

## MINIMUM PLAN INFORMATION FOR MOBILE HOME AND COMMERCIAL COACH INSTALLATION BUILDING PERMITS

As per the International Building Code, Title 2 of the California Administrative Code, and Housing and Community Development and Title 25 the following check list has been developed in relation to minimum information for all plans being submitted for review and issuance of a mobile home or commercial coach installation Building Permit.

To assist in eliminating any additional time delays, applicants seeking advice as to what will be required in the way of documentation in order to obtain a Building permit, should be provided with this check list and the information "hand-out" developed by the Department of Public Works, Building and Safety Division and/or referred to that Division.

When submitting their documents to the Building and Safety Division for plan check and issuance of a mobile home or commercial coach installation Building Permit, they should be advised that approvals will be required from the following Departments: (plans will be routed by the Building and Safety Division to all other Departments, except the Community & Economic Development Department.

- A. Approval from the County Environmental Health Department (if their project includes a private sewer system or water system) or a "Can and Will Serve" letter from the water and/or sewer district.
- B. Approval of the Community & Economic Development Department.
- C. Approval of Fire Department is required on all residential structures.
- D. Approval of Roads Division.

Be prepared to submit to the Building and Safety Division office for plan check:

- A. **ONE (1) full set of plans and a complete set of all other minimum documents in an electronic format (i.e. CD, flash/thumb drive). A DropBox link may be provided upon request.**

The applicant for a permit to install a home shall provide plans and specifications to include the following:

- A. A plot plan of the lot or site on which the home is to be installed, which shall indicate the planned location of the home, the locations of electrical, gas, water and sewer connections or septic system on the site. The plot plan shall indicate all required dimensions and set-backs from the lot lines.

- B. The number of the home's insignia of approval and the serial number of the home, or the year of manufacture and manufacturer's name and the home's serial number, if the home does not bear an insignia.
- C. The approved manufacturer's installation instruction for homes bearing the insignia of approval manufactured after October 7, 1973, including the designed roof and horizontal live loads. If the manufacturer's installation instructions are unobtainable, plans may be prepared by a California licensed architect or engineer.
- D. If the home manufacturer's installation instructions do not provide for a tie down system, installation instructions for listed tie down assemblies that will be installed as a tie down system in accordance with Title 25 Section 1336.2 or a set of engineered plans and specifications for an engineered tie down system.
- E. A plan for the foundation system or support system to be used on the mobile home.
  - 1. Foundation system (permanent) plans may be any of the following:
    - i. A State-approved system complying with Health and Safety Code Section 18551. The manufacturer's installation instructions shall become a part of the foundation system plans.
    - ii. The manufacturer may provide a foundation system plan in its installation instructions. Foundation plans and supporting data may be required to be signed by a California licensed architect or engineer.
    - iii. Plans and specifications signed by a California licensed architect or engineer covering the installation of an individual mobile home may be accepted and approved by the local agency.
  - 2. Support system (temporary) plans may be any of the following:
    - i. Include soils report and detail all soils report requirements on plans.
    - ii. The installation plans included in the manufacturer's approved installation instructions.
    - iii. Homes for which the manufacturer's installation instructions are unobtainable, shall have plans showing a support structure under its main chassis beam spaced not more than six (6) feet apart longitudinally, and under any ridge beam supports. Supports shall be designed to support all loads.
    - iv. A support system may be designed by a California licensed architect or engineer.

Once plans have been checked by the Building and Safety Division, you will be notified of any deficiencies or that your plans have been approved. Once your plans are approved you will need to provide a "Can and Will Serve" letter from the appropriate district if you are on a public water or sewer system and pay all remaining fees prior to permit issuance.