

- Cabana-Support System –submit copies of an approved Standard Plan Approval (SPA)
Cabana-Floor plans shall indicate the use, dimensions of all rooms and the location of heat registers and comply with 25 CCR 1452.
- Cabana-Framing plans for floors, walls, roofs, braced wall panel locations, framing details at windows and doors; include sizes & type of lumber and mechanical connections as required by 25 CCR 1446 and the current edition of the California Residential Code.
- Cabana-Light and Ventilation shall comply with 25 CCR 1458.
- Cabana-Electrical Review and complete Manufactured Home Electrical Load Worksheet (HCD-MH 527) and comply with 25 CCR 1436.
- Cabana-Electrical plans shall show all receptacles, lights, switches and junction box locations and comply with 25 CCR 1460.
- Cabana- Energy Standards shall comply with 25 CCR 1464.
- Cabana- Plumbing plans, if installing a bathroom/laundry room provide a single line drawing of the water supply and sewage disposal including type of materials and shall comply with 25 CCR 1440.
- Plans and specifications submitted shall be of sufficient clarity to indicate the work proposed.
- An approved set of plans, specifications, plot plan and a copy of the Permit to Construct and Permit for Alteration shall be kept on the job site in a conspicuous location until the enforcement agency has approved the final inspection.
- The work performed shall follow the plans and specifications without deviation.

NOTE: When fuel burning equipment is enclosed in a cabana it shall comply with 25 CCR 1462.

The completed documentation can be submitted in person or through the mail to either of the Area Offices listed on the back of the Permit to Construct.

Freestanding Cabana in Mobilehome Parks

This handout contains the information and code requirements to build a freestanding Cabana within a mobilehome park.

Note: If the Manufactured Home is altered to accommodate the cabana a separate permit and associated fees is required for the alteration of the home.

Part I Overview of the regulations for accessory structures in parks, found in the California Code of Regulations.

Part II Overview of the requirements for accessory structures in parks, found in the California Residential Code and covers: Ignition Resistant Construction of Roofing, Exterior Covering, Exterior Windows and Doors and Roof Assemblies.

Part III A schedule of permit fees associated with the construction of a Freestanding Cabana, HCD 50, HCD 415, HCD 538, HCD-MH 527 and Classification of Fire Hazard Severity Zone form.

This handout and the forms contained in it are available on line at:

<http://www.hcd.ca.gov/codes/mp/OnlineForms.html>

Definitions:

- **Accessory building or structure.** Any awning, window awning, cabana, ramada, storage cabinet, storage building, private garage, carport, fence, stairway, ramp, or porch, or any other building or structure other than a patio, established for the use of the occupant of a unit.
- **Cabana.** A freestanding accessory building or structure, or building component of a unit, located immediately adjacent to and intended to increase the living area of that unit, which is a portable, demountable, or permanent room enclosure or other building erected or constructed for habitation. A cabana shall not exceed the size of the unit to which it is an accessory.
- **Equipment.** All materials, appliances, devices, fixtures, fittings, or accessories used in the structural, fire safety, plumbing, mechanical, and electrical systems of units, accessory buildings and structures, buildings, structures, infrastructures, and systems subject to this chapter.
- **Occupied Area.** The total of all the space occupied by a unit, including eave overhangs and projections; building components; and all accessory buildings or structures on a lot.
- **Support System.** A system of supports which sustains the vertical loads of a unit, accessory building or structure, or building component. A support system does not include a foundation system.

Part I

California Code of Regulations - Title 25, Division 1, Chapter 2, Article 9

Requirements for Accessory Buildings and Structures

§ 1422. Application and Scope

(a) Except as otherwise noted, the requirements of this article shall apply to the construction, use, maintenance, and occupancy of accessory buildings or structures and building components constructed or installed adjacent to units both within and outside of parks.

(b) Accessory buildings or structures or building components that are constructed and maintained in accordance with those statutes and regulations which were in effect on the date of original construction, are not subject to the requirements of subsequent regulations. An accessory building or structure or building component that is moved to a different location shall be subject to the permit to construct requirements of this chapter. Any alterations or additions must comply with the current provisions of this chapter.

(c) No accessory structure may be attached to or be supported by an MH-Unit if the manufacturer's installation instructions prohibit attachment or transmission of loads to the unit or require freestanding structures.

(d) When the manufacturer's installation instructions are not available, accessory structures with a roof live load greater than ten (10) psf shall be freestanding. An existing awning or carport, exceeding ten (10) psf that was previously supported by the unit, may be reinstalled at the time of MH-Unit installation.

§ 1424. Regulated Structures

(a) Accessory buildings or structures or building components which do not comply with this article or are deemed to be unsafe by the enforcement agency shall not be allowed, constructed, or occupied.

(b) A permit shall be obtained from the enforcement agency to construct or install an accessory building or structure as required by Article 1 of this chapter, unless specifically exempted in section 1018 of this chapter.

§ 1426. Accessory Buildings or Structures and Building Components Installed in Fire Hazard Severity Zones

(a) Accessory buildings or structures or building components constructed or installed in parks in a State Responsibility Area Fire Hazard Severity Zone or a local Very-High Fire Hazard Severity Zone, as indicated on the California Department of Forestry and Fire Protection's Fire Hazard Severity Zone Maps, shall comply with Title 24, Part 2.5, Chapter 3, section R327 of the California Residential Code (CRC) which is hereby incorporated by reference with the exception of the following provisions: Sections R327.1.5, R327.2 (Fire Protection Plan) and R327.3.6.

(b) Accessory buildings or structures or building components constructed or installed outside of parks in a State Responsibility Area Fire Hazard Severity Zone, a local Very-High Fire Hazard Severity Zone, or a local Wildland-Urban Interface Fire Area shall comply with the provisions of the CRC, Title 24, Part 2.5, Chapter 3, section R327.

§ 1428. Location

(a) In parks, accessory buildings or structures, or any part thereof, on a lot shall maintain the following setbacks from lot lines:

(1) When constructed of noncombustible materials:

(A) May be up to the lot line, provided a minimum three (3)-foot clearance is maintained from any other unit, accessory building or structure, or building component on adjacent lots.

(2) When constructed of combustible materials:

(A) A minimum three (3)-foot clearance from all lot lines, and

(B) A minimum six (6)-foot clearance from any other unit, accessory buildings or structures, or building components on adjacent lots constructed of combustible materials.

(b) Cabanas shall meet the location requirements for units, as referenced in section 1330 of this chapter.

(c) Location requirements governing private garages and storage buildings are contained in section 1443.

(d) Stairways with landings less than twelve (12) square feet may be installed to the lot line provided they are located a minimum of three (3) feet from any unit, or accessory building or structure, including another stairway, on an adjacent lot. However, if the stairway is an up-and-over design (steps up the front and down the back) that provides access to the lot beyond the stairway, it does not need to maintain the separation from a unit or accessory building or structure, including another stairway, on an adjacent lot.

(e) Fencing of any material, that meets the requirements of section 1514 of this article, may be installed up to a lot line.

(f) No portion of an accessory building or structure, or building component shall project over or beyond a lot line.

Part I

(3) Region III includes the following counties:

Alpine, Calaveras, El Dorado, Lassen, Madera, Mariposa, Mono, Nevada, Placer, Plumas, Shasta, Sierra, Tehama, Trinity, Tulare, Tuolumne, Yuba.

(b) Parks that have received approval for a snow roof load maintenance program prior to July 7, 2004, shall maintain the snow roof load maintenance program, as long as accessory buildings or structures, or building components in the park do not meet the minimum roof loads for the area. Accessory buildings or structures or building components installed after July 7, 2004, must have the capacity to resist the applicable minimum roof live loads of the region in which it is installed, as set forth in Table 1433-1.

(c) The park owner or operator shall be responsible for the continued management of an existing snow roof load maintenance program approved for the park.

(d) Roof live load requirements shall not apply to storage cabinets.

(e) Accessory buildings or structures or building components may be relocated from one park to another and reinstalled under permit within another park provided the requirements for roof live load in the new park are not greater than the requirements of the park in which the accessory building or structure or building component was previously installed.

§ 1433.1. Accessory Building or Structure Roof Live Loads in Parks Located Above 4,000 Feet in Elevation

(a) Notwithstanding the provisions of Section 1433, if an accessory building or structure that is proposed to be installed within a mobilehome park located above 4,000 feet in elevation does not have the capacity to resist the minimum snow loads as established for residential buildings by local ordinance, the accessory building or structure may only be installed in a mobilehome park if all of the following conditions apply:

(1) The park has and is operating a snow roof load maintenance program approved by the enforcement agency;

(2) the accessory building or structure has the capacity to resist a roof live load of sixty (60) pounds per square foot (psf) or greater;

(3) the installation complies with all other applicable requirements of this chapter;

(4) the installation is approved by the enforcement agency; and

(5) the enforcement agency's approval of the snow roof load maintenance program is shown on the mobilehome park's permit to operate.

NOTE: An accessory structure located beneath another accessory structure (e.g., a porch which is located beneath an awning) is excluded from the snow load requirements of this section when the overlying accessory structure meets the requirements of this section.

(b) The operator of a mobilehome park located above 4,000 feet in elevation may request and obtain approval from the enforcement agency for a snow roof load maintenance program. The request for an approval shall include, but not be limited to, the following information:

(1) The type of maintenance to be used to control snow accumulation;

(2) the capacity and capability of personnel and equipment proposed to satisfactorily perform the snow roof load maintenance program; and

(3) an application for an amended permit to operate in accordance with section 1014 of this chapter.

§ 1434. Calculations and Test Procedures

(a) The load bearing capacity of elements or assemblies shall be established by calculations in accordance with generally established principles of engineering design. However, when the composition or configuration of elements, assemblies or details of structural members are such that calculations of their safe load-carrying capacity and basic structural integrity cannot be accurately determined in accordance with generally established principles of engineering design, structural properties of such elements or assemblies may be established by the results of tests that are designed and certified by an architect or engineer, with the test results approved by the department.

(b) When any structural design or method of construction is substantiated by calculations and supporting data, the calculations and supporting data shall be approved by an architect or engineer and shall be submitted to the department.

(c) When the design of accessory structures is substantiated by calculations or tests, all structural plans shall be approved by the architect or engineer in charge of the total design.

(d) When any design or method of construction is substantiated by tests, all of these tests shall be performed by an approved testing agency acceptable to the department or shall be directed, witnessed, and evaluated by an independent architect or engineer. All test procedures and results shall be reviewed, evaluated, and signed by an architect or engineer. The approved testing agency, architect, or engineer shall submit the evaluation of test results, calculations, and recommendations, to the department. The department may require that a representative of the department witness the test.

Part I

(g) Any accessory building or structure, or building component may be installed up to a lot line bordering a roadway or common area provided there is no combustible building or structure in the common area within six (6) feet and no building or structure of any kind within three (3) feet of any portion of the accessory building or structure, or building component. The maximum seventy-five percent (75%) lot coverage allowed by section 1110 of this chapter shall be maintained.

(h) Wood awning or carport support posts four (4) inches or greater in nominal thickness may be located up to a lot line provided the remainder of the awning or carport is composed of noncombustible material.

§1429. Required Exits

(a) An enclosed accessory building or structure or building component may be constructed or installed to enclose an emergency exit window from a sleeping room within a unit provided the enclosed area adjacent to the emergency exit window has a door not less than twenty-eight (28) inches in width and seventy-four (74) inches in height providing direct access to the outside. The exit doorway from the enclosed accessory building or structure, or building component shall comply with the exit illumination requirements contained in the California Residential Code and lighting outlet requirements contained in the California Electrical code.

(b) An accessory building or structure which encloses a required exit doorway from an MH-unit shall have an exit path and exit that does not violate the exit facilities requirements for manufactured homes, as contained in the Manufactured Home Construction and Safety Standards, 24CFR, Part 3280.105.

(c) An awning enclosure that encloses a required exit shall not be divided with interior walls or barriers unless the divided areas contain additional exit doors serving the divided areas that comply with subsection (a).

§ 1432. Construction

(a) Construction and installation of accessory buildings or structures or building components shall comply with the structural requirements of the California Residential Code, except as otherwise provided by this article. The enforcement agency may require accessory buildings and structures or building components be designed and constructed to withstand live loads, vertical uplift or horizontal forces from any direction in excess of the minimum loads specified in this chapter, based on local geologic, topographic, or climatic conditions, when approved by the department.

(b) Accessory buildings and structures constructed of aluminum or aluminum alloy shall be designed to conform to the specifications contained in the California Residential Code.

(c) Unless data to substantiate the use of higher values is submitted to the enforcement agency, the allowable loading of accessory buildings or structures or building components on the soil shall not exceed one thousand five-hundred (1,500) psf vertical soil bearing pressure, one hundred fifty (150) psf of depth lateral soil bearing pressure, and one hundred sixty-seven (167) psf frictional resistance for uncased cast-in-place concrete piles.

§ 1433. Roof Live Load

(a) Except as provided in section 1443.1 of this article, every cabana installed on or after July 31, 1976 or every accessory building or structure or building component installed on or after June 10, 1979 shall have the capacity to resist the applicable minimum snow load of the region in which it is installed or as is provided by this section.

TABLE 1433-1

General Roof Live Load Requirements for Accessory Buildings or Structures and Building Components

Region I		Region II		Region III	
Elevation	Roof Live Load	Elevation	Roof Live Load	Elevation	Roof Live Load
All Elevations	20 PSF	0-3000 ft.	20 psf	0-2000 ft.	20 psf
		3001 – 3500 ft.	30 psf	2001 – 3000 ft.	30 psf
		3501 – 4000 ft.	60 psf	3001 – 4000 ft.	60 psf

Table 1433-1 shall apply except where either greater or lesser snow loads have been established through survey of the region, and approved by the department.

(1) Region I includes the following counties:

Alameda, Butte, Colusa, Contra Costa, Del Norte, Glenn, Humboldt, Imperial, Kings, Lake, Los Angeles, Marin, Mendocino, Merced, Monterey, Napa, Orange, Sacramento, San Benito, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Stanislaus, Sutter, Ventura, Yolo.

(2) Region II includes the following counties:

Amador, Fresno, Inyo, Kern, Modoc, Riverside, San Bernardino, Siskiyou.

Part I

(2) if the ceiling or roof is sloped, the minimum ceiling height is required for not less than one-half (1/2) of the sloping ceiling area. No portion of any room having a ceiling height of less than five (5) feet shall be considered as contributing to the minimum area required by this section.

(b) Cabana habitable room dimension requirements:

(1) A habitable room created by the construction of a cabana shall not be less than seven (7) feet in any horizontal dimension, and

(2) shall have a superficial floor area of not less than seventy (70) square feet, excluding a private toilet and bath compartment or storage area.

(3) For purposes of this subsection, horizontal dimension requirements for rooms created by the construction of a cabana may include existing space within the unit.

§ 1450. Cabana—Support System

(a) Cabanas may be installed using a support system in lieu of continuous footings. Girders shall be designed and constructed to evenly distribute the loads carried to the footings.

(b) Support systems shall comply with the applicable requirements of section 1334.

(c) When a support system is used in lieu of a foundation system, the cabana shall comply with the tie down requirements for manufactured homes as specified in sections 1336.1 through 1336.3.

§ 1452. Cabana—Floors

Where a concrete floor on grade is used, it shall have a thickness of not less than three-and-one-half (3 1/2) inches. The surface of a concrete floor shall not be less than two and one-half (2 1/2) inches above the adjacent grade. Wood sills shall not be less than six (6) inches from adjacent earth. A wood floor may be laid directly on a waterproofed concrete slab.

§ 1458. Cabana—Light and Ventilation

(a) Each habitable room shall have an aggregate glazed window area of not less than eight (8) percent of the gross floor area for natural lighting with a minimum of fifty (50) percent of that glazed area able to be opened for ventilation. When the cabana encloses windows of the manufactured home or mobilehome, park trailer, or travel trailer required for light and ventilation, the window area of the cabana shall be not less than the total area of windows enclosed by the cabana.

(b) A bathroom, toilet room, or service room shall have an aggregate window area of not less than three (3) square feet, except where an approved mechanical ventilation system is provided. When a service or storage room does not enclose or obstruct a window of the manufactured home or mobilehome, park trailer, or travel trailer, no additional window area is required.

(c) Where ventilation of a room is by natural means, openings such as windows, skylights, grilles or gravity vents shall have a minimum net free cross-sectional area opening to the outer air equal to five (5) percent of; gross floor area.

(d) Required windows of a cabana shall open to an open space, either directly or through a porch or awning having a minimum clear height of not less than six (6) feet two (2) inches. Such porch or awning shall be at least fifty (50) percent open on the side opposite the windows.

(e) For bathrooms, toilet rooms or service rooms, where the net free cross-sectional area of available natural ventilation is less than five (5) percent of the gross floor area, an approved system of mechanical ventilation and artificial light may be used in lieu of required natural light and ventilation.

(f) Where mechanical ventilation is installed, it shall be capable of producing two (2) air changes per hour with not less than one-fifth (1/5) of the air supply taken from outside the cabana, except that in bathrooms, toilet rooms or service rooms, the mechanical ventilation system, connected directly to the outside, shall be capable of providing five (5) air changes per hour.

§ 1460. Cabana—Electrical Installations

(a) The requirements for electrical installations in cabanas shall comply with the California Electrical Code.

(b) Each cabana shall be provided with not less than one (1) branch circuit complying with section 1436 of this chapter.

(c) When electrical heating equipment or other fixed appliances are installed in a cabana, the cabana shall be provided with not less than two branch circuits.

Part II

California Residential Code - Title 24, Part 2.5

Requirements for Cabanas

Section R327.4 Ignition Resistant Construction

R327.4.1 General. The materials prescribed herein for ignition resistance shall conform to the requirements of this chapter.

R327.4.2 Ignition-resistant material. Ignition-resistant material shall be determined in accordance with the test procedures set forth in SFM Standard 12-7A-5 "Ignition- Resistant Material" or in accordance with this section.

R327.4.3 Alternative methods for determining ignition resistant material. Any one of the following shall be accepted as meeting the definition of ignition-resistant material:

1. Noncombustible material. Material that complies with the definition for noncombustible materials in Section R202.
2. Fire-retardant-treated wood. Fire-retardant-treated wood identified for exterior use that complies with the requirements of Section 2303.2 of the California Building Code.
3. Fire-retardant-treated wood shingles and shakes. Fire-retardant-treated wood shingles and shakes, as defined in Section 1505.6 of the California Building Code and listed by State Fire Marshal for use as "Class B" roof covering, shall be accepted as an ignition-resistant wall covering material when installed over solid sheathing.

Section R327.5 Roofing

R327.5.1 General. Roofs shall comply with the requirements of Sections R327 and R902. Roofs shall have a roofing assembly installed in accordance with its listing and the manufacturer's installation instructions.

R327.5.2 Roof coverings. Where the roof profile allows a space between the roof covering and roof decking, the spaces shall be constructed to prevent the intrusion of flames and embers, be firestopped with approved materials or have one layer of minimum 72 pound (32.4 kg) mineral- surfaced nonperforated cap sheet complying with ASTM D 3909 installed over the combustible decking.

R327.5.3 Roof valleys. Where valley flashing is installed, the flashing shall be not less than 0.019-inch (0.48 mm) No. 26 gage galvanized sheet corrosion-resistant metal installed over not less than one layer of minimum 72-pound (32.4 kg) mineral-surfaced nonperforated cap sheet complying with ASTM D 3909, at least 36-inch-wide (914 mm) running the full length of the valley.

R327.5.4 Roof gutters. Roof gutters shall be provided with the means to prevent the accumulation of leaves and debris in the gutter.

Section R327.6 Vents

R327.6.1 General. Where provided, ventilation openings for enclosed attics, enclosed eave soffit spaces, enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters, and underfloor ventilation shall be in accordance with Section 1203 of the California Building Code and Sections R327.6.1 through R327.6.3 of this section to resist building ignition from the intrusion of burning embers and flame through the ventilation openings.

R327.6.2 Requirements. Ventilation openings for enclosed attics, enclosed eave soffit spaces, enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters, and underfloor ventilation openings shall be fully covered with metal wire mesh, vents, other materials or other devices that meet the following requirements:

1. The dimensions of the openings therein shall be a minimum of 1/16th inch (1.6 mm) and shall not exceed 1/8th inch (3.2mm).
2. The materials used shall be noncombustible. Exception: Vents located under the roof covering, along the ridge of roofs, with the exposed surface of the vent covered by noncombustible wire mesh, may be of combustible materials.
3. The materials used shall be corrosion resistant.

Part I

§ 1462. Cabana-Cooking and Fuel Burning Equipment.

- (a) Cooking appliances or facilities shall not be installed or used in a cabana.
- (b) When a fuel burning water heater is enclosed in a cabana, the water heater shall comply with the requirements for installation in bedrooms and bathrooms contained in Chapter 5 of Title 24, Part 5, the California Plumbing Code and the seismic requirements for seismic bracing.
- (c) When a fuel burning furnace is enclosed in a cabana, the furnace shall comply with the requirement for the installation in bedrooms and bathrooms contained in Chapter 9 of Title 24, Part 6, the California Mechanical Code.

§ 1464. Cabana—Energy Standards

The energy requirements for cabanas shall comply with the following:

- (a) Cabanas with a total floor area less than 250 square feet shall be provided with the following minimum thermal resistance (R) rated insulation.
 - (1) Roof/ceiling — R19.
 - (2) Walls and raised floors — R13.
 - (3) All window areas must be dual glazed.
- (b) For cabanas with a total floor area of 250 to 500 square feet, the applicable minimum requirements in the “Mandatory Measures Checklist: Residential, MF-1R” dated August 2001, which is incorporated by reference as set forth in the “Residential Manual for Compliance with California’s 2001 Energy Efficiency Standards”, to the extent applicable to construction materials, appliances or fixtures within the cabana.
 - Exception: “Cool Roof” material shall not be required for cabana construction.
- (c) For cabanas with a total floor area of more than 500 square feet, the minimum requirements in the California Energy Code as applicable to residential dwellings for the zone in which the cabana will be located, to the extent applicable to construction materials, appliances, or fixtures within the cabana.
 - Exception: “Cool Roof” material shall not be required for cabana construction.
- (d) The enforcement agency may develop and use or provide as informational guidelines energy standard charts implementing or specifying the California Energy Code requirements which are otherwise used for construction within the jurisdiction of the enforcement agency.
- (e) Plans for cabana construction must indicate the method for providing active or passive space heating capable of providing an average indoor temperature of sixty-eight (68) degrees.

Part II

R327.6.3 Ventilation openings on the underside of eaves and cornices: Vents shall not be installed on the underside of eaves and cornices.

Exceptions:

1. The enforcing agency may accept or approve special eave and cornice vents that resist the intrusion of flame and burning embers.
2. Vents complying with the requirements of Section R327.6.2 may be installed on the underside of eaves and cornices in accordance with either one of the following conditions:
 - 2.1. The attic space being ventilated is fully protected by an automatic sprinkler system installed in accordance with Section 903.3.1.1 of the California Building Code or,
 - 2.2. The exterior wall covering and exposed underside of the eave are of noncombustible material, or ignition-resistant materials as determined in accordance with SFM Standard 12-7A-5 Ignition-Resistant Material and the vent is located more than 12 feet from the ground or walking surface of a deck, porch, patio, or similar surface.

Section R327.7 Exterior Covering

R327.7.1 Scope. The provisions of this section shall govern the materials and construction methods used to resist building ignition and/or safeguard against the intrusion of flames resulting from small ember and short term direct flame contact exposure.

R327.7.2 General. The following exterior covering materials and/or assemblies shall comply with this section:

1. Exterior wall covering material
2. Exterior wall assembly
3. Exterior exposed underside of roof eave overhangs
4. Exterior exposed underside of roof eave soffits
5. Exposed underside of exterior porch ceilings
6. Exterior exposed underside of floor projections
7. Exterior underfloor areas

Exceptions:

1. Exterior wall architectural trim, embellishments, fascias, and gutters
2. Roof or wall top cornice projections and similar assemblies
3. Roof assembly projections over gable end walls
4. Solid wood rafter tails and solid wood blocking installed between rafters having minimum dimension 2 inch (50.8 mm) nominal
5. Deck walking surfaces shall comply with Section R327.9 only

R327.7.3. Exterior walls. The exterior wall covering or wall assembly shall comply with one of the following requirements:

1. Noncombustible material
2. Ignition-resistant material
3. Heavy-timber exterior wall assembly
4. Log wall construction assembly
5. Wall assemblies that meet the performance criteria in accordance with the test procedures for a 10-minute direct flame contact exposure test set forth in SFM Standard 12-7A-1.

Exceptions: Any of the following shall be deemed to meet the assembly performance criteria and intent of this section:

1. One layer of 5/8-inch Type X gypsum sheathing applied behind the exterior covering or cladding on the exterior side of the framing.
2. The exterior portion of a 1-hour fire resistive exterior wall assembly designed for exterior fire exposure including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual.

R327.7.3.1 Extent of exterior wall covering. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2 inch (50.8 mm) nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves, terminate at the enclosure.

Part II

R327.7.4 Open roof eaves. The exposed roof deck on the underside of unenclosed roof eaves shall consist of one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of 5/8-inch Type X gypsum sheathing applied behind an exterior covering on the underside exterior of the roof deck
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the roof deck designed for exterior fire exposure including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual

Exceptions: The following materials do not require protection:

1. Solid wood rafter tails on the exposed underside of open roof eaves having a minimum nominal dimension of 2 inch (50.8 mm)
2. Solid wood blocking installed between rafter tails on the exposed underside of open roof eaves having a minimum nominal dimension of 2 inch (50.8 mm)
3. Gable end overhangs and roof assembly projections beyond an exterior wall other than at the lower end of the rafter tails
4. Fascia and other architectural trim boards

R327.7.5 Enclosed roof eaves and roof eave soffits. The exposed underside of enclosed roof eaves having either a boxed-in roof eave soffit with a horizontal underside, or sloping rafter tails with an exterior covering applied to the underside of the rafter tails, shall be protected by one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of 5/8-inch Type X gypsum sheathing applied behind an exterior covering on the underside of the rafter tails or soffit
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the rafter tails or soffit including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual
5. Boxed-in roof eave soffit assemblies with a horizontal underside that meet the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3

Exceptions: The following materials do not require protection:

1. Gable end overhangs and roof assembly projections beyond an exterior wall other than at the lower end of the rafter tails
2. Fascia and other architectural trim boards

Section R327.8 Exterior Windows and Doors

R327.8.2 Exterior glazing. The following exterior glazing materials and/or assemblies shall comply with this section:

1. Exterior windows
2. Exterior glazed doors
3. Glazed openings within exterior doors
4. Glazed openings within exterior garage doors
5. Exterior structural glass veneer

R327.8.2.1 Exterior windows and exterior glazed door assembly requirements. Exterior windows and exterior glazed door assemblies shall comply with one of the following requirements:

1. Be constructed of multipane glazing with a minimum of one tempered pane meeting the requirements of Section 2406 Safety Glazing, or
2. Be constructed of glass block units, or
3. Have a fire-resistance rating of not less than 20 minutes when tested according to NFPA 257, or
5. Be tested to meet the performance requirements of SFM Standard 12-7A-2.

Part II

R327.8.3 Exterior doors. Exterior doors shall comply with one of the following:

1. The exterior surface or cladding shall be of noncombustible or ignition-resistant material, or
2. Shall be constructed of solid core wood that comply with the following requirements:
 - 2.1. Stiles and rails shall not be less than 13/8 inches thick
 - 2.2. Raised panels shall not be less than 11/4 inches thick, except for the exterior perimeter of the raised panel that may taper to a tongue not less than 3/8 inch thick.
3. Shall have a fire-resistance rating of not less than 20 minutes when tested according to NFPA 252.
4. Shall be tested to meet the performance requirements of SFM Standard 12-7A-1.

R327.8.3.1 Exterior door glazing. Glazing in exterior doors shall comply with Section R327.8.2.1.

Section R901 General

R901.1 Scope. The provisions of this chapter shall govern the design, materials, construction and quality of roof assemblies.

Section R902 Roof Classification

R902.1 Roofing covering materials. Roofs shall be covered with materials as set forth in Sections R904 and R905. Minimum Class A, B or C roofing shall be installed in areas designated by *this section*. Classes A, B and C roofing required by this section to be listed shall be tested in accordance with UL 790 or ASTM E 108.

Exceptions:

1. Class A roof assemblies include those with coverings of brick, masonry and exposed concrete roof deck.
2. Class A roof assemblies also include ferrous or copper shingles or sheets, metal sheets and shingles, clay or concrete roof tile, or slate installed on noncombustible decks.

R902.1.1 Roof coverings within Very-High Fire Hazard Severity Zones. The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within any one-year period, the entire roof covering of every new structure, and any roof covering applied in the alteration, repair or replacement of the roof of every existing structure, shall be a fire-retardant roof covering that is at least Class A.

Exception: The requirements shall not apply in any jurisdiction that adopts the model ordinance approved by the State Fire Marshal pursuant to Section 51189 of the Government Code or an ordinance that substantially conforms to the model ordinance and transmits a copy to the State Fire Marshal.

R902.1.2 Roof coverings within State Responsibility Areas.

The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within any one-year period, the entire roof covering of every new structure, and any roof covering applied in the alteration, repair or replacement of the roof of every existing structure, shall be a fire-retardant roof covering that is at least Class B.

Exception: Areas designated as moderate fire hazard severity zones.

R902.1.3 Roof coverings in all other areas. The entire roof covering of every existing structure where more than 50 percent of the total roof area is replaced within any one-year period, the entire roof covering of every new structure, and any roof covering applied in the alteration, repair or replacement of the roof of every existing structure, shall be a fire-retardant roof covering that is at least Class C.

R902.1.4 Roofing requirements a Wildland-Urban Interface Fire Area. Roofing requirements for structures located in a Wildland-Urban Interface Fire Area shall also comply with Section R327.5.

R902.2 Fire-retardant-treated shingles and shakes. Fire-retardant-treated wood shakes and shingles are wood shakes and shingles complying with UBC Standard 15-3 or 15-4 which are impregnated by the full-cell vacuum-pressure process with fire-retardant chemicals, and which have been qualified by UBC Standard 15-2 for use on Class A, B or C roofs. Fire-retardant-treated wood shakes and shingles shall comply with ICC-ES EG107 and with the weathering requirements contained in Health and Safety Code Section 13132.7 (j). Each bundle shall bear labels from an ICBO accredited quality control agency identifying their roof-covering classification and indicating their compliance with ICC-ES EG107 and with the weathering requirements contained in Health and Safety Code Section 13132.7 (j).

Part II

Health and Safety Code Section 13132.7 (j) No wood roof covering materials shall be sold or applied in this state unless both of the following conditions are met:

- (1) The materials have been approved and listed by the State Fire Marshal as complying with the requirements of this section.
- (2) The materials have passed at least five years of the 10-year natural weathering test. The 10-year natural weathering test required by this subdivision shall be conducted in accordance with Standard 15-2 of the 1994 edition of the Uniform Building Code at a testing facility recognized by the State Fire Marshal.

Section R903 Weather Protection

R903.1 General. Roof decks shall be covered with *approved* roof coverings secured to the building or structure in accordance with the provisions of this chapter. Roof assemblies shall be designed and installed in accordance with this code and the *approved* manufacturer's installation instructions such that the roof assembly shall serve to protect the building or structure.

R903.2 Flashing. Flashings shall be installed in a manner that prevents moisture from entering the wall and roof through joints in copings, through moisture permeable materials and at intersections with parapet walls and other penetrations through the roof plane.

R903.2.1 Locations. Flashings shall be installed at wall and roof intersections, wherever there is a change in roof slope or direction and around roof openings. Where flashing is of metal, the metal shall be corrosion resistant with a thickness of not less than 0.019 inch (0.5 mm) (No. 26 galvanized sheet).

R903.2.2 Crickets and saddles. A cricket or saddle shall be installed on the ridge side of any chimney or penetration more than 30 inches (762 mm) wide as measured perpendicular to the slope. Cricket or saddle coverings shall be sheet metal or of the same material as the roof covering.

R903.3 Coping. Parapet walls shall be properly coped with noncombustible, weatherproof materials of a width no less than the thickness of the parapet wall.

R903.4 Roof drainage. Unless roofs are sloped to drain over roof edges, roof drains shall be installed at each low point of the roof. Where required for roof drainage, scuppers shall be placed level with the roof surface in a wall or parapet. The scupper shall be located as determined by the roof slope and contributing roof area.

Section R904 Materials

R904.1 Scope. The requirements set forth in this section shall apply to the application of roof covering materials specified herein. Roof assemblies shall be applied in accordance with this chapter and the manufacturer's installation instructions. Installation of roof assemblies shall comply with the applicable provisions of Section R905.

Section R905 Requirements for Roof Coverings

R905.1 Roof covering application. Roof coverings shall be applied in accordance with the applicable provisions of this section and the manufacturer's installation instructions. Unless otherwise specified in this section, roof coverings shall be installed to resist the component and cladding loads specified in Table R301.2(2), adjusted for height and exposure in accordance with Table R301.2(3).



APPLICATION FOR PERMIT TO CONSTRUCT

(SEE REVERSE SIDE OF FORM FOR INSTRUCTIONS AND ADDITIONAL INFORMATION)

CONTRACTOR/OWNER BUILDER DECLARATIONS

Not required for commercial modulars or Recreational Vehicles

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 therefrom 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 of 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 _____
 (This section need not be completed if the permit is for one hundred dollars (\$100) or less).

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 3700 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 (Sec. 3097, Clv. C.).

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 _____

SECTION 1 - OWNER/APPLICANT INFORMATION

Park Name _____

Park Address _____

City _____ County _____

Zip _____ Unincorporated _____ Incorporated _____

Park Owner _____

APPLICANT _____

CONTRACTOR OWNER Other _____

Address _____

Tel. No. _____

Architect/Engineer _____ Lic. No. _____

Address _____ Tel. No. _____

SECTION 2 - DESCRIPTION OF WORK AND VALUATION

Valuation \$ _____

SECTION 3 - ACCESSORY BUILDINGS or STRUCTURES

NEW REINSTALL Standard Plan Approval No. _____

Awning Carport Porch Cabana

Other (specify) _____

OWNER _____ Tel. No. _____

Address _____

RESIDENT _____ Tel. No. _____

Lot No. _____

SECTION 4 - MANUFACTURED HOME/MOBILEHOME INSTALLATION

Owner _____ Tel. No. _____

Address _____

Resident _____ Lot No. _____

Serial Number(s) _____

Manufacturer Name/

Date of MFG. _____ Model Name _____

Insignia/HUD

Label No. _____

SECTION 5 - PARK OWNER, OPERATOR OR MANAGER SIGNATURE

APPROVED: _____

(Signature Required) _____ Date _____

DEPARTMENT USE ONLY

ID. No. _____

MP AS MHI

Closed By _____

Date Closed _____

COLLECTION INFORMATION

Collection # _____

Fee Rec'd _____

Collection Date _____

Assigned To _____

Routed By _____

Upon Department approval to release, and payment of fees, this permit is issued only for items validated below.

PERMIT # _____

MH ACC/S _____

MP _____

BLDG _____

MHI _____

MISC. _____

TECH SER. _____

PLC'K _____

S.M.I. _____

ISSUE _____

TOTAL _____

DIVISION PROCESS RECORD

Application _____

Local Planning _____

Local Fire _____

Local Health _____

Public Works _____

Environmental Impact _____

Negative Declaration _____

School Impact Fees _____

Date _____

Issued By _____

Expires _____

INSTRUCTIONS

ACCESSORY STRUCTURES: Complete Sections 1, 3, 5 and Contractor/Owner Builder Declarations. Submit the completed application and the required fees to the appropriate Area Office listed below.

MANUFACTURED HOME/MOBILEHOME INSTALLATION: Complete Sections 1, 4, 5, and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

18551 FOUNDATION SYSTEM: Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and the required fees to the appropriate Area Office listed below.

PARK UTILITIES: Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

NEW PARKS AND PERMANENT BUILDINGS: Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

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

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

-
- SECTION 1 - OWNER/APPLICANT INFORMATION:** Enter the park name and address. Indicate if the park is located in an unincorporated area or an incorporated area. Enter the park owner's name(s). Enter the applicant's name, address and telephone number (The Department will contact or correspond with the party that is entered as the applicant.) Check the appropriate box to describe the applicant. If the box "Other" is marked, please indicate the relationship to the owner. If the requested services involve an architect or engineer, enter the architect or engineer's name, address, telephone number, and license number.
- SECTION 2 - DESCRIPTION OF WORK AND VALUATION:** Provide a description of the work to be performed (i.e., installing a manufactured home on a foundation system, etc.) Enter the total cost of the work to be performed (total contract price).
- SECTION 3 - ACCESSORY BUILDINGS or STRUCTURES:** Check the appropriate box to indicate if the accessory building/structure is a new installation or a reinstallation. A new installation means a new accessory building or structure or an accessory building or structure that has not previously been installed with the unit. A reinstallation means an accessory building or structure that is being reinstalled for the same purpose as the original installation. Enter the Standard Plan Approval Number if this is a new installation. Check the appropriate box to indicate the type of accessory building/structure. If the box "Other" is checked, enter the type of building/structure on the line provided (i.e. storage building, greenhouse, etc.). Enter the name, telephone number and address of the owner. If the occupant of the manufactured home/mobilehome is other than the owner, enter the name of the resident, telephone number and the lot number where the unit is located.
- SECTION 4 - MANUFACTURED HOME/MOBILEHOME INSTALLATION:** Enter the name, telephone number and address of the owner. If the occupant of the manufactured home/mobilehome is other than the owner, enter the name of the resident and the lot number where the unit is located. Enter the serial number(s) of the manufactured home/mobilehome. 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 Model 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 California Insignia Number(s) or HUD Label Number(s) issued for this unit, if known.
- SECTION 5 - PARK OWNER, OPERATOR OR MANAGER SIGNATURE:** The signature of the park owner, operator or manager is required along with the date the form is signed. This signature is an acknowledgment that the park is aware and approves of the services being requested in this application.

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, date the license expires, 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 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.

**Division of Codes and Standards
 Manufactured Home Electrical Load Worksheet
 Title 24. Housing and Urban Development Section 3280.811**

NOTE: 1 WATT = 1 VOLT-AMPERE

Example:

A 24 x 60 MH-unit is equipped with the following equipment. Calculate all loads and "balance" the 120 v load.
 Two small appliance circuits
 Two bath fans: 1 rated 1.2 amp/120 v, 1 rated 1.7 amp/120 v
 Freestanding electric range: 13.2 kW/240 v
 Electric Furnace: 10.5 kW/240 v (motor load 4.0 amp included)
 Air conditioner: 24 amp/240 v (motor load 8.0 amp included)
 Electric water heater: Upper element 4500 watts/240 v; Lower element 4500 watts/240 v
 One laundry circuit
 Range hood: 1.9 amp/120 v
 Disposal: 7.3 amp/120 v
 Dishwasher: 8.7 amp/120 v
 Dryer Circuit: 21 amp/240 v

- A. Lighting:** Length of home times width of home (outside dimensions) = square foot, times 3 watts per square foot
 Length 60 X Width 24 x 3 watts.....= 4320 watts
- B. Small Appliances:** Enter number of 20-amp small appliance (exclude laundry) circuits, times 1,500 Watts.
 Number of circuits 2 x 1,500 watts.....= 3000 watts
- C. Laundry:** Include 1,500 watt minimum if installed.....= 1500 watts
- D. Total (the sum of lines A, B and C):**.....= 8820 watts
- E. First 3,000 watts at 100%:**.....= 3000 watts
- F.** 8820 minus 3,000 = 5820 watts multiplied by 35% (.35).....= 2037 watts
(FROM LINE D)
- G. Net computed load (SUM OF LINE E AND LINE F):**.....= 5037 watts
- H.** 5037 watts divided by 240 volts.....= 20.9 amps per leg
(FROM LINE G)

LOADS IN AMPS - PART 1	LEG A	LEG B
1. Lighting & small appliances (line H above) (20.9 amps)	20.9	20.9
2. Bath fan 1 (1.2 amps)	1.2	
3. Bath fan 2 (1.7 amps)		1.7
4. Range hood (1.9 amps)	1.9	
5. Freestanding electric range (13.2 kW or 13,200 watts)	35.0	35.0
6. Electric furnace (10.5 kW or 10,500 watts)	43.7	43.7
7. Electric space heater (n/a)		
8. Exhaust Fans (n/a)		
9. Air conditioner (24.0 amps, Omit smaller load than furnace)		
10. Gas furnace blower motor (n/a)		
11. Other (n/a)		
12. Add 25% of the largest motor from line 6, 7, 8, 9 or 10 above	2.0	2.0
13. SUB-TOTAL	104.7	103.3
LOADS IN AMPS - PART 2		
14. Disposal (7.3 amps)	7.3	
15. Electric water heater (9000 watts, combine upper and lower elements)	37.5	37.5
16. Dishwasher (8.7 amps)		8.7
17. Electric wall mounted oven (n/a)		
18. Electric cooktop (n/a)		
19. Electric clothes dryer (21 amp circuit)	21.0	21.0
20. Other (n/a)		
21. SUB-TOTAL	(65.8)	(67.2)
22. If 4 or more appliances are used in Part 2, use 75% of line 21	65.8 x .75%=49.4	67.2 x .75 = 50.4
23. TOTAL LOAD IN AMPS (combine Parts 1 & 2)	154.1	153.7

- All loads for this example must be converted to amps.
- Voltages for equipment in this example are 120 v or 240 v.
- The electric range load is 13.2 kW (13200 watts) using the freestanding electric range reduction table, a 13200 watt load reduces to 8400 watts. 8400 watts divided by 240 volts = 35 amps.
- If the home is equipped with air conditioning, omit the smaller of either the heating (gas or electric) load or the a/c load. In this example, the heating load is 43.8 amps and the a/c load is 24 amps, hence the a/c load is omitted from the calculations.

**Division of Codes and Standards
 Manufactured Home Electrical Load Worksheet
 Title 24. Housing and Urban Development Section 3280.811**

NOTE: 1 WATT = 1 VOLT-AMPERE

DTN: _____

Existing Home Amps: _____

A. Lighting: Length of home times width of home (outside dimensions) = square foot, times 3 watts per square foot
 Length _____ X Width _____ x 3 watts.....= _____ watts

B. Small Appliances: Enter number of 20-amp small appliance (exclude laundry) circuits, times 1,500 Watts.
 Number of circuits _____ x 1,500 watts.....= _____ watts

C. Laundry: Include 1,500 watt minimum if installed.....= _____ watts

D. Total (the sum of lines A, B and C):..... = _____ watts

E. First 3,000 watts at 100%.....= _____ watts

F. _____ minus 3,000 = _____ watts multiplied by 35% (.35).....= _____ watts
(FROM LINE D)

G. Net computed load (SUM OF LINE E AND LINE F)..... = _____ watts

H. _____ watts divided by 240 volts..... = _____ amps per leg
(FROM LINE G)

LOADS IN AMPS - PART 1		LEG A	LEG B
1. Lighting & small appliances (line H above)			
2. Bath fan 1			
3. Bath fan 2			
4. Range hood			
5. Freestanding electric range ***			
6. Electric furnace *			
7. Electric space heater			
8. Exhaust Fans			
9. Air conditioner *			
10. Gas furnace blower motor *			
11. Other			
12. Add 25% of the largest motor from line 6, 7, 8, 9 or 10 above			
13. SUB-TOTAL			
LOADS IN AMPS - PART 2			
14. Disposal			
15. Electric water heater			
16. Dishwasher			
17. Electric wall mounted oven			
18. Electric cooktop			
19. Electric clothes dryer **			
20. Other			
21. SUB-TOTAL			
22. If 4 or more appliances are used in Part 2, use 75% of line 21			
23. TOTAL LOAD IN AMPS (combine Parts 1 & 2)			

- 1 kW = 1000 watts; 1 volt ampere = 1 watt; watts divided by volts = amps
- Use nameplate ratings on fixtures/appliances for load values.
- Determine values for freestanding range based on name plate rating and table below. (A reduction is allowed)
- If de-amping an MH-unit, a permit from HCD is required. Use HCD 415 Application, include \$196.00 in fees, complete and attach this form and indicate on the HCD 415 what electrical loads will be reduced or eliminated to reduce the loads to the desired level.
- A 15 amp evaporative cooler circuit must be included in the calculations if the home is de-amped to 50 amps.
- * Omit smaller of air conditioning and heating ampere load.
- ** If home is wired for electric dryer but the dryer is not installed, use 21 amp value.
- *** Derive amps for free-standing range (as distinguished from separate oven and cooking units) by dividing values below by 240 volts.

FREESTANDING RANGE REDUCTION TABLE

Nameplate Rating (in watts)	Use (in watts)
10,000 or less	80 Percent of rating
10,001 to 12,500	8,000
12,501 to 13,500	8,400
13,501 to 14,500	8,800
14,501 to 15,500	9,200
15,501 to 16,500	9,600
16,501 to 17,500	10,000

**DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT
FEE SCHEDULE FOR CABANA PLAN**



THIS FEE SCHEDULE BECOMES EFFECTIVE FEBRUARY 1, 2009

SQ. FOOTAGE	PERMIT FEE	SQ. FOOTAGE	PERMIT FEE	SQ. FOOTAGE	PERMIT FEE
70	196.00	233-242	297.00	401-411	441.00
71-84	196.00	243-253	306.00	412-421	450.00
85-95	196.00	254-263	315.00	422-431	459.00
96-105	196.00	264-274	324.00	432-442	468.00
106-116	196.00	275-284	333.00	443-442	477.00
117-126	198.00	285-295	342.00	443-453	486.00
127-137	207.00	296-305	351.00	454-463	495.00
138-147	216.00	306-316	360.00	464-474	504.00
148-158	225.00	317-326	369.00	475-484	513.00
159-168	234.00	327-337	378.00	485-495	522.00
169-179	243.00	338-347	387.00	496-505	531.00
180-189	252.00	348-358	396.00	506-516	540.00
190-200	261.00	359-368	405.00	517-526	549.00
201-211	270.00	369-379	414.00	527-537	558.00
212-221	279.00	380-390	423.00	538-547	567.00
222-232	288.00	391-400	432.00	548-558	576.00

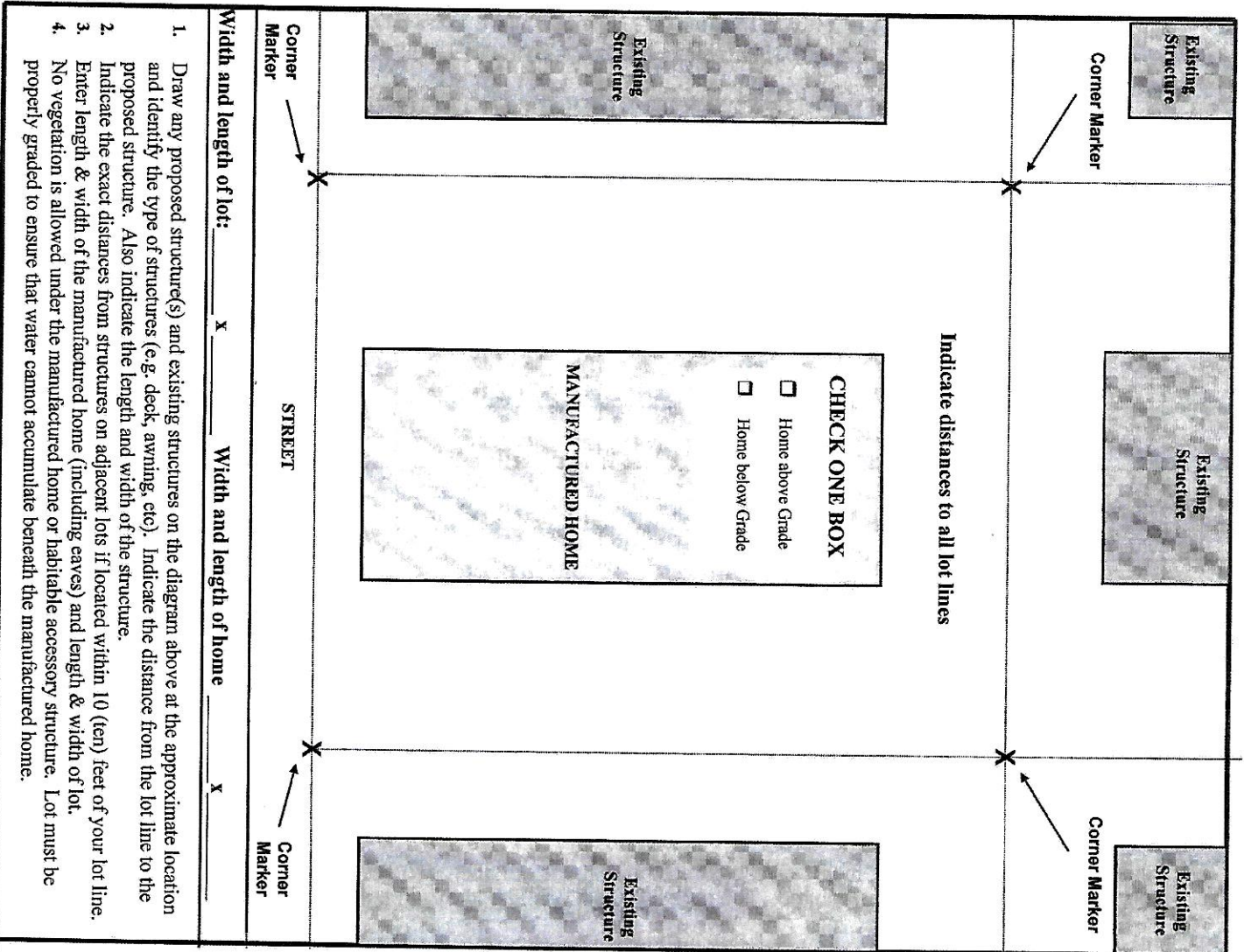
NOTES:

1. A minimum plan check fee of one half (1/2) of the above construction fee and 1/2 of any fees required for plumbing and electrical installed in the cabana.
2. If the MH-unit electrical, sewer, mechanical or structural systems are altered to accommodate the cabana, a mobilehome alteration permit is required. The permit fee is \$196.00 and must be applied for on an HCD 415.
3. If the park electrical pedestal is to be altered for the cabana power supply, add \$7.00 to the application fee.
4. If the park sewer drain is to be altered for the cabana plumbing, add \$7.00 to the application fee.
5. Add \$1.50 to the application fee for each electrical circuit installed to the cabana.
6. Add \$.35 to the application fee for each light, switch or electrical receptacle installed in the cabana.
7. Add \$3.00 to the application fee for each plumbing fixture installed in the cabana.

EXAMPLE:

A 289 sq. foot cabana is to be built. The cabana will contain a hobby sink, 2 electrical circuits and a total of 10 switches, lights and receptacles. The power supply will be taken off the park electrical pedestal and the park sewer drain will be altered to drain the sink.

Permit fee from the table.....	\$342.00
Alter park electrical pedestal.....	7.00
Install 2 electrical circuits (2 x \$1.50).....	3.00
Install 10 switches, receptacles, lights (10 x \$.35).....	3.50
Install 1 sink.....	3.00
Alter park sewer drain.....	7.00
SUB TOTAL	365.50
PLAN CHECK FEE	182.75
TOTAL	\$548.25



1. Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc). Indicate the distance from the lot line to the proposed structure. Also indicate 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. Enter length & width of the manufactured home (including eaves) and length & width of lot.
4. 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.

LOT PLOT PLAN AND PARK INFORMATION

A) Park Name _____
 Homeowner Name _____
 Homeowner Address _____ Sp# _____
 City _____ Zip _____

B) Design Information:
 Home Amperage: _____ Pedestal Amperage: _____
 Home Voltage: _____ Pedestal Voltage: _____
 Home Roof Load: _____ PSF
 Roof Load for locality: _____ PSF

C) Is the park located in a snow area requiring 30 lb or greater roof loading?
 YES NO

D) 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 in the following manner:

NOTE: Each lot line corner shall be clearly and permanently marked prior to installation and inspection.

**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. Lot corners have been identified as in item D above.

Signature of Park Owner, Operator, or Manager

State of California
 Department of Housing and Community Development
 Division of Codes and Standards



Northern Area Office
 9342 Tech Center Drive, Suite 550
 Sacramento, CA 95826

Southern Area Office
 3737 Main St. Ste 400
 Riverside, CA 92501



CLASSIFICATION OF FIRE HAZARD SEVERITY ZONE

The following information is used by the **Department of Housing and Community Development** (HCD) to determine the correct materials and construction methods to provide the required Ignition-Resistant Construction in wildfire exposure areas. Applicants should submit the following information with the permit form at the time of application to HCD.

Applicant Name _____

Date _____ Telephone Number _____

Applicant to complete items 1 through 4.

1. Site Location of Home: _____
2. Assessor Parcel Number (if known): _____
3. Mobilehome Park Name (if applicable): _____
4. Park ID # _____

Applicant should obtain the following information from the Local Fire Department:

- A. Fire Department or District: _____
- B. Contact Person: _____
- C. Telephone Number: _____

The home installation or construction described above is or is intended to be located in the fire hazard zone noted below:

Fire Hazard Severity Zone rating for this area is?

___ Very High ___ High ___ Moderate ___ Un-zoned

___ **State Responsibility Area (SRA)** where CalFire does fire suppression.

___ **Local Responsibility Area (LRA)**

___ **Wildland Urban Interface Fire Area (WUI)** Where a Local Jurisdiction has determined by ordinance, an area to be at significant risk for wildfire, they have specified the materials and construction methods for ignition-resistant construction for this property to be as follows:

___ NA

Lot Plot Plan Instructions

DRAINAGE AND GRADING

- Each mobilehome lot or site shall be graded to insure that water cannot accumulate beneath the unit.
- Final grading must be complete prior to final approval.

IMPORTANT INFORMATION

- Within mobilehome parks constructed on or after 9/15/61, minimum distances from a manufactured home/mobilehome to:
 1. A permanent building shall be 10 (ten) feet, measured from the eaves:
 2. Another manufactured home/mobilehome, installed, including eaves,
 - a. Side to side 10 (ten feet)
 - b. Side to rear or side to front 8 (eight) feet
 - c. Rear to front or rear to rear 6 (six) feet
- Within mobilehome parks constructed prior to 9/15/61, (verification required) a 6 (six) foot separation to any permanent building or another manufactured home/mobilehome is required.
- Manufactured home/mobilehomes or accessory structures shall not be located:
 1. Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded).
 2. Over main sewer line clean outs.
 3. Within 5 (five) feet of a septic tank.
 4. Within 8 (eight) feet of sewage disposal (leach) fields.
 5. Under overhead insulated electrical conductors, unless 8 (eight) feet of clearance is provided.
 6. So as to restrict access to park electrical equipment, indicate clearances.
 7. Over lot gas risers or meters.
- Additionally, accessory structures shall not be located:
 1. As to restrict access or ventilation of the lot gas risers or meters.
 2. So as to block:
 - a. Required light or ventilation in the manufactured home/mobilehome.
 - b. Required egress windows or exit doors in the manufactured home/mobilehome.
 - c. Access to the manufactured home/mobilehome's fixed appliances.
- All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 (three) feet from the lot lines (except a lot line bordering a roadway). NOTE: Metal storage cabinets (sheds) with no combustible framing (walls/roof) may be placed up to a lot line, provided there is 3 feet clearance from any structure on the adjacent lot.
- The locations of proposed units or accessory buildings or structures in relation to liquefied petroleum gas (LPG) tanks shall be in accordance with Title 25, section 1211 or 2211.
- A Flood Plain Ordinance Compliance Certificate (HCD Form 547) is required for manufactured home installations where the local government agency has adopted a Flood Plain Management Program.
- For manufactured home/mobilehome installation inspections and accessory buildings or structures that enclose an exit, ALL exterior doorways shall be provided with a means of egress (stairway, ramp, etc.) complying with the California Building Code at the time of the home installation inspection.
- The total occupied area of a lot may not exceed 75% of the lot area, including but not limited to the unit, awnings, carports, storage cabinets, storage buildings, porches, stairways and ramps. Driveways, walkways, slabs and similar flat work are not subject to this limitation.
- Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot, do not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.
- A School Impact Fee Certification (HCD Form 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).



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 _____
 (This section need not be completed if the permit is for one hundred dollars (\$100) or less.)

[] 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 (Sec. 3097, Civ. C.).

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 revised 11/2004

SECTION 1 - UNIT INFORMATION

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

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

Decal or License No. _____

Serial Number(s) _____

Manufacturer Name/
 Model Name _____

Insignia/HUD Label Number(s) _____

Year of Manufacture _____

DTN _____

Fee _____

Date _____

AA No. _____

RT TO _____

RT BY _____

SECTION 2 - OWNER/ APPLICANT INFORMATION

Owner _____

Address _____

City _____ County _____ Zip _____

Location Address _____

Applicant _____

Address _____

City _____ Zip _____ Telephone _____

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 alterations 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****

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

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 contract 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.

Blank lines for signature and date.

Guidelines for Registration or Conditional Registration of a Manufactured Home/Mobilehome on Local Property Tax Fee and Tax Waiver Program

Effective January 1, 2017 through December 31, 2019, owners of manufactured homes and mobilehomes who are currently not the registered owner(s) in the Department of Housing and Community Development's (HCD) records are eligible to apply to register or conditionally register their homes with HCD and obtain waivers from certain fees and back taxes.

These instructions are specifically for homes that have an HCD decal number that begin with the letter "L" and are subject to local property tax (LPT).

In order to apply for the fee and tax waiver and to register the home, the person asserting an ownership interest (the applicant) shall file an application to register as the new owner, pay any required fees, and submit the following:

- Documentation demonstrating chain of ownership, which includes the following:
 - The **original** last-issued HCD Certificate of Title (not a copy) signed by all owners (Registered Owner or Legal Owner) printed on the title. The applicant shall complete the "New Owner Information" area and sign where appropriate.
 - If the original last-issued HCD Certificate of Title is unavailable, an Application for Duplicate Certificate of Title Form (HCD RT 480.4) can be completed, with releasing signatures from all owners (Registered Owner or Legal Owner) on record with HCD. The applicant shall complete the "New Owner Information" area and sign where appropriate.
 - Use of the bond process: if the applicant is unable to obtain the release from the registered owner(s), legal owner(s) or junior lienholder(s), which is not a financial institution, the applicant must comply with the information and instructions in form HCD RT 480.0 — Bond Requirements and submit the required form HCD RT 476.6I — Statement of Facts - Bond.
- The original last-issued registered owner's Registration Card (not a copy) or, if unavailable, an Application for Duplicate Registration Card Form (HCD RT 481.2) completed.
- Multi-Purpose Transfer Form (HCD RT 476.6G) with appropriate sections completed and signed by the applicant(s).
- Required Fees:
 - \$5 per section - Park Rehabilitation and Purchase Fund Fee due with a transfer of title if the manufactured home or mobilehome is located on land the applicant does **not** own
 - \$23 per section – Registration Fee due with a transfer of title
 - \$10 – Mobilehome Recovery Fund Fee due with a transfer of title for a sale of a manufactured home
 - \$35 – Transfer fee due with a transfer of title
 - \$25 – Duplicate Certificate of Title fee due if the required Certificate of Title is not submitted
 - \$25 – Duplicate Registration Card fee due if the required Registration Card is not submitted
 - \$25 – Informal Title Search fee due if the required Certificate of Title is not submitted and Applicant requires information about the home or owners on record

IMPORTANT: The fees listed above are required for this program; For more information or questions regarding these fees or fees not pertaining to this program, please call 800-952-8356 or email 587questions@hcd.ca.gov.

Upon submission and HCD approval of the above required documents which demonstrate a right to ownership, and payment of the fees required for each step above, HCD will do one of the following:

- 1) If the applicant presents a Tax Clearance Certificate from the County Tax Collector for the county where the home is located, HCD will record their names in HCD's records as the registered owners and issue a new Certificate of Title and Registration Card to the Applicant.
- 2) If the applicant does not have a Tax Clearance Certificate, HCD will issue a Conditional Certificate of Title. The applicant must present the Conditional Certificate of Title to the County Tax Collector whom will issue either a Tax Clearance Certificate or a Tax Liability Certificate after any taxes not waived are paid. The applicant shall submit the Tax Clearance Certificate or Tax Liability Certificate, and the Conditional Certificate of Title to HCD. HCD will record their names in HCD's records as the registered owners and issue a new Certificate of Title and Registration Card to the Applicant.

THE TAX AND FEE WAIVER PROGRAM IS A VOLUNTARY PROGRAM AND COMPLETION OF THIS FORM IS VOLUNTARY; IF USED TO APPLY FOR REGISTRATION WITH FEE AND TAX WAIVER, ALL SECTIONS LISTED BELOW MUST BE COMPLETED.

SECTION I. DESCRIPTION OF MOBILEHOME/MANUFACTURED HOME

Decal (License) Number(s): _____ Trade Name: _____

Serial Number(s): _____

SECTION II. NEW OWNER (APPLICANT) INFORMATION AND REQUEST

I/We am/are applying for the fee and tax waiver for the above-described manufactured home/mobilehome in order to receive a waiver from the outstanding property tax charges assessed by the County pursuant to Health and Safety Code Section 18116.1(d) and Revenue and Taxation Code Section 5832.

In addition to this application, I/we am/are providing the required documentation as specified in this form that describes or demonstrates: 1) how ownership was obtained; 2) shows the date of acquisition of ownership interest pursuant to Section 18100.5 or 18102.5; and 3) satisfaction of any lien pursuant to Government Code Section 16182.

I/We, to the best of my/our knowledge, have not previously filed for registration/conditional registration with fee and tax waiver under this program.

I/We agree to pay any charges required by law or regulations that are assessed by the Department for the period between the time I/we took ownership interest or December 31, 2015, whichever is later, and the time I/we have applied for the fee and tax waiver.

I understand that if I/we do not submit my/our conditional transfer of title to the County Tax Collector prior to December 31, 2019, I/we will not be eligible for the tax waiver.

New Owner (Applicant) Name(s): _____

Phone Number _____ Email Address _____

Mailing Address: _____

Situs (Location) Address: _____

Date of Sale/Transfer: _____ Purchase Price: _____

The above information is true and correct to the best of my knowledge.

Applicant Initial(s): _____ Date: _____

A **CHECK** or **MONEY ORDER** made payable to **HCD** must include the **DECAL NUMBER** if mailed in.

Please mail to: HCD
P.O. Box 777
Sacramento, CA 95812-0777

If your application is deficient in fees, information, and/or documents, it will be returned to you with instructions on how to complete your transaction.

If you have any questions regarding the above requirements or forms, please call 1-800-952-8356 for assistance or email 587questions@hcd.ca.gov.



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.
