

Plan Submittal – Manufactured Homes

Policy and Procedure No.: **B-04-18**

November 2004 (Revised December 2010)

Purpose

This handout establishes a procedure for the installation of manufactured homes on private property. It shall be reviewed prior to submittal of any plans and before commencing any work.

Background

Health and Safety Code Section 18551 establishes regulation for the installation of manufactured homes. The California State Department of Housing and Community Development (HCD) administer the construction and inspection of such units that are sold, leased, or used in the State of California.

Enforcement

As a local enforcement agency, the Building Safety & Inspection staff only has jurisdiction to inspect manufactured home installations occurring within the city limits. No additional interior plan check is required for the unit as this has already been reviewed by HCD through their Standard Plan Approvals process. Our responsibility is limited to verifying the submitted information – plot plan, installation instructions with specifications, and plans, which may include an HCD Standard Plan Approval – is suitable to the site conditions and home. Concurrently, verification of an “insignia” (or red seal) certifying that they meet standards of the federal Department of Housing and Urban Development (HUD) is performed. Site installation requirements and inspections for on-site work such as grading and utility hook-ups within the property are also the responsibility of the local jurisdiction.

Alteration Inspection Authority

HCD approval is required when alterations are made to a manufactured home (other than the support system or foundation) such as changes to the structural, roofing, siding, fire-life safety, plumbing, electrical, mechanical and fire sprinkler systems and equipments. However, any exterior

alterations are subject to the local jurisdiction (i.e., cabana, porch or stairs). If alterations to the manufactured structure are made prior to or during installation or after occupancy without HCD approval, the “red seal” insignia will be **invalidated**.

Permits Required

Type of Uses Allowed

A building permit is required for the installation of manufactured homes on a conventional set-up for the following allowed uses only:

- Primary Dwelling (first dwelling on property)
- Accessory Dwelling (second dwelling on parcel)
- Agricultural Employee Housing (temporary use allowed with conditional approval by Planning)
- Medical Hardship Dwelling (temporary use allowed with conditional approval by Planning)
- Construction Site Dwelling (requires a valid dwelling permit for temporary on-site occupancy during construction of a custom home; however, the manufactured unit shall be removed as a condition of final inspection)

A permit can only be issued to a property owner(s), owner’s representative or a licensed contractor.

Plan Submittal for Construction

Quantity

- Two (2) sets of plans and specifications for the manufactured home providing verification of design and construction approval from HCD, including foundation and stair details must be submitted; a completed Application for Permit form and plan check fee paid. Upon submittal of plans, they will be distributed to Planning and Building Inspection & Safety for review.
- One (1) site plan, floor plan and elevation plans for the Assessor’s office (11” x 17” only).

Additional Agency Requirements

- Building permits cannot be issued prior to the approval of improvement plans (when applicable). On-site improvement plans must be submitted to Elk Grove Public Works under a separate cover. Contact **Public Works** at **(916) 478-2294** for submittal requirements, fees and timelines.
- A separate review and approval letter must be obtained from the local Fire Department prior to permit issuance. Plan submittal and fee information may be obtained from Fire Department staff located at the Building Safety & Inspection counter at **(916) 478-2235**, by calling the **Elk Grove Community Services Fire Department, 10573 E. Stockton Blvd., Elk Grove** at **(916) 405-7100** or by visiting their website at www.egcsd.ca.gov/fire.
- **Sacramento County Environmental Management Department** approval is required for buildings served by wells and/or septic systems. Please contact **(916) 875-8484** to obtain plan approval prior to submitting plans to Elk Grove Building Inspection & Safety.
- **Elk Grove Unified School District** collects Developer Fees for permanent new manufactured homes. The fees are collected by the district prior to permit issuance. Forms will be provided by Elk Grove Building & Safety during the plan review process. For current fee rates please call **(916) 686-7711**.
- **The County of Sacramento** collects infrastructure, water and sewer fees for new construction. Payment of these fees must be made to the County prior to permit issuance. Fee compliance forms will be provided by Elk Grove Building & Safety during the plan review process. Please contact **Technical Resources** at **(916) 876-6100** for fee estimates.

Plan Review Timelines

For residential plans, allow a minimum of **ten** business days for the first plan review; **five** business days for any subsequent reviews.

Minimum Plan Requirements

Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan: ¼" = 1' - 0"), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

Information

1. **Cover Sheet** - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact

person; name, address and phone number, title and registration information of project design professional; description of work including current applicable codes, type of construction, occupancy classification, if installing a fire sprinkler system; total floor area; zoning; index of drawings.

2. **Plot Plan** - lot dimension and parcel size; location of the manufactured home with all setback distances to property lines, easements and distances to other structures; north arrow; street identifications, access roadways; fire hydrants and other existing/proposed utilities; location of gas/electrical/ water meters and sewer/water lines; septic/well systems (if any); grade and pad elevations - verify if property is located in flood plain zone; ground slope drainage and topography. Plans shall be prepared by a registered civil engineer (if applicable).

Installation does not cover any additions or accessory structures, unless specifically included in the HCD approvals, such as deck, porch, carport, or garage since these elements are typically constructed on-site. If the applicant plans to add accessory structures on the site, include information relating to these in the Application for Permit and construction plans, and obtain approval from Building Safety & Inspection. If accessory structures are partially supported by factory constructed structures, such additional loads must be included in the HCD approvals. Please refer to additional handouts available at the Building Safety & Inspection counter for specific design requirements.

3. **Manufacturer's Installation Instructions** - a copy to include specifications for the structural assembly of multiple-section homes at the floor, walls and roof, roof closure, utility crossover connections, under-floor support locations and load specifications enforced by the local building inspector.
4. **Foundation and Support System** - homes may be installed on two types of systems:

Standard Foundation System: manufacturer designed foundation system with HCD's Standard Plan Approval.

The tiedown and support device requirements listed below do not apply to foundation systems.

Underfloor Support System: support systems may consist of two different types: 1) piers and pad support devices and a system of listed tiedown assemblies, or 2) an engineered tiedown system approved by HCD Standard Plan Approval.

The first system may include the use of concrete blocks of appropriate ratings, pre-cast concrete piers, and manufactured steel piers. Manufactured load bearing supports and devices (piers) are required to be listed by an HCD approved listing agency. Also, mechanical connection of metal and pre-cast concrete piers to the home and footings is required. However, concrete blocks used as supports are *exempt* from this requirement.

The second system (when *not* installed on a foundation system), requires the installation of tiedowns for all manufactured home installations after September 19, 1994. There are four acceptable methods:

I. *Manufactured Home Manufacturer's Installation Instruction* – system specified in the manufactured home manufacturer's installation instructions is floor plan specific; lists all needed components to a tiedown system, e.g., ground anchor, straps, buckles, bolts, etc.

II. *Listed Tiedown Assembly(s)* – a listed tiedown assembly manufactured by other than the home manufacturer; system is tested and listed by an HCD approved testing/listing agency.

III. *Independent Engineered Tiedown System* – system designed by a California registered engineer or architect for a specific home installation; system shall bear a "wet-signature" and stamp. Design is subject to plan checking by the local jurisdiction.

IV. *Standard Plan Approval (SPA)–Engineered Tiedown System* - Similar to #3, however the design may be used "repetitively"; no "wet-signature" and stamp required on plans/specs as these have already been plan checked and approved by HCD.

Written Certifications and Forms

At time of installation inspection, the applicant (contractor, owner or owner's representative) shall provide the local building inspector the following written and signed certification:

- Tiedown system was not modified prior to or during installation
- Support system was installed in accordance with the tiedown manufacturer's installation instructions, or in accordance with the plans/specs for an engineered system, whichever is appropriate

Subsequently, the building inspector must issue approval tags; at this time, utility suppliers may provide gas, water and electricity. The inspector must also issue a *Statement of Installation Acceptance* form, originally provided by HCD. A copy is to be provided to the dealer, or homeowner

(the copy provided to a dealer is submitted to the escrow agent to initiate disbursement of the purchase funds held in escrow).

HCD513A, Installation Acceptance. Form is commonly referred to as the Certificate of Occupancy. Local jurisdiction uses this form for standardization to streamline the work of escrow agents and financial institutions.

HCD513C, Installation Acceptance-Foundation System. Used when the installed manufactured home is placed on a foundation system.

HCD433A, Notice of Manufactured Home Installation on a Foundation System. To be completed in full by the Building Safety & Inspection staff once the installation of a manufactured home on a foundation system is completed, and on the same day the final inspection is issued. Copies shall be distributed to: 1) the County Recorder for recording the improvement to real property; 2) HCD in order to close the HCD record created by the Manufacturer's Certificate of Origin, a temporary title document until the home is sold; 3) the homeowner purchaser; and 4) for Building Safety & Inspection records.

Installation Methods

The installation method of a manufactured home will determine how it will be titled, and what taxation and fees apply. The three different methods are:

1. Personal Property - the home will not be an improvement to the underlying real property on which the home is located. Common installation methods utilize steel piers or concrete blocks, typically on wood footings and tiedowns. This method is most commonly used within mobilehome parks.
2. Real Property on a Foundation System - installation of home shall be on a foundation system, thereby becoming a fixture and an improvement to the underlying real property. The Building Safety & Inspection staff remits documentation (HCD 433A form) and fees (\$11 for each transportable section of the home) to the HCD in accordance with state regulations.
3. Personal Property on a Foundation System - allows a manufactured home to be installed on a foundation system while the home remains personal property (chattel). The home still complies with the same foundation design criteria as for real property installations, but it does not become an improvement to or titled with the underlying real property. This is typical for mobilehome parks and large agricultural properties.

Insignia

Each home manufactured since *June 15, 1976* shall bear a 2-in by 4-in **red metal plate** HUD Label affixed to the outside surface of the rear wall, at the floor level of *each* transportable section. For homes constructed between September 1, 1958 and June 14, 1976, these should bear an HCD Insignia of Approval.

Inspections

After the manufactured home has been sited, the applicant is required to schedule an inspection. The Building Inspector inspects the structure to ensure that it has been properly sited and meets all applicable code requirements. Manufacturer's instructions must be at the site during the inspection. The following list includes inspection requirements for manufactured homes:

- Yard and setback requirements
- Permanent foundation
- Electrical hookup
- Site grading
- Final

Inspection Phone Line

The inspection phone line is **(916) 478-2225**, available 24 hours/day. Inspections requests received *after* 5:00 am will be scheduled for the following business day.

(Note: morning or afternoon inspections cannot be guaranteed, please call the office in advance).

Questions?

For additional questions regarding instructional materials, reporting forms, or regarding foundation system installation requirements, or defects please contact the State agency at:

***Department of Housing and Community
Development
Division of Codes and Standards
Manufactured Housing Section
PO Box 31, CA 95812-0031
Phone: (916) 445-3338
www.hcd.ca.gov/codes/mhp/infobkts.html***

Fees

Building fees are based on the construction valuation equal to 25% of the value used for a new Type V-N dwelling building, **plus** the full value of decks, porches, stairs, and other related on-site improvements. Additionally, costs such as development fees, will also be included.

Application Forms

An Application for Permit form may be requested at the Building Safety & Inspection office located at:

Address: *8401 Laguna Palms Way*

Phone: *(916) 478-2235*

Hours: *Monday through Friday
8 am – 5 pm*