

Placement of Manufactured Homes on Private Property

PURPOSE

To establish a procedure for permitting and inspecting a manufactured home or mobile home on private property. For the purpose of this policy, a manufactured home shall be considered the same as a mobile home.

GENERAL

The scope of this policy applies to manufactured homes intended for permanent use placed within the unincorporated county, excluding mobile home parks. Manufactured homes placed within mobile home parks fall under California State Department of Housing and Community Development (HCD) jurisdiction and are not addressed within the scope of this policy. Manufactured homes intended for temporary use are addressed under PRMD Policy 8-1-1.

Federal Housing and Urban Development (HUD) and the California Health and Safety Code Section 18551 establish regulations for the construction and placement of manufactured homes. As a general rule, federal and state regulations preempt local building standards and establish a procedure for permit issuance. Applicable laws allow local zoning regulations to limit installation options. PRMD's responsibility consists of verifying the submitted information complies with either HUD or HCD standards as limited by our zoning regulations.

HCD oversees the manufacture of units that are sold, leased, and used within the State of California. Units manufactured outside the state of California must meet HUD standards. All manufactured homes must be permanently labeled to identify their date and location of manufacture.

HCD retains jurisdiction and is the permit authority for any alterations or repairs to the structural framing, roofing, siding, plumbing, electrical, mechanical or fire sprinkler systems within a manufactured home. PRMD has jurisdiction of the support system and is the permit authority for any site built additions, carports, garages, cabanas, ramadas, porches, decks and stairs. PRMD has jurisdiction over utilities servicing a manufactured home as with any other residential structure.

Our zoning regulations allow manufactured homes to be used as a dwelling unit, agricultural employee housing or as a temporary construction site dwelling in accordance with PRMD policy 8-1-1. Our zoning regulations also establish whether or not a manufactured home is required to be supported by a permanent "foundation system" or is allowed to be installed with a non-permanent support and bracing system historically known as a "set-up." In those zoning districts where a "set-up" is allowed, a zoning permit is required. However, the permit applicant may

elect to support a manufactured home with a Permanent Foundation System to negate the requirement for a zoning permit. When a manufactured home is allowed on a temporary basis, a non-permanent support system will be required.

In addition to determining the support system, the permit applicant must identify how the unit will be titled (taxed) after installation is complete. The installer must elect to title the unit as Personal or Real property.

Units titled as Personal Property are considered movable personal property and will be taxed as vehicle registration via payment to the State of California. Units titled as Real Property are taxed as real property paid to the County of Sonoma as property taxes. Titling as Real Property requires the completion of several state mandated forms. Only those units supported by a Permanent Foundation System may be titled as Real Property. Non-Permanent Support Systems may not be taxed as Real Property.

The support system and titling method elected will predicate the permit and installation process to be followed.

AUTHORITY

Health and Safety Code Section 18551

PROCEDURE

A. Definitions

1. **Conversion to Real Property-** is the process of converting a manufacture home from Personal Property (movable property) to Real Property via completion of the require HCD forms.
2. **Factory Built Housing-** See PRMD Policy 4-0-9
3. **Manufactured Home** is defined per Section 18007 Health and Safety Code as a structure that was constructed on or after June 15, 1976, is transportable in one or more sections, is eight body feet or more in width, or 40 body feet or more in length, in the traveling mode, or, when erected on site, is 320 or more square feet, is built on a permanent chassis and designed to be used as a single-family dwelling with or without a foundation when connected to the required utilities and includes the plumbing, heating, air conditioning, and electrical systems contained therein.
4. **Mobile Home** is identical to Manufactured Home except constructed prior to June 15, 1976.

5. **Permanent Foundation System** is considered a permanent support system consisting of concrete footings, piers or stem walls conforming to Title 25, Chapter 2, or Title 24 Part 2 of the California Code of Regulations.

Note: Sonoma County Zoning Code does not allow the use of Permanent Foundation System on Manufactured Homes over 10 years old per Section 26-88-090(c)2.

6. **Non-Permanent Support System**, commonly known as a “Set-up” is defined as a support and anchorage system designed to support vertical loads and resist wind and seismic forces per HUD or HCD standards. It is not considered a Permanent Foundation System and may be visually indiscernible from a Permanent Foundation System.

B. Determination of Support System Required or Allowed

The permit technician shall initialize a B-BLD permit application, identify the support system requested (permanent foundation or set-up), and titling method (Real or Personal Property). If a permanent foundation system is proposed, the application shall be titled “Manufactured Home on a Permanent Foundation.” If a non-permanent support system is proposed, the application shall be titled “Manufactured Home Set-Up.”

C. Zoning Approval

The applicant shall be routed to the Project Review desk to determine parcel zoning and if the proposed support system is acceptable. Project Review staff shall determine if the support system requires a zoning permit or design review. Planning staff shall note if the unit is being used as a primary dwelling or ag employee housing. Applications for use as temporary construction purposes require A-TEM permit application. The applicant should be routed back to a permit technician to determine if the application is complete for submittal.

1. For installation with a Permanent Foundation System and taxed as Real or Personal Property, procedure D noted below should be followed.
2. For installation with a Non-Permanent Support System, procedure E noted below should be followed. Manufactured homes installed with a Non-Permanent Support System may not be taxed as real property.

D. Installation with a Permanent Foundation System

1. Four (4) sets of site plans and permanent foundation system plans are required. The support system proposed must be approved by the California Department of Housing

and Community Development (HCD) specifically approved as a “Manufactured Home Foundation System.” As an alternative, the plan may be designed, stamped and signed by a State licensed professional engineer or architect.

- a. If the application is submitted under stamp and signature of a State licensed professional, plan check fees may apply to the foundation system and permit fees shall be calculated on the lineal footage of the exterior building perimeter.
 - b. If the application is submitted with a HCD approved Permanent Foundation System, plan check fees may not be collected for the foundation system. Permit fees shall be calculated based on the lineal footage of the exterior building perimeter.
2. Two (2) copies of the HCD approved manufacturer’s installation manual. If the installation manual is not available, a generic installation manual authored by a private testing agency authorized by the U.S. Department of Housing and Urban Development (HUD) is acceptable. Use of the installation manual for a support system design is not allowed as a Permanent Foundation System unless specifically stamped by HCD and approved as a Permanent Foundation System.
 3. Residential Green Building Plan Review Fees at the reduced (50%) rate shall be applied to foundation systems submitted under stamp and signature of a state licensed professional. Residential Green Building Plan Review Fees shall not be applied to HCD approved foundation systems. Residential Green Building Inspection Fees at the reduced (50%) rate should be applied to all manufactured homes with a permanent foundation system.
 4. For those units proposed to be taxed as Real Property, PRMD plan check staff shall provide a “Notice of Manufactured Home (Mobile Home) or Commercial Coach, Installation on a Foundation System, HCD Form 433(A) and HCD 433(B) at the time of permit issuance. The applicant shall retain these forms. The forms must be completed by the applicant and recorded with the Sonoma County Recorder’s Office after installation before a certificate of occupancy can be issued. (See Occupancy below).
 5. For those units proposed to be taxed as Personal Property, no additional forms are required.

E. Installation with a Non-Permanent Support System

1. Submission of a zoning permit application is required.
2. Four (4) sets of site plans. The applicant has the option of using the support system as noted in the installation manual, or may use any HCD approved standard plan. An

engineered Permanent Foundation System may be used with this application to negate the requirement for a zoning permit. However, the applicant must follow the procedure identified in step D noted above.

3. Two (2) copies of the HCD approved manufacturer's installation manual. If the installation manual is not available, a generic installation manual authored by a private testing agency authorized by the U.S. Department of Housing and Urban Development (HUD) is acceptable.
4. Plan check fees shall not be collected for the foundation system. Plan check fees shall be collected for site built attached structures such as carports, garages, cabanas, ramadas, porches, decks and stairs. Permit fees shall be calculated based on the lineal footage of the exterior building perimeter and all attachments at their normal permit fee.
5. Residential Green Building Plan Review Fees and Residential Green Building Inspection Fees at the reduced (50%) rate should be applied to verify compliance with CalGreen.

F. Permit Issuance for all support systems and titling

A site review is required for all installations per PRMD Policy 4-0-1. Once the site review is complete, Plan Check staff will review the application materials to verify compliance with HUD or HCD standards or in the case of an engineered Permanent Foundation System, complete a plan check review for those components. The assigned plans examiner will contact the applicant to request corrections to plans and/or to request additional information, if necessary. After the plan review and/or verification of standards is completed, the application package is stamped and routed to the Customer Service Section who will notify the applicant the permit is ready for issuance. A building permit may be issued after the following:

1. All required approvals, including but not limited to the following, have been obtained and fees paid consisting of:
 - a. Zoning/Planning
 - b. Well & Septic or Sewer
 - c. Fire
 - d. Encroachment
 - e. All applicable development fees have been paid.
 - f. All building permit fees have been paid.
2. The applicant will then be provided instructions for scheduling inspections and also provided a Field Inspection Record card upon which the building inspector will sign off all approved inspections.

3. After permit issuance, the applicant may proceed with installation of the foundation or support system as approved and request all required inspections. The building inspector is responsible for signing off all approved inspections on the Field Inspection Record card.

G. Final Inspection and Occupancy

For those units being title as Personal Property, no other paperwork is required. The building inspector may give final approval (inspection type 199) once all departmental approvals are granted and inspections are complete.

For those units being titled as Real Property, the following additional steps are required:

1. After installation of the unit and approval of all required inspections, the building inspector will approve inspection type 193. The applicant should be instructed to complete the HCD 433 (A) form and return to PRMD (Plan Check Cubicle) with the Field Inspection Record and the form.
2. When the applicant returns to PRMD, a plans examiner will review the form to ensure that they are complete. Incomplete forms will delay the applicant receiving a certificate of occupancy for the unit.
3. The PRMD plans examiner will sign the completed HCD Form 433(A) and issue a Certificate of Occupancy, HCD-513C. One copy of the HCD-513C form and the HCD Form 433(A) will be given to the applicant.
4. The applicant shall record the HCD Form 433(A) at the Sonoma County Recorder's Office. Recordation fees shall be paid by the applicant.
5. The applicant returns to PRMD with a conforming copy of the recorded HCD Form 433(A) and a check made payable to HCD for a transportable unit fee for each transportable section per the annual adopted fee.
6. The applicant shall complete a Notice to the Assessor, HCD Form 433(B). The plans examiner shall send the completed form via county courier to the Sonoma County Assessor for filing. This form notifies the Assessor that the unit is deemed a real property improvement to the property to which it is affixed. The unit is no longer subject to vehicle license fees.
7. The plans examiner shall forward the following to the Department of Housing and Community Development:

- a. The recorded HCD Form 433(A) document.
 - b. A copy of the Certificate of Occupancy, form HCD-513C.
 - c. The check made payable to HCD for the transportable unit fee.
8. The plans examiner will approve final inspection by attaching photocopies of the approved HCD 433(A) and HCD-513C forms to the building inspector's field record and approve final inspection with a 199 inspection activity in Permits Plus.

H. Conversion of Personal to Real Property after the original installation.

A manufactured home may be converted from Personal Property to Real Property any time after final approval if the manufactured home was supported by a permanent foundation system. If installation was via a "set-up" the support system may be converted to a Permanent Foundation System via the following process:

1. Submit an application under stamp and signature of a State licensed professional to install or verify the current installation is a permanent foundation system. Plan check fees shall apply to the foundation system and permit fees shall be calculated on the lineal footage of the exterior building perimeter. The applicant shall be given a HCD433(A) form.
2. The installer shall call for all required foundation inspections as necessary. After the work is complete, the building inspector will approve inspection type 193. The applicant should be instructed to complete the HCD 433 (A) form and return to PRMD (Plan Check Cubicle) with the Field Inspection Record and the form.
3. When the applicant returns to PRMD, a plans examiner will review the form to ensure that they are complete. The PRMD plans examiner will sign the completed HCD Form 433(A) and issue a Certificate of Occupancy, HCD-513C. One copy of the HCD-513C form and the HCD Form 433(A) will be given to the applicant.
4. The applicant shall record the HCD Form 433(A) at the Sonoma County Recorder's Office. Recordation fees shall be paid by the applicant.
5. The applicant returns to PRMD with the recorded HCD Form 433(A) and a check made payable to HCD for a transportable unit fee for each transportable section per the annual adopted fee.
6. The applicant will be given a Notice to the Assessor, HCD Form 433(B). The applicant shall submit this completed form to the Sonoma County Assessor for filing. The plans examiner shall forward the forms and check to the Department of Housing and Community Development.

ATTACHMENTS

- A. HCD 433A
- B. HCD 433B
- C. HCD 513C

Approved by:

/s/ Pete Parkinson

Pete Parkinson, Director

Lead Author: Ben Neuman

Intranet

Intranet and Internet



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:

WHEN RECORDED MAIL TO:
 NAME

ADDRESS

CITY, STATE, ZIP CODE

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

OWNER INFORMATON

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

BUILDING PERMIT NO. () TELEPHONE NUMBER

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

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 INSIGNIA(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



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 _____ 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

--- SAMPLE ONLY ---

CERTIFICATE OF OCCUPANCY

BUILDING PERMIT NO. _____

Address or Location of unit _____
Legal Description of Real Property _____

A Mobilehome/Manufactured Home Commercial Coach has been affixed to the real property described above by installation on a foundation system pursuant to Health and Safety Code Section 18551.

Owner's name: _____

Owner's address: _____

INSIGNIA OR HUD NUMBER: _____ SERIAL NUMBER OR V.I.N.: _____

MANUFACTURER'S NAME: _____ YEAR OF MANUFACTURE: _____

(Official Approving Installation) (Enforcement Agency) (Date) (Phone)