

CITY OF BLYTHE DEVELOPMENT SERVICES DEPARTMENT
BASIC REQUIREMENTS WHEN APPLYING FOR MH PERMIT

7/11/12

REQUIRED

SUBMITTED

NOTE: TEMPORARY CERTIFICATES OF OCCUPANCY **WILL NOT** BE ISSUED. CERTIFICATES OF OCCUPANCY AND UTILITIES WILL ONLY BE ISSUED UPON **COMPLETION OF ALL WORK** AND APPROVAL OF FINAL INSPECTION. ALL ITEMS LISTED HEREIN ARE DUE AT THE TIME OF SUBMITTING PLANS. DEPENDING ON THE TYPE OF PROJECT BEING PROPOSED, THE FOLLOWING GUIDELINES SHALL APPLY:

- Completed application for Manufactured Home installation with the appropriate items checked at the top of the application, including the valuation of the unit. Check to be sure that all required areas have been completed.
- Three (3) copies of the plot plan on minimum size 11" x 17" paper, drawn to scale, and adhering to all requirements shown on the "Sample Plot Plan" handout.
- Two (2) sets of **LEGIBLE** permanent foundation plans that are either State Approved or Engineered. If being installed in a MH park, tie down plans may be used. These plans must bear the seal and signature of the designer and SPA approval stamp if State approved, or Engineer's seal and signature. Highlight on the tables, all applicable spans and areas that apply to your installation.
- Three (3) complete sets of plans for a garage or carport. Engineering may be required. If engineered trusses will be used, two (2) sets of engineered truss calculations must be submitted. Submit an application for the car cover.
- If City services are not available, two (2) copies of approval from Riverside County Environmental Health Department for the installation of septic tank and/or well are required. Submit an application for the well/septic.
- Two (2) copies of a one-line diagram for the electrical service. Submit an application for the electrical service.
- The applicant has been informed and understands that the Setup Booklet is required to be on site for all inspections or there will be a \$60 reinspection fee charged.
- The applicant has been informed and understands the landscaping, driveway, and curb/gutter/sidewalk requirements.
- The applicant has been informed and understands the Development/Connection Fees that are required on the project.
- The applicant has been given a School Form and understands they must complete it with the School District before they can obtain their permit.
- The applicant has been given HCD Forms 433(A) and 513(C) and understands how to fill them out and that they must be returned to this office before approval of final inspection.
- The applicant has been informed and understands they will be required to use only licensed individuals and must submit a Subcontractor's List.
- The applicant has been informed and understands that if their site needs a Grading Permit, that permit must be obtained before the MH Permit can be issued and they will be required to submit any required compaction reports, pad certifications, and soils reports. Three (3) sets of a drainage plan, to include the pad area, must be submitted for plan check.
- The applicant understands that all homes are required to have a minimum of one (1) foot eaves and one (1) foot front overhang, must be covered with an exterior material customarily used on conventional dwellings (stucco, wood/vinyl siding) and must have a roof which consists of composite shingles or other materials compatible with the surrounding neighborhood, unless in a MH park.
- The applicant has checked with Edison Company on the availability of power to the property and has submitted proof that Edison has approved the plan or unit installation.
- The applicant must provide this office with a copy of the unit title search from Housing & Community Development. If the title search or certificate of origin is not in the property owner's name, then a notarized letter from the legal owner will be required.
- The applicant is responsible for contacting the Public Works Department to ascertain if curb, gutter, sidewalk or approachway will be required and for more information on connecting to City sewer/water.

*See also back page for further information.

**NOTICE OF MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR
INSTALLATION ON A FOUNDATION SYSTEM**

GENERAL GUIDE & INSTRUCTIONS

Prior to installation a building permit to construct a foundation system and install a unit(s) must be obtained from the enforcement agency. To apply for a building permit the owner, dealer or contractor must comply with certain provisions of the California Health and Safety Code Section 18551 as follows:

- 1) Provide evidence that the registered owner of the unit(s) to be installed either holds title or is purchasing the real property on which the installation is to be made, or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause.
- 2) Provide written evidence that the registered owner owns the unit(s) free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the unit(s) on a foundation system as an improvement to the underlying property.

Note: An enforcement agency may obtain a title search from the Department of Housing and Community Development (HCD), Registration and Titling Program. The information on the title search may be compared to the information shown on the surrendered HCD Certificate of Title or Department of Motor Vehicle (DMV) pink slip(s) and registration card(s) (see below). This will ensure that the most recent ownership and registration documents have been submitted to the enforcement agency and that the registered owner owns the unit(s) free of any liens or encumbrances. Where the title search indicates a recorded legal owner or junior lienholder, or both, evidence should be provided to the enforcement agency that the legal owner or junior lienholder, or both, have been paid in full or that the legal owner or junior lienholder, or both, consent to the attachment of the unit(s) upon the satisfaction of their liens by the registered owner.

- 3) Provide plans and specifications required by HCD regulations.
- 4) Provide the approved manufacturers installation instructions or plans and specifications signed by a licensed California architect or engineer covering the installation of the unit(s).
- 5) Pay building permit fees as required by the local jurisdiction issuing the building permit.
- 6) Complete an original and three copies of the form HCD 433A with all information available at the time the building permit is issued for the installation of a manufactured home or commercial modular unit(s).
- 7) Pay a state fee of eleven dollars (\$11.00) per transportable section and submit with form HCD 433A.

After installation is complete and prior to issuance of a form HCD 513C, Certificate of Occupancy, the following requirements must be met:

- 1) If the unit(s) has(have) been sold to the owner by a dealer, all information not originally available to complete the form HCD 433A [i.e., manufacturer name, serial number(s), date of manufacture, dealer's license number and HCD insignia(s)/HUD label number(s)] must be completed. Incomplete forms will be returned for completion.
- 2) If the unit(s) is(are) owned by the individual requesting installation, the following items are required to be surrendered to the local building department prior to issuance of a Certificate of Occupancy:
 - o Certificate of Title and Registration issued by either HCD or DMV.
 - o Any license plates or decals issued by either HCD or DMV.

CAUTION: DO NOT REMOVE THE HCD INSIGNIA(S)/HUD LABEL(S) THAT CERTIFY THE COMPLIANCE OF THE UNIT(S).

- 3) When the form HCD 433A is completed, with all required information and all titles, certificates, plates or decals (if required) surrendered, a Certificate of Occupancy, may be issued and the form HCD 433A recorded with the county recorder. The owner is to be provided with a copy of the form HCD 433B, Notice to Assessor, by the local building department. The owner is required to complete and submit the Notice to Assessor to the county assessor.
- 4) On the day the Certificate of Occupancy is issued, the enforcement agency shall record this document with the county recorders office.
- 5) Once recorded, the enforcement agency shall transmit all of the following: the recorded copy of the form HCD 433A; a copy of the Certificate of Occupancy; fees collected in the amount of eleven dollars (\$11.00) per transportable section; and, if unit currently titled as personal property, all applicable titles, certificates, license plates or registration decals to:

Department of Housing and Community Development
Division of Codes and Standards
Registration and Titling Program
Post Office Box 2111
Sacramento, CA 95812-2111

For information on establishing a requestor account for obtaining title search printouts on-line, call (916) 323-9229 or submit a request via the internet at <http://www.hcd.ca.gov/codes/rt/>. For general information or questions, call (916) 445-3338.