

# PLUMAS COUNTY BUILDING DEPARTMENT



## MANUFACTURED HOME SUBMITTAL CHECKLIST

Plumas County Building Department has developed this submittal checklist to help expedite your plan check/permit issuance process. It is your responsibility to provide the following items. The gross square footage of your manufactured home determines the Permit fees and covers one resubmittal. More than one "Back check" incurs fees at the current hourly rate.

### **GENERAL**

- Complete your application and sign where applicable.
  - a. If you are applying as owner, you must be the parcel owner of record.
  - b. When other than the property owner is signing for the permit, a letter of authorization is required granting the authority to sign as the owner's agent.
- Complete the "Directions to Jobsite" form regardless of location within the County.
- California licensed contractor and license number declared with signature on application form  
Or
- Owner / Builder form signed - if applicable.
- An encroachment permit is required if you are connecting your driveway to a County or State maintained road. Obtain Permit from the County Public Works Department or Caltrans.
- Copy of manufacturer's Floor Plan for the Assessor's Office.
- California Department of Forestry "**Fire-Safe**" driveway plans for County Engineering review. \$143.00 fee

### **Plot Plan:**

- Provide Two (2) copies of a fully dimensioned plot plan drawn to scale showing location, size, and use of all existing and proposed structures on the lot.
- Identify property lines, all survey markers, show lot dimensions and all easements; indicate distance from property lines to proposed construction.
- Show locations of all cuts and / or fills, slopes, and label steepness of these slopes; show drainage patterns with minimum slopes.

### **Water:** (Provide One of the Following)

- Community water service: Provide a "**Will Serve**" letter from the water district prior to permit issuance; or
- Existing well permit #: \_\_\_\_\_ or  New well permit applied for

### **Sewage:** (Provide One of the Following)

- Community sewer service: Provide a "**Will Serve**" letter from the sewer district prior to permit issuance or.
- Existing septic permit #: \_\_\_\_\_ or  New septic permit applied for

### **SPECIFIC DATA**

- Two (2) approved Manufacturer's Setup Manuals **that have been stamped by a US Dept. of Housing and Urban Development (HUD) approved design issuing agency (Per §3282.203 HUD Code).**

The setup manual shall include instructions for setting the home in snow load for the area in which the home being installed. (See note #1 Snow Loads - at the end of this form).

- Two (2) "**Dealer Copies**" of the floor plan for your specific home. Ask your dealer for this item.

- For multi-wide homes, a **marriage line pier schedule** is required. This schedule should indicate the exact location and sizes of marriage line piers designed for your sites snow load.
- If your installation involves any "special" features (i.e., insulated-skirting, manufactured home approved attached garages, manufactured home approved attached porches, or alternates to any specific installation requirement shown in manufacturer's setup instructions) provide manufacturer's details at the time of submittal.
- A Copy of the Factory Order Form indicating the home meets the Wildland Urban Interface standards (WUI) The manufactured home dealer can obtain this form directly from the manufacturer.

***If the installation of the home is on a permanent Perimeter foundation:***

- Two (2) copies of complete working drawings (blue prints) of the foundation, ***stamped and wet-signed by a California licensed architect or engineer.*** All information must be related to the specific make, model and floor plan of the manufactured unit and must include the snow load design and supports, access required, load carrying capacity and spacing of vertical supports. The foundation design loads shall be consistent with the roof snow load, wind load, and seismic zone as established for permanent buildings in the same area. Soil default soil bearing pressure of 2000 p.s.f. is acceptable unless unusual site soil conditions exist. Where greater values are used, a soils report prepared by a licensed soils engineer is required. ***Local Frost Depth is 18" below grade.*** The plans must clearly indicate the foundation is a permanent foundation.

**A "Xi2 Foundation System" ALONE does NOT meet the requirements of the above or below paragraphs**

***If the installation of the home is a Pier set:***

- Manufacturer's pier set plan showing:**
  1. **I-frame pier sizing and spacing**
  2. **Marriage line pier locations and sizes (also known as carpet/pier drawing)**
  3. **Perimeter pier sizes and spacing, if required**
  4. **Perimeter skirting** plan showing connection to the home, ground contact pressure treated wood or rot resistant materials and vapor barrier / venting.

Two (2) copies of plans and specifications of a California State HCD approved engineered foundation system. The plans provided need to be stamped and signed by HCD and include the phrase in the approval box "Manufactured Home/Mobile Home Foundation System Health and Safety Code Section 18851 Approved."

Note: "Xi2" or equivalent "Foundation System" only provide lateral resistance to seismic, wind loads, and, under HCD convert the manufactured home to "real property" for loan and tax purposes.

- Additional fees to record HCD form 433(a) with the County Recorder's Office are applied at the time of installation completion. (The fee is \$14.00 for the first page and \$3.00 for each additional page) and a State Law SB2 \$75.00 fee collected by Recorder's Office - NOT a County fee.
- A complete set of architectural drawings and structural calculations must be submitted for any other structures, which are to be included such as awnings, porches, decks, garages, etc. and may require separate permit applications. Please note that Building Department will not issue permits for alterations to the modular unit. Permits from State Housing and Community Development (HCD) must be obtained for any alteration, repair, addition to or maintenance of the structure and building service equipment within the manufactured home and shall conform to regulations set forth in the Manufactured Homes Standards. Such work that is located outside of the manufactured home shall comply with applicable California codes and local building ordinances and is permitted by our local Building Department with prior approval from HCD for attachment to the modular home.
- If a home is installed under a Ramada, provide two copies of complete working drawings (blueprints) of the Ramada and structural calculations, ***stamped and wet-signed by a California licensed architect or engineer.***

- Provide** written evidence that registered owner owns the unit free of any liens or if there is a lien holder(s), that the lien holder(s) has consented to the placement of the unit on a foundation system. *(Please refer to Housing & Community Development at (800) 952-8356 to obtain a copy of registration or title of modular home ownership).*
- Provide Written Evidence that the Manufactured Home, Mobile Home, or Commercial Coach owner, owns, holds title to, or is purchasing the Home.
- Provide a copy of the grant deed.

**NOTES:**

1. **Snow Load and Design Criteria:** Each manufactured home must be designed and constructed to meet the snow load requirement for the specific area for which it is to be installed. The home's compliance certificate must clearly show that the home meets or exceeds the County's required snow load for the area. If the zoning requirements per P.C.C. Section 9-2.412 allow, a Ramada, which is designed to meet the required snow load, may be constructed over the manufactured home. Other design criteria: Wind Speed 85 mph 3 second gust, 110 mph VULT, Seismic Zone D, soil bearing without a special soils report is 2000 p.s.f, 18" Frost Depth (see online design criteria at <http://www.countyofplumas.com/DocumentCenter/View/13675> ).
2. **Additional Information for Permanent Manufactured Homes:** All provided doors in manufactured housing units must have permanent steps and landings that comply with 2013 C.R.C. R311 relating to landings, rails, riser and tread ratios. Doorways that are "temporarily blocked off" are not allowed.
3. State inspection tags/labels are required to be on each unit. New home units must have an insignia of approval by the US Dept. of Housing and Urban Development (HUD) and be certified by the State of California Department of Housing and Community Development (HCD).
4. For used manufactured homes/mobile homes, submit proof of the manufacture date (a copy of registration is acceptable) and snow load rating. If installing a permanent foundation system under an existing installed manufactured or mobile home, proof that that home was originally permitted by our department and a Certificate of Occupancy for that unit is required.