - IF the title search or certificate of origin is not in the property owner's name and the permit is applied for on behalf of the property owner – a **notarized letter from the legal manufactured homeowner** will be required allowing the manufactured home to be placed on a permanent foundation.
- Recorded Grant Deed
  - IF the grant deed is not in the manufactured homeowner's name and the permit is applied for on behalf of the manufactured homeowner – a **notarized letter from the legal property owner** is required allowing the manufactured home to be placed on a permanent foundation on subject property.

## G. Permanent Foundation to Existing Manufactured Home

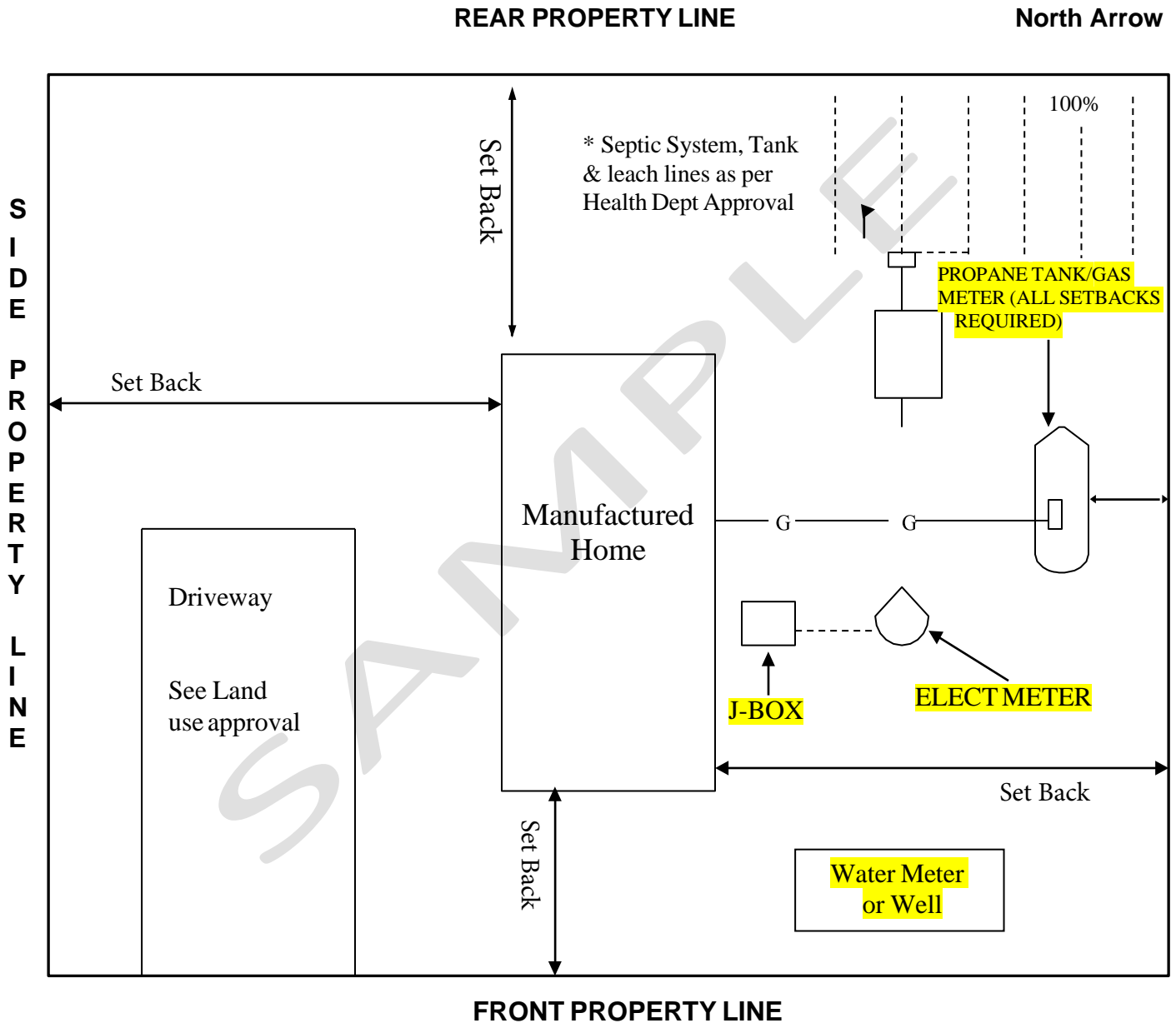
- Provide records of the most recent manufactured home install permit. Contact TLMA Records Division at 951-955-2017.
- Two(2) copies of foundation plan - Valid/Current engineered or State-approved plans are required
- California Manufacturer's Certificate of Origin (MCO) *identifying the legal owner* or a Title Search from Housing and Community Development (HCD).
  - IF the title search or certificate of origin is not in the property owner's name and the permit is applied for on behalf of the property owner – a *notarized letter from the legal manufactured homeowner* will be required allowing the manufactured home to be placed on a permanent foundation.
- Recorded Grant Deed
  - IF the grant deed is not in the manufactured homeowner's name and the permit is applied for on behalf of the manufactured homeowner – a *notarized letter from the legal property owner* is required allowing the manufactured home to be placed on a permanent foundation on subject property.

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1. These requirements meet Section 18551 of the California Health and Safety Code and Section 3282.205 (Certification Requirements) of Title 24 Code of Federal Regulations.
  2. A Manufactured Home Title Search must be current (dated within 30 days of application).
  3. Purchase Orders will not be accepted as proof of ownership
  4. Demo Permit is Required for Removal of Manufactured Home from Property (Utility Connections)
  5. All manufactured homes constructed on or after September 1, 2008 – if being installed on a property located within a Wildland-Urban Interface Area – shall comply with California Code of Regulations, Title 24, California Building Code, Part 2, Chapter 7A requirements
  6. Except for the initial permit application, handwritten information placed on permitting documents shall not be accepted
  7. Only mobile homes constructed between September 15, 1971 and June 14, 1976; and manufactured homes constructed on or after June 15, 1976 that have been issued an insignia of approval by the State of California Department of Housing and Community Development (HCD) or have been certified under the National Mobile Home Construction and Safety Standards Act of 1974 (42 U.S.C. Section 5401 et seq.) may be permanently located on a private lot only upon compliance with the requirements.

**NOTE:**\*A *Park Model Trailer* is a type of recreational vehicle (RV). Recreational vehicles are not approved for permanent habitation. A Park Model Trailer is not a type of mobile home. A Park Model Trailer shall not be used for permanent habitation and shall not be placed on a foundation or pier system or be affixed to the ground for permanent use.

# SITE PLAN

NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_  
SITE ADDRESS \_\_\_\_\_  
ASSESSORS PARCEL NUMBER \_\_\_\_\_



## Mobile Home Park Only

Park Name \_\_\_\_\_

Homeowner Name \_\_\_\_\_

Homeowner Address \_\_\_\_\_ Sp# \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Pedestal Amperage: \_\_\_\_\_

Manufacture Home Size: \_\_\_\_\_ X \_\_\_\_\_

Lot Size: \_\_\_\_\_ X \_\_\_\_\_

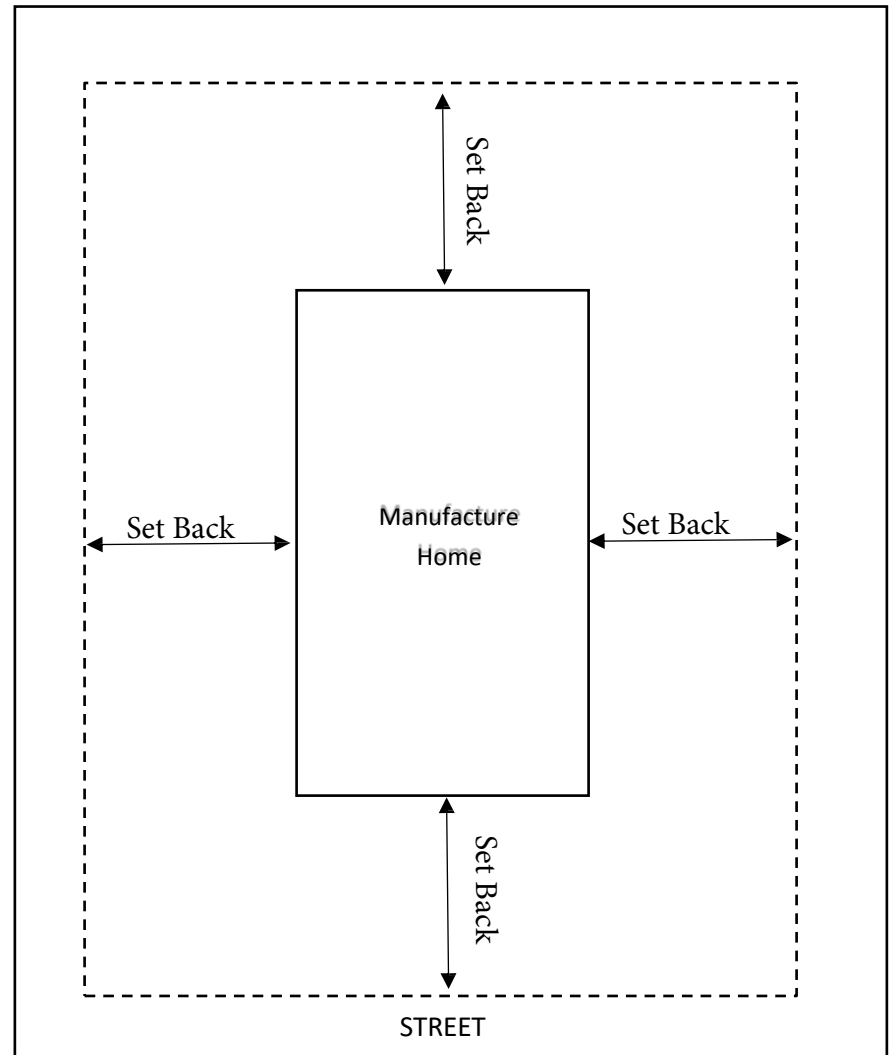
**\*Note:** The lot line corners at the front and rear are clearly and **permanently marked** pursuant to Title 25 of the California Code of Regulations, Sections 1104 or 2104 prior to installation and inspection.

1. Draw any proposed structure(s) and existing structures on the diagram at the approximate location and identify the type of structures (e.g. deck, awning, storage etc). Indicate the distance from the lot line to the proposed structure and the length and width of the structure.
2. Indicate the exact distances from structures on adjacent lots if located within 10 (ten) feet of your lot line.
3. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home

### STATEMENT OF RESPONSIBILITY (ORIGINAL SIGNATURE REQUIRED)

As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, all related accessory structure locations and separations and the park and homeowner information is true, accurate and complete.

\_\_\_\_\_  
Signature of Park Owner, Operator, or Manager



### \*IMPORTANT INFORMATION

1. Mobilehome parks constructed on or after 9/15/61-distances from a manufactured home to permanent building shall be 10' feet, measured from the eaves and to other mobile home-side to side 10', side to rear or side to front 8' feet, rear to front or rear to rear 6'.
2. Mobilehome parks constructed prior to 9/15/61, (verification required) a 6' separation to any permanent building or another manufactured home (mobile) is required.