

Building Permit Requirements Checklist for Manufactured Homes

1. Design Requirements: WIND SPEED Risk Category I-100 mph, Risk category II-110 mph, Risk categories II & IV-115 mph, seismic zones C & D, minimum soil bearing pressure 1500 psf without analysis, and applicable snow loads.
2. Complete application parts I & II.
3. Complete Department of Housing and Community Development forms. (HCD 433A & B). The serial number for units not yet constructed must be provided prior to final inspection. **HCD Phone # (916) 255-2501.**
4. Provide 1 copy of the deed proving ownership of the property.
5. Provide 1 plot plan detailing the proposed location of the home, existing structures, water service, septic tank and leach lines, any other utilities, decks or landings, water storage tanks, access to property and required grading.
7. Provide 1 copy of floor plan showing an accurate layout of home.
9. Provide 1 copy of the installation manual(s).
8. Provide 1 copy of all foundation engineering including the exact footprint of the home showing the location of all piers including a unit specific marriage line detail. All foundation engineering shall be referenced for the actual unit being installed. All foundation engineered drawings shall have the engineers stamp with original signature and date of license expiration date clearly applied per the State Business and Professions Code. ***If the project conflicts with the Amador County Perimeter Foundation Ordinance, the plans shall be certified with an HCD approved stamp containing the signature, date of approval, and the date of expiration clearly visible.***

All construction details shall be submitted with the package.

Note: All too often additional foundation information is attached to the "standard engineering" which is not adequately cross-referenced nor endorsed by the responsible engineer. This does not provide this office or the installing contractor with a clear understanding of how the foundation is designed.

All of the above material shall be submitted at the time of application.

The approved plans and inspection card shall be on the jobsite at the time of inspection and the street address shall be clearly marked per Fire & Life Safety Ordinance Section 15:30.250. A re-inspection fee may be charged if a called for inspection cannot be completed.



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

RECORDING REQUESTED BY:
 Amador County
 Building Department

WHEN RECORDED MAIL TO:
 NAME
 Building Department
 ADDRESS
 810 Court Street
 CITY, STATE, ZIP CODE
 Jackson Amador CA 95642

ONLY THE ENFORCEMENT AGENCY MAY RECORD THIS DOCUMENT

**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 INFORMATON

REAL PROPERTY OWNER NAME(S)

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

INSTALLATION ADDRESS (if different)

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

Amador County Building Department
 ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY
 810 Court Street
 MAILING ADDRESS
 Jackson Amador CA 95642
 CITY COUNTY STATE ZIP CODE

BUILDING PERMIT NO. _____ TELEPHONE NUMBER (209) 223-6422

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

OWNER INFORMATON

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 INSGNIA(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.



STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS

NOTICE TO ASSESSOR

THIS FORM MUST BE COMPLETED BY THE OWNER OF A MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR 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

DOES THE BASIC PRICE INCLUDE:

- The Towbar(s) YES NO
- Tires & Wheels YES NO
- Wheelhubs & Axles YES NO

- 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 \$ _____

LIST NUMBER OF ROOMS:

- Bedrooms _____ Dining Room _____
- Baths _____ Family Room _____
- Kitchen _____ Utility Room _____
- Living Room _____ Other Rooms _____

- Carport: YES NO (LENGTH X WIDTH) _____ X _____
- Awning: YES NO _____ X _____
- Porch: YES NO _____ X _____
- Garage: YES NO _____ X _____
- Storage Shed: YES NO _____ X _____
- Skirting: YES NO _____ LINEAL FEET

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



Department of Forestry & Fire Protection
Office of the State Fire Marshal

WILDLAND-URBAN INTERFACE BUILDING STANDARDS INFORMATION BULLETIN

No. 080812kr
August 12, 2008r

APPLICATION OF WILDLAND-URBAN INTERFACE BUILDING STANDARDS TO MANUFACTURED HOMES

The purpose of this Information Bulletin is to provide clarification regarding the applicability of the Wildland-Urban Interface Building Standards contained in Title 24, Part 2 California Building Code (CBC), Chapter 7A to manufactured homes, mobilehomes, multifamily manufactured homes, and commercial modulars.

Most provisions of CBC Chapter 7A building standards will apply to manufactured homes, mobilehomes, multifamily manufactured homes, and commercial modulars installed in State Responsibility Areas (SRA), Local Responsibility Areas (LRA), and Wildland-Urban Interface (WUI) areas as established by local governments. The application of Chapter 7A is being made specific through the Department of Housing and Community Development's (HCD) emergency adoption of exterior fire resistive construction standards, including adoption of portions of Chapter 7A by reference into the California Code of Regulations, Title 25, Division 1, Chapter 3, Subchapter 2, (25 CCR) Article 2.3 (commencing with section 4200).

The regulations contained in 25 CCR Article 2.3 apply to the design, construction, and installation of exterior fire resistive construction systems on manufactured homes, mobilehomes, multifamily manufactured homes and commercial modulars including materials, systems and methods of construction. Additionally, specified parts of CBC Chapter 7A apply to assemblies and structures installed or added as mobilehome accessory structures or buildings (as defined in HSC Section 18213) to manufactured homes, mobilehomes, multifamily manufactured homes, or commercial modulars such as awnings, carports, decks, porches, ramadas, ramps, and cabanas.

Depending on whether the work involves the main structure (e.g., manufactured home) or a mobilehome accessory structure (e.g. cabana), the work also is subject to the construction and permit provisions of the Manufactured Housing Act (Division 13, Part 2, commencing with HSC Section 18000) and 25 CCR Division 1, Chapter 3, Subchapter 2, commencing with section 4000); or the Mobilehome Parks Act (Division 13, Part 2.1, commencing with HSC Section 18200) and Title 25, CCR, Division 1, Chapter 2, commencing with Section 1000).

Except as provided within 25 CCR, Article 2.3, HSC Section 18030.5 prohibits the enforcement of local ordinances or regulations prescribing requirements in conflict with, or in excess of, the standards prescribed by California law and regulations adopted thereto.

The Manufactured Home Construction and Safety Standards (24CFR, Part 3280) promulgated by the U.S. Department of Housing and Urban Development (HUD) for the construction of manufactured housing are preemptive over any State or local standard in conflict with these Federal standards. However, in this instance the HUD standards do not address construction of manufactured homes relevant to exterior fire resistive construction systems and therefore are not preemptive as there is no conflict.

Similarly, HCD's standards for mobilehomes, manufactured homes (if not subject to the National Manufactured Housing Construction and Safety Standards Act of 1974), multifamily manufactured homes, and commercial modulars preempt local government rules and regulations (HSC Section 18015) except where local authority is expressly established by the Legislature. In addition, HCD standards for physical operation and construction of mobilehome parks and installation of manufactured homes, mobilehomes and multifamily manufactured housing inside or outside of mobilehome parks preempt most local government authority (HSC Section 18300).

Any person buying, selling, altering, or installing a manufactured home, mobilehome, multifamily manufactured home, or commercial modular, or any person involved in the inspection or approval of those units upon installation or alteration, should review 25 CCR, Article 2.3 to ensure that the CBC Chapter 7A building standards are properly applied and that the proper procedures for HCD or local government permits and inspections are complied with.

Questions regarding the application of CBC, Chapter 7A as it relates to manufactured homes, mobilehomes, multifamily manufactured homes or commercial modulars should be directed to HCD's Manufactured Housing Program at (916) 445-3338 or HCD's Mobilehome and Special Occupancy Parks Program at (916) 445-9471, or, for either, through the HCD web comment form at www.hcd.ca.gov/comments/.

Other questions or comments regarding this Information Bulletin should be directed to Kevin Reinertson, Regulations Coordinator at (916) 327-4998, or by electronic mail to kevin.reinertson@fire.ca.gov.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

The matrixes below are provided as an informational summary to assist the public in determining what constitutes an alteration to a manufactured home (MH) as well as identify when a permit is, or is not, required; when plans are required; when electrical load calculations are required; and when the plans must be submitted and certified by a California licensed engineer or architect. The matrixes are divided into five classifications consisting of: Electrical, Mechanical, Plumbing, Structural, and Structural (Accessory Structure). If the type of MH alteration work to be performed is not identified in the matrixes, you should contact the nearest field operations office noted below for further assistance.

NOTE: When multiple alterations are being done to the same MH such as plumbing, electrical and structural, the alterations may be included on the same Application for Permit (HCD 415). The HCD 415 can be located on the Internet at: <http://www.hcd.ca.gov/codes/mhp/>

Northern Area Field Operations
9342 Tech Center Dr., Suite 550
Sacramento, CA 95826
(916) 255-2501

Southern Area Field Operations
3737 Main Street
Riverside, CA 92501
(951) 782-4420

ELECTRICAL				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Air Conditioning				
Install (<i>Add</i>) – Air Conditioning	Yes	No	*Yes	*Unless home is factory A/C ready. Refer also to Mechanical.
Replace – Air Conditioning	Yes	No	*Yes	*If A/C amperage is increased. Refer also to Mechanical.
Appliance				
Install (<i>Add</i>) – “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
Ceiling Fan				
Install (<i>Add</i>) – Ceiling Fan	Yes	No	No	
Receptacle/Switch				
Replace – Receptacle/Switch	No	No	No	
Misc.				
Change – Electrical System (<i>Upgrade/Downgrade</i>)	Yes	No	Yes	
Install (<i>Add</i>) – Dedicated Branch Circuit	Yes	No	Yes	Furnace, Water Heater, etc.
Install (<i>Add</i>)/Replace – Electrical Panel	Yes	No	No	
Install (<i>Add</i>)/Replace – Electrical Circuit	Yes	No	*	*Load calculations may be required.
Install – Meter Base	Yes	Yes*	No	*HCD detail available.
Replace – Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Transition – Branch Circuits from aluminum to copper	Yes	No	No	Pigtail, receptacles and switches.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

MECHANICAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Air Conditioning / Evaporative Cooler				
Install – Air Conditioning (<i>New or Replacement</i>)	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
Furnace / Heater / Heat Pump / Stove				
Replace – Furnace (<i>No system changes</i>)	Yes	No	No	
Replace – Furnace (<i>Any changes or outside MH</i>)	Yes	Yes	No	
Replace or Install – Heater (<i>Freestanding Gas or Oil Burning</i>)	Yes	No	No	
Replace or Install – Heat Pump	Yes	No	No	
Replace or Install – Wood or Pellet Burning Stove	Yes	No	No	
Gas Line				
Install/Add to Length/Modify – Gas Line	Yes	Yes	No	
Range, Oven, or Cooktop (Gas)				
Replace – Built-in oven, range, cooktop, or freestanding range.	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
Range Hood				
Replace – Range Hood	*No	No	No	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
Water Heater				
Replace or Install – Water Heater (<i>Gas or electric</i>)	Yes	No	No	Water heaters installed outside and adjacent to the home, with connections provided from the home and placed in an approved manufactured metal cabinet will not require an Alternate Approval.

PLUMBING				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Drain, Waste and Vent				
Install/Modify – Drain, Waste and Vent (<i>DWV</i>) or Water System.	*Yes	Yes	No	*Bathtub, Dishwasher, Lavatory, Shower, Sink, Toilet, Washing Machine, etc.
Repair/Replace – DWV Tailpiece or Trap	No	No	No	
Replace – Kitchen Sink, Lavatory, or Toilet.	*No	No	No	*Provided no alteration to DWV or water system.
Replace – Mechanical Auto Vent	No	No	No	

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

PLUMBING (Continued)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Garbage Disposal				
Install (Add) – Garbage Disposal	Yes	No	No	
Replace – Garbage Disposal	No	No	No	
Washing Machine				
Install/Replace – Washing Machine	*No	No	No	*Permit required if water supply and/or drain line not present or altered.
Misc.				
Gas Lines				See MECHANICAL requirements.
Water Heater				See MECHANICAL requirements.

STRUCTURAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Chassis / Frame				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required.
Doors (Exterior)				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
Floors				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
Roof				
“California Roof”	Yes	Yes	*Yes	*An engineered plan or design is required. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required.
Insulated Roof System*	*Yes	Yes	No	*One inspection required.
Re-Roof* (Existing roof covering removed)	*Yes	No	No	*Two inspections required (Underlayment and final). This does not include coating metal roof with approved roof coating material.
Repair – Rafter or Truss	Yes	Yes	No	
Repair/Replace – Sheathing	Yes	No	No	
Replace – Truss	Yes	Yes	*Yes/No	*An engineered plan or design is required.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

STRUCTURAL (Continued)				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Walls				
Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. (Details available for flame spread requirements)
Sidewall or Endwall Opening (New or enlarged)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
Windows				
Replace – Windows (Same size/type)	*Yes/No	No	No	* <u>Permit required</u> when openings are enlarged or reduced; when bedroom egress window is replaced; or when structural change to window framing or header is necessary. <u>No permit required</u> when replacing single pane window with dual pane window or when installation of bay window(s) requires no additional support.

STRUCTURAL (Accessory Structure)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Structure Attachment				
Attach – *Awning (Wood), Garage, or Porch	**Yes	Yes	***Yes/No	* Awning shall comply with T25, Section 1468. **MH Alteration Permit required from HCD. Awning, Garage, and Porch construction is a separate permit issued by the enforcement agency having jurisdiction. Alternate Approval from HCD <u>may</u> be required for attachment. ***An engineered plan or design is required.



HCD 415 APPLICATION FOR

Alteration Addition or Conversion Alternate Approval Technical Services Inspection To Obtain Insignia

CONTRACTOR / OWNER-BUILDER DECLARATIONS

Not required for Special Purpose Commercial Modular

1. LICENSED CONTRACTORS DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code and my license is in full force and effect.

License Class _____ Lic. No. _____ Exp. Date _____

Contractor _____ Date _____

2. OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' License Law for the following reason:

(Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' License Law Chapter 9 (commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500))

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.

(Sec. 7044, Business and Professions Code: The Contractors' License Law does not apply to an owner of property, who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project

(Sec. 7044, Business and Professions Code: The Contractors' License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors' License Law.)

I am exempt under Sec. _____, B. & P.C. for this reason:

Owner _____ Date _____

3. WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____

Policy Number _____

I certify that in the performance of the work, for which this permit is issued, I shall not employ any person in any manner so as to become subject to workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant _____ Date _____

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

4. CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name _____

Lender's Address _____

5. CERTIFICATION

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Agent _____

Date _____

HCD 415 (Rev. 07/2013)

SECTION 1 - UNIT INFORMATION

I / We are requesting services for the following unit(s):
(Check Appropriate Box)

- Manufactured Home/Mobilehome
 Multifamily Manufactured Home
 Commercial Modular (Occupancy Group _____)
 Special Purpose Commercial Modular

Decal Number _____

Serial Number(s) / VIN Number _____

Manufacturer Name / Model Name _____

Year of Manufacture _____

Insignia / HUD Label Number(s) _____

SECTION 2 - OWNER / APPLICANT INFORMATION

Owner _____

Address _____

City _____ County _____ Zip _____

Location Address _____

Park Name (If Applicable) _____ Park ID# _____

Applicant _____

Address _____

City _____ County _____ Zip _____

Telephone - Applicant _____ Homeowner _____
(If Different than Applicant)

SECTION 3 - CONTRACTOR, ARCHITECT OR ENGINEER INFORMATION

Contractor's Name _____

Address _____

Architect / Engineer Name _____

Registration No. _____

Address _____

SECTION 4 - DESCRIPTION OF WORK / ACTIVITY AND VALUATION

Describe the proposed work / activity in detail. Attach additional pages if necessary. Where structural alterations or additions are proposed, complete plans, specifications, details, and calculations are required to be attached to this form. Provide the make and model of any appliance to be installed and provide complete electrical calculations for any electrical alternations or additions.

Indicate the Total Cost of the Work to be Performed _____

SECTION 5 - SIGNATURE AND CERTIFICATION

I / We hereby make application for the services designated above.

Signature _____ Date _____

****DEPARTMENT USE ONLY****

Permit Expiration Date _____

- APPROVED CONDITIONS (see reverse side) DISAPPROVED (see reverse side)

Issued By: _____ Date: _____

Closed / Signature of District Representative _____ Date _____

DISTRIBUTION: YELLOW - DEPARTMENT WHITE - AREA OFFICE PINK - OWNER/APPLICANT

INSTRUCTIONS:

Inspection to Obtain Insignia: Complete Sections 1, 2, 3, 4, 5 and Contractor/Owner-Builder Declarations. Submit the application and the required fees to one of the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule the inspection date.

Alteration, Addition or Conversion: Complete Sections 1, 2, 3, 4, 5, and Contractor/Owner-Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule the inspection date.

Technical Services: Complete Sections 1, 2, 3, and 5. Submit the completed application and required fees to the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule an appointment for services.

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(951) 782-4420

Northern Area Office
9342 Tech Center Drive #550
Sacramento, CA 95826
(916) 255-2501

Alternate Approval: Complete Sections 1, 2, 3, 4, and 5. Submit the completed application and required fees to: Department of Housing and Community Development, Manufactured Housing Section, P.O. Box 31, Sacramento, CA 95812-0031. If you have any questions you may contact the Department at (916) 445-3338.

- SECTION 1 - UNIT INFORMATION: Check one box to indicate the type of unit for which you are requesting services. If Commercial Coach, also indicate the Occupancy Group Code (i.e. B2, E2, A1, etc.) in the space provided. Enter the unit serial number(s). The serial number(s) can be located on the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or on the front cross member of the unit. Enter the year the unit was manufactured. Enter the manufacturer's name and/or trade name. This information can be obtained from the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or may be designated on the outside of the unit itself. Enter the decal or license number. This number is located on the license plate issued by DMV or the decal issued by the Department of Housing. Enter the California Insignia Number(s) or HUD Label Number(s) that were issued for this unit, if known.
SECTION 2 - OWNER/APPLICANT INFORMATION: Enter the owner's name(s) and address of the unit. If the address for the owner is different than the location of the unit, provide that information in the "Location Address" area. If the applicant is other than the owner, enter the name, address and telephone number of the applicant. The Department will contact or correspond with the party that is entered as the applicant. If the applicant is the same as the owner, the applicant information is not required to be completed.
SECTION 3 - CONTRACTOR, ARCHITECT OR ENGINEER INFORMATION: If the services are being performed by a contractor, enter the contractor's name and address. Also enter the contractor's license expiration date. If requested services involve an Architect or Engineer, enter the architect or engineer's name, address and license number.
SECTION 4 - DESCRIPTION OF WORK/ACTIVITY AND VALUATION: Provide a description of the work to be performed (i.e., installing a new roof, installing new windows, etc.) Enter the total cost of the work to be performed (total contact price).
SECTION 5 - SIGNATURE AND CERTIFICATION: The signature of the applicant is required along with the date the form is signed. If the application is for a replacement insignia or HUD label, the signature must be of the owner of the unit.

CONTRACTOR/OWNER-BUILDER DECLARATIONS

Contractor: Contractors proposing construction are required by state law to provide the following information:

- Item 1 - Licensed Contractor Declaration: Enter the contractor's license class, license number, license expiration date and the contractor's signature and date.
Item 3 - Workers' Compensation Declaration: Place a check mark next to the declaration regarding the workers' compensation coverage that applies to the contractor. If the second declaration is marked, the contractor must also provide the carrier's name and policy number. This item must be signed by the contractor and dated.
Item 4 - Construction Lending Agency: If there is a construction lending agency for the performance of the work for the service being requested, enter the name and address of the lending agency. If there is no lending agency involved, enter the word "none".
Item 5 - Certification: The certification must be signed and dated by the contractor or and agent on behalf of the contractor.

Owner-Builder: If the work or activity as described on the application, is being completed by the owner, the owner must complete the following items:

- Item 2 - Owner-Builder Declaration: Place a check mark next to the declaration which is applicable. If the third declaration is marked, enter the section number from the Business and Profession Code which provides the exemption and the reason for the exemption. The owner must also sign and date this section.
Item 5 - Certification: The certification must be signed and dated by the owner.

DEPARTMENT USE ONLY

APPROVAL OF THIS APPLICATION IS CONDITIONED TO COMPLIANCE WITH REGULATIONS OF THE DEPARTMENT: Any approval issued by the Department pursuant to this application is conditioned upon the applicant's compliance with the applicable provisions of the California Administrative Code, Title 25, Chapter 3, and the Business and Professions Code as it relates to contracting.

Five horizontal lines for signature or stamp.