

MOBILEHOME INSTALLATION GUIDE



State of California
Business, Transportation and Housing
Department of Housing and Community Development

January 2007

INTRODUCTION

****PLEASE READ****

This Installation Guide is provided to assist in understanding the provisions of the applicable requirements contained in the California Code of Regulations, Title 25, Chapter 2, Article 7 relative to the installation of manufactured homes and mobilehomes.

For the purposes of this guide, the definition of “MH-unit” also means mobilehome or manufactured home. A MH-unit must be installed in accordance with the provisions of Article 7 and the manufacturer’s installation instructions. **Should the manufacturer’s installation instructions not be available, this guide contains specific requirements for support and connection of multi-unit homes.**

A Permit to Construct must be obtained before the installation or occupancy of a MH-unit. This is important, as the MH-unit must be placed in accordance with the approved plot plan, setback and separation requirements and flood plain ordinance certification, when applicable.

Inspections shall be requested at least 2 business days in advance of the time the installation is expected to be completed. The applicant must provide the on-site test equipment required by Section 1362 of the regulations. This equipment must include a continuity tester and a polarity tester for testing the electrical components. Also required is an air pressure or slope gauge or manometer for testing the gas system at low pressure (6 to 8 oz. or 10 to 14 inches of water column). The MH-unit must be connected to the water system so the water and drain systems can be checked for leaks.

At the time of inspection, skirting shall not be installed and all exterior doorways shall be provided with a porch, ramp, and/or stairway conforming to the provisions of the California Code of Regulations, Chapter 2, Article 7.

It may be helpful to refer to the MH-unit Inspection Worksheet (see page 19) for a list of the basic installation requirements.

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DEFINITIONS

The following definitions apply to this Installation Guide

Approved Reviewed and/or inspected and deemed acceptable to the enforcement agency having jurisdiction.

Branch Water Service Line - That portion of the water distribution system extending from the park water main to a lot, including connections, devices and appurtenances.

Certificate of Occupancy - A document issued by the enforcement agency when an MH-unit or commercial modular, installed on a foundation system, is approved for occupancy by the enforcement agency.

Cited Person - A person or entity issued a notice of violation for a violation of the regulations or applicable laws who is responsible for its correction.

Concrete Block Pier - An assembly of load-bearing, concrete blocks with wooden wedges used to support and level a unit.

Concrete Pier - A concrete load-bearing support that incorporates into its structure an adjustable means of raising and leveling the unit.

Department - The Department of Housing and Community Development.

Drain Connector - The extension, from the unit's or accessory building's or structure's drain outlet, to the lot's drain inlet.

Drain Outlet - The discharge end of the unit's or accessory building's or structure's, sewage drainage system.

Electrical Feeder Assembly - The overhead or underchassis feeder conductors, including the equipment grounding conductor, together with the necessary fittings and equipment, designed for the purpose of delivering energy from the lot electrical service equipment to the branch circuit distribution panelboard of the unit or accessory building or structure.

Electrical Service, Park - The conductors and equipment for delivering electrical energy from the electrical supply system or the generator of an isolated plant, to the electrical wiring system of the park.

Energize - The act of applying electrical energy, or gas or water pressure.

Enforcement Agency - The Department of Housing and Community Development, or any city, county, or city and county that has assumed responsibility for the enforcement of the Mobilehome Parks Act and the Special Occupancy Parks Act pursuant to sections 18300 and 18865 of the Health and Safety Code.

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 the Mobilehome Parks Act and the Special Occupancy Parks Act.

Feeder - The conductors for conveying electrical energy between any two points in the park's electrical wiring system, excluding electrical feeder assemblies.

Footing - The portion of a support, in direct contact with the ground, that distributes imposed loads to the soil.

Gas Connector - A flexible connector, listed for exterior use, to convey gas from a gas riser outlet to the gas supply connection of a unit.

Gas Riser Outlet - That portion of a park gas service lateral or gas piping system, extending above ground, serving a lot.

Gas Service Lateral - The pipe or that portion of a park gas piping system extending from the main park gas line to the individual gas riser outlet serving a lot.

Ground Anchor - That part of a tiedown assembly that is inserted into the ground.

Listed - All equipment, materials, products, and installations included in a list published by an approved listing agency.

Load - Any of the forces that a structure is designed to withstand, including any permanent force such as the weight of a roof, known as a dead load; any moving or temporary force, such as the weight of occupants, known as a live load; wind loads imposed by wind activity; and seismic loads imposed by seismic activity.

Lot Electrical Service Equipment, Park - That equipment containing the means to connect or disconnect overcurrent protective devices and receptacles, or other means for supplying a unit, listed appliance, accessory building or structure, or building component from the park's electrical supply.

Lot Water Service Outlet, Park - That portion of the park's water distribution system, including equipment and devices, provided with a fitting for connecting a unit's water connector.

MH-unit - A term, as used in this chapter, to replace references to "mobilehome, manufactured home, and multi-unit manufactured housing".

Mobilehome/Manufactured Home Installation Acceptance Certificate - A document issued by the enforcement agency when an MH-unit is approved for occupancy by the enforcement agency pursuant to Health and Safety Code section 18613 or 18551(b).

Occupant - For the purposes of the Mobilehome Parks Act and the Special Occupancy Parks Act, means a person who lawfully occupies a unit on a lot.

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.

Owner - The person or entity that legally owns or possesses an item, property, or business through title, lease, registration or other legal document.

Park - For purposes of the Mobilehome Parks Act and the Special Occupancy Parks Act, is any manufactured housing community or mobilehome park.

Pier - A vertical support constructed of concrete, steel, or concrete block for the transmission of loads from a unit, accessory building or structure, or building component, to a footing. A pier does not include the footing.

Power Supply Cord - A flexible cord assembly of conductors, including a grounding conductor, connectors, attachment plug cap, and all other fittings, grommets, or devices, designed for the purpose of delivering electrical energy from the park's lot electrical service equipment to the branch circuit distribution panelboard of the unit.

Sewage Drain Lateral - That portion of the park sewage system that extends to an individual lot drain inlet.

Sewage Drainage System - All the piping within or attached to the unit or accessory building or structure that conveys sewage or other liquid wastes to the drain outlet.

Skirting - Material used to enclose or partially enclose the area under a unit or accessory building or structure.

Steel Pier - A steel support that incorporates into its structure an adjustable means of raising and leveling the unit or accessory building or structure that the pier supports.

Support - The entire pier and footing assembly, used to transfer the loads of a unit, accessory building or structure, or building component to the ground.

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.

Tensioning Device - A mechanical device that is part of a tiedown assembly. The tensioning device allows a person to eliminate any slack in the tiedown assembly and maintain the tension established when the slack is eliminated.

Tiedown Assembly - An assembly of component parts that has been tested and listed by agencies approved by the department as complying with the requirements of section 1336.1 of the Mobilehome Parks Act regulations.

Tiedown System - A tiedown system is used in conjunction with a support system and consists of the total number of tiedown assemblies required to provide a manufactured home or mobilehome with resistance to wind loads.

Unit - A manufactured home, mobilehome, multi-unit manufactured housing, or recreational vehicle.

Water Connector - The flexible extension connecting the water distribution system of the unit or accessory building or structure to the park's lot water service outlet.

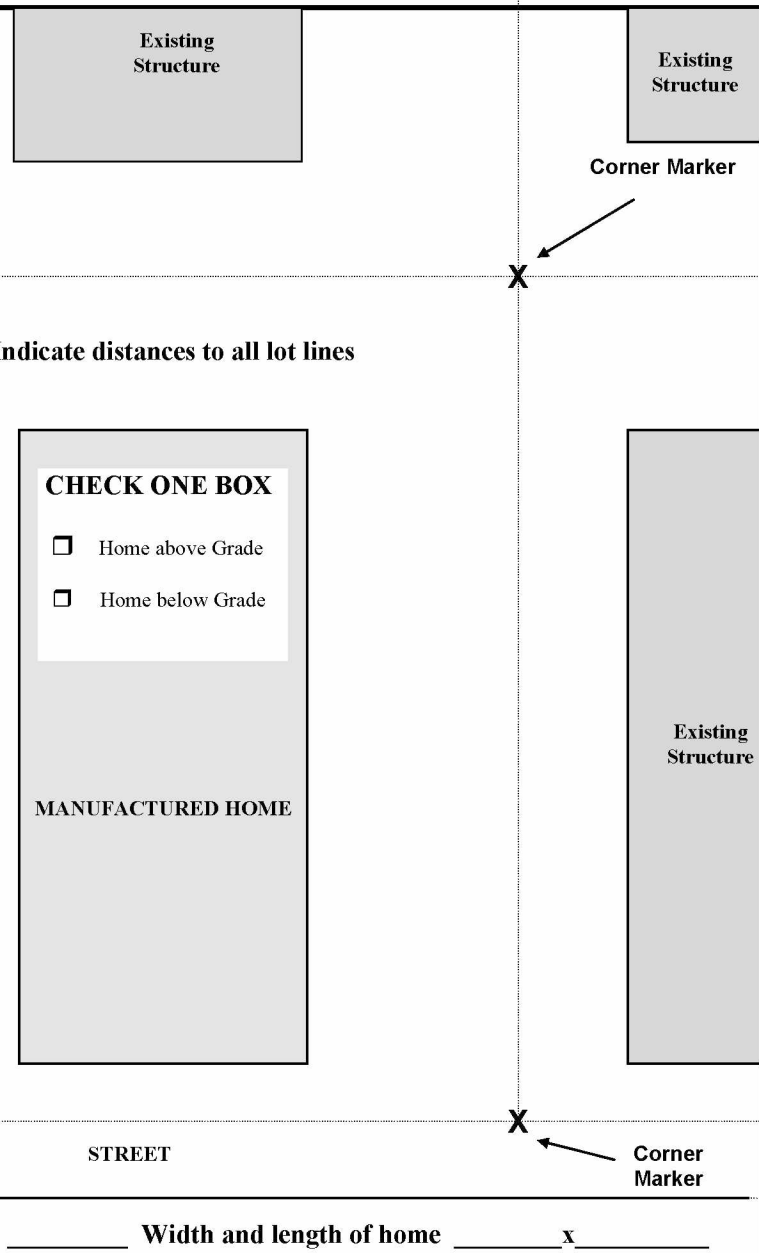
REGULATIONS AND WEBSITE INFORMATION

The regulations cited in this Manufactured Home Installation Guide are found in Title 25, California Code of Regulations, Chapter 2. Copies of these regulations are available from:

Barclay's Law Publishing
P.O. Box 3066
S. San Francisco, CA 94083
(800) 888-3600
(415) 244-6611

Or by going to the Department's website at:

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



Indicate distances to all lot lines

CHECK ONE BOX

- Home above Grade
- Home below Grade

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

and existing structures on the diagram above at the approximate location (e.g. deck, awning, etc). Indicate the distance from the lot line to the _____ the length and width of the structure.
 structures on adjacent lots if located within 10 (ten) feet of your lot line. _____
 Manufactured home (including eaves) and length & width of lot. _____
 the manufactured home or habitable accessory structure. Lot must be _____
 water cannot accumulate beneath the manufactured home.



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

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

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).

II. LOT PREPARATION

LOT GRADING

Each lot shall be graded to prevent the migration of water to the under-floor area of a MH-unit. Other methods to prevent the migration of water beneath a MH-unit may be approved by the Department as alternates.

Drainage from a lot area shall be directed to a surface or subsurface drainage way and shall not drain onto an adjacent lot, or site.

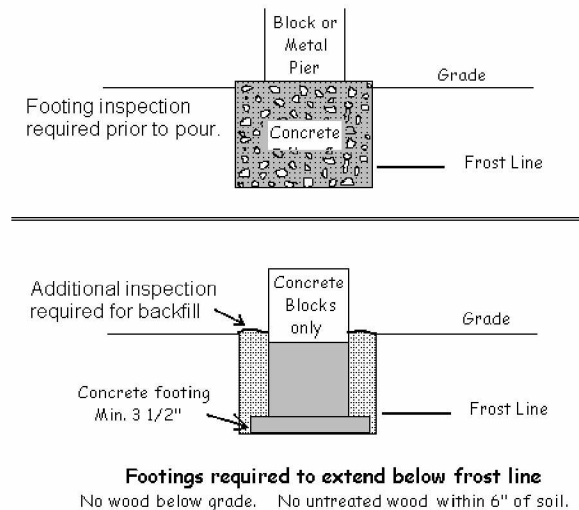
All vegetation shall be cleared from the area of the lot beneath a MH-unit.

LOT FILL

Minor fills that do not exceed six (6) inches in depth that are made with a class 2 aggregate and properly wetted, barrel rolled and compacted, will not require additional approvals.

FROST LINE

Support footings shall always be placed below the frost line depth. In areas subject to ground freezing, which typically starts at an elevation of 2800 feet and greater, contact your local building department.



UNEVEN SURFACES

When footings span an uneven surface, one of the following methods shall be used to level the area of the footing:

- Placed on firm undisturbed soil or compacted fill.
- Poured in place concrete at least three and one-half (3 ½) inches thick extending to the edge of the footing.
- Pressure-treated wood meeting the requirements the Department.
- Compacted class 2 aggregate with the level top footing surface extending a minimum 12 (12) inches beyond the edge of the footing.
- Fills for uneven surfaces exceeding six (6) inches in depth shall be made with poured in place concrete or alternate engineered method approved by the enforcement agency.

VAPOR BARRIERS

When the manufacturer's installation instructions require the installation of a vapor barrier on the surface of the ground, the barrier shall be installed under the footings and in accordance with the manufacturer's installation instructions. Installation of vapor barriers are only required as directed by a manufacturer's installation instructions. A vapor barrier when installed provides a seal between the ground and the MH-unit which aids in reducing the infiltration of moist cold air into the home.

III. MH-UNIT SUPPORTS

STEEL PIERS

Load-bearing piers shall be constructed of rust resistant materials or treated to resist rust and shall be tested and approved by this department.

CONCRETE MASONRY SUPPORTS

The minimum size of standard hollow load-bearing concrete masonry units to be used for MH-unit support shall be 8" x 8" x 16". Minimum two-inch thick, maximum four inch thick, solid concrete masonry units 8" wide and 16" long may be used with the basic 8" x 8" x 16" unit to gain added height of support, arranged in any desired sequence; however, when used at the top of the support column, the 4" solid replaces the wood cap block. 8" x 4" x 16" hollow units or other half-height hollow units shall not be used.

A nominal 2" x 8" x 16" wood cap (Douglas Fir) block must be installed on the top of the support column. The voids of the concrete masonry blocks are not required to be solid grouted or mortared. The maximum load per support is 8,000 pounds. The 8,000 pound load rating applies to the stacked blocks only. The footing must be designed separately and approved to support the appropriate loads.

LOAD DISTRIBUTION

Steel Piers

Individual load-bearing supports or devices must be designed and constructed with sufficient rigidity and bearing area to evenly distribute the loads carried to the footings, and the footing must be constructed of sufficient rigidity to evenly distribute the loads carried to the ground without bowing or splitting.

A load distributing element is required for steel piers with a base formed with steel straps when it is set on two or more wood pads. The top load distributing element must be a 2x member whose width equals the width of the steel base and whose length equals the width of the multiple wood pads. Mechanical connection of all steel piers to the MH-unit and to the pier footing is required.



Concrete Block Pier

A load distributing element is required for concrete block piers set on two or more wood pads when the length of the block is less than the width of the multiple pads. The load distributing element must be a 2x member whose width is at least equal to the width of the block and whose length is at least equal to the width of the multiple wood pads. When wood pads are stacked, they must be mechanically secured at all four corners of the pad with corrosion resistant fasteners penetrating 80% of the base pad.



HEIGHT LIMITATIONS AND CLEARANCES

The maximum height of individual load-bearing piers located under the MH-unit's chassis shall not exceed thirty-six (36) inches in height (excluding the footing). When more than one-quarter ($\frac{1}{4}$) of the area of the MH-unit is supported at a height of three (3) feet or more as measured between each unit's chassis and the ground, the MH-unit shall be installed on a foundation system. No portion of the support system above the ground shall extend beyond (outside) the vertical plane of the side or end wall of the MH-unit.

A minimum clearance of eighteen (18) inches shall be maintained between the underside of the floor joists and grade level of the lot, and a minimum clearance of twelve (12) inches shall be maintained between the main chassis beams of the MH-unit and grade level of the lot.

FOOTINGS

Footings shall be adequate in size to withstand live and dead loads of the MH-unit and any concentrated loads. The length-to-width ratio of the footing shall not exceed two and one-half (2½) to one (1). Individual footings for load-bearing supports or devices shall consist of one of the following:

- (1) Pressure treated lumber which meets the following requirements:
 - (A) Not less than two (2) inch nominal thickness with a minimum of twenty-five (25) percent of the individual footings identified by an approved listing agency, as being pressure treated for ground contact.
 - (B) Knots. Well spaced knots of any quality are permitted in sizes not to exceed the following or equivalent displacement:

Nom. Width	Any Location	Holes Any Cause	One Hole or Equivalent Per Piece
6"	2 3/8"	1 ½"	
8"	3"	2"	
10"	3 ¾"	2 ½"	
12"	4 ¼"	3"	
14"	4 5/8"	3 ½"	

- (C) Splits. In no case exceed one-sixth (1/6) the length of the piece.
- (D) Honeycomb or Peck. Limited to small spots or streaks of firm honeycomb or peck equivalent in size to holes listed in (B) above.

- (2) Pre-cast or poured in place concrete footings not less than three and one-half (3 ½) inches in thickness. The concrete must have a minimum twenty-eight (28) day compressive strength of not less than two thousand five hundred (2500) psi .
- (3) Other material, approved by the Department, providing equivalent load bearing capacity and resistance to decay.

When multiple wood footings are stacked, they must be secured together with corrosion resistant fasteners at all four (4) corners of the pad which will penetrate at least eighty (80) percent of the base pad to prevent shifting.

INSTALLATION INSTRUCTIONS

MH-units manufactured prior to October 7, 1973, or MH-units for which the manufacturer's installation instructions are unobtainable, must be supported in accordance with the following information. MH-units installed in areas exceeding a thirty (30) pound roof live load, or to different requirements than prescribed in this section, must have support systems designed and approved by an architect or engineer. The MH-unit shall be supported as follows:

Main chassis beam supports spaced not more than six (6) feet apart longitudinally as determined from table 1335.5-1.

Ridge beam support systems as determined from table 1335.5-2.

Wall supports under each end of a side wall opening that is forty-eight (48) inches or more in width, and under the perimeter walls at eight (8) foot intervals with footing sizes not less than

two hundred seventy-five (275) square inches. The first and last perimeter wall support must be located within 48 inches of the front and rear exterior walls.

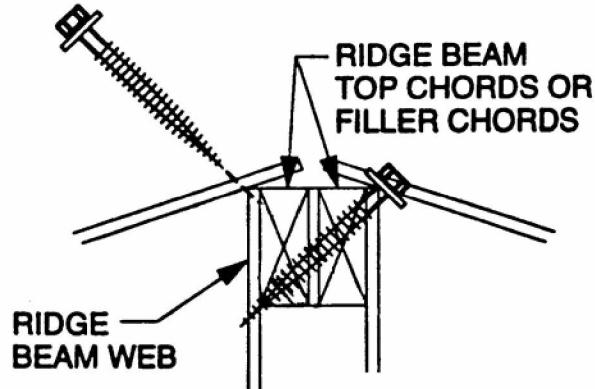
TABLE 1335.5-1 MH-unit Section Widths		
Width of MH-unit Section	Footing Area	Load Bearing
8 ft. wide	260 sq. in.	1805 pounds
10 ft. wide	324 sq. in.	2250 pounds
12 ft. wide	388 sq. in.	2694 pounds
14 ft. wide	452 sq. in.	3139 pounds
16 ft. wide	516 sq. in.	3513 pounds

TABLE 1335.5-2				
Span in feet Between Ridge Beam Locations	Unit Section Width			
	10 Foot	12 Foot	14 Foot	16 Foot
	LOAD IN PSF			
Up to 5	1250	1500	1750	2000
6	1500	1800	2100	2400
7	1750	2100	2450	2800
8	2000	2400	2800	3200
9	2250	2700	3150	3600
10	2500	3000	3500	4000
11	2750	3300	3850	4400
12	3000	3600	4200	4800
13	3250	3900	4550	5200
14	3500	4200	4900	5600
15	3750	4500	5250	6000
16	4000	4800	5600	6400
17	4250	5100	5950	6800
18	4500	5400	6300	7200
19	4750	5700	6650	7600
20	5000	6000	7000	8000
21	5250	6300	7350	8400
22	5500	6600	7700	8800
23	5750	6900	8050	9200
24	6000	7200	8400	9600
25	6250	7500	8750	10000

IV. MULTI – UNIT CONNECTIONS – NO INSTALLATION INSTRUCTIONS

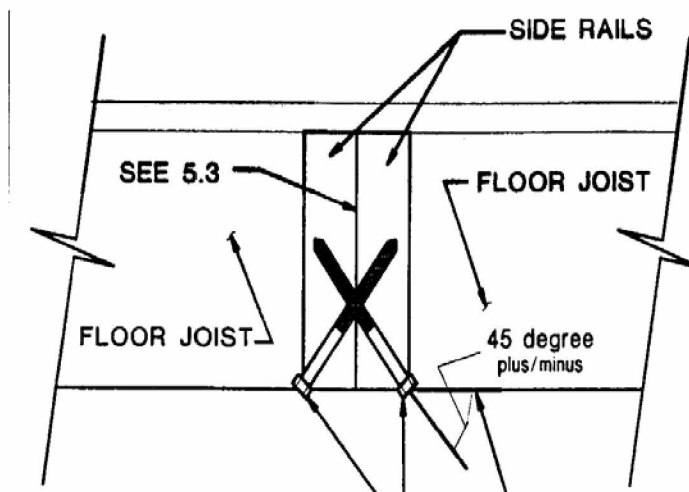
ROOF

Roof connections must be made with a three-eighths (3/8) inch diameter lag bolt or equivalent, of length sufficient to ensure a tight connection as determined by the enforcement agency at the time of inspection. The lag bolts or equivalent must be installed twenty-four (24) inches on center. The lag bolts must be staggered on alternating sides where the multi-section rooflines meet.



FLOOR

Floor connections must be made with a three-eighths (3/8) inch diameter lag bolt or equivalent, of a length sufficient to ensure a tight connection as determined by the enforcement agency at the time of inspection. The lag bolts must be installed twenty-four (24) inches on center. The lag bolts must be staggered on alternating sides located where the multi-section floor lines meet.



END WALL

End wall connections must be made with a number eight (8) screw or equivalent, of length sufficient to ensure a tight connection as determined by the enforcement agency at the time of inspection. The screws must be installed eighteen (18) inches on center. The screws must be staggered on alternating sides where the multi-section end walls meet.

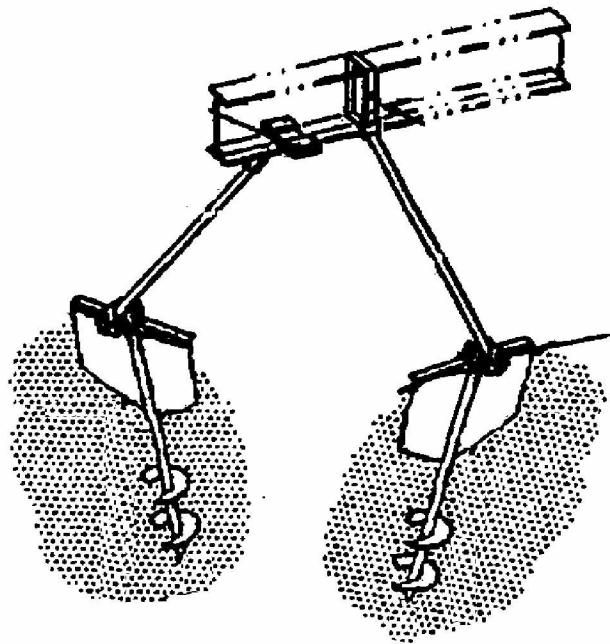


V. ENGINEERED TIEDOWN SYSTEM

An approved engineered tiedown system must be installed as identified on the approved plans, with no alterations made without prior approval from the Department.

A list of approved engineered tiedown systems is available upon request from this Department.

Below are some typical engineered tiedown systems; other types are available.



VI. MH-UNIT INSPECTION WORKSHEET

THE FOLLOWING ITEMS WILL BE VERIFIED AT THE TIME OF INSPECTION

	Inspection Subject	Code Ref. #
1	Lot lines permanently marked with corner markers	1104(b)
2	Setbacks, clearance and lot coverage per plot plan and code	1110/1330
3	Lot lines not altered without required approvals	1104(d)
4	Lot properly graded for drainage, no vegetation under home	1116
5	Lot utilities in the proper location and properly sized to service the home	1184
6	Load-bearing supports sized and installed per manufacturer's instructions	1335
7	Ridge beam supports properly sized and installed in the correct locations	1334
8	Tie-down or ETS system properly installed per installation instructions	1336.1/.2/.3
9	Load bearing supports mechanically connected to the home and footings	1334.1/1334.2
10	Floor(s) is/are level	1348
11	Proper clearances between finish grade to both chassis and floor joists	1344
12	Elevation of chassis and floor structure meet local floodplain requirements	HSC 18501(e)
13	Floor structure at the mating line connected	1335
14	End-wall connections	1335
15	Ridge beam connections	1335
16	Doors and windows open and close properly	1335
17	HVAC, electrical and plumbing crossovers installed correctly	1335
18	Chimney/appliance vent extensions, caps, spark arresters installed/secured	1335/1362
19	Gas piping and flexible connector-proper material and installation	1354
20	Water flexible connector-proper material and installation	1356
21	Drain piping and flexible connector-proper material and installation	1358
22	Potable water system passed pressure and leak tests	1362(a)
23	Fuel gas piping system passed low-pressure test	1362(c)
24	Drainage system passed running water leak test	1362(b)
25	Electrical system passed continuity test and polarity test, if elec. available	1362(d)
26	Non-current carrying metal parts bonded to the grounding electrode	1362(d)
27	Fire sprinkler system, passed hydrostatic test, if applicable	1362(g)/4320
28	Smoke Detection installation and operation if applicable	HSC 18613
29	Home free of substantial defects	HSC 18613(d)
30	Complying stairway and/or porch installed at all exits	1368
31	School Fees Certification collected, if applicable	1338.5

NOTICE:

**YOUR INSPECTION MAY NOT BE LIMITED TO ONLY THE ITEMS NOTED
ON THE ABOVE CHECK LIST.**

VII. UTILITY CONNECTIONS AND TESTING

All utilities shall be located within four feet of the MH-unit.

CONNECTIONS

Water Connector

The MH-unit must be connected to the lot water service outlet by a flexible connector approved for potable water, or at least eighteen (18) inches of soft copper tubing, not less than one-half (1/2) inch in diameter.

Gas Connector

The MH-unit must be connected to the lot gas service outlet by a flexible gas connector (not an appliance connector) listed and approved for mobilehome use. The connector shall not be more than six (6) feet long and meet sizing requirements to adequately supply the MH-unit gas appliance demand as stated by the label on the MH-unit. In the absence of a label, the MH-unit demand shall be determined by the California Plumbing Code, Chapter 12.

Only one (1) flexible connector shall be installed.

Approved pipe and fittings may be used to extend the MH-unit gas piping where the distance between the lot gas riser and the MH-unit gas supply connection exceeds that required to make a safe connection with only one flexible gas connector. The flexible gas connector must be installed between the MH-unit rigid support pipe termination and the park lot gas riser.

Sewer Connector

The MH-unit must be connected to the park lot drain inlet with approved DWV (Drain waste and vent) pipe not less than schedule 40, with listed and approved fittings and connectors and must not be less in size than the MH-unit drain outlet. This normally will be a 3 inch pipe.

A listed and approved flexible connector must be installed between the MH-unit drain pipe connector and the park lot drain inlet.

All drain piping must be installed so the grade is not less than 1/8 inch per foot sloped toward the park lot drain inlet. The drain connector must be gas-tight and no longer than necessary to make the connection between the home's drain outlet and the park lot drain inlet, and be provided with an approved cleanout. All drain piping must be supported at 4' o.c. maximum intervals with approved strapping.

Electrical Connector

Only one power supply (feeder assemble) connection is allowed to service an MH-unit. A MH-unit with a calculated electrical load of 40 or 50 amperes must be connected to the mobilehome park service equipment with a listed mobilehome power supply cord or a feeder assembly.

A MH-unit with a calculated load in excess of 50 amperes must be connected to the lot electrical service equipment using a feeder assembly.

Power Supply Cord

The power supply cord shall bear the following markings: “For mobilehome use – 40 amperes” or “For mobilehome use – 50 amperes” or “For mobilehome use – 40/50 amperes”. Exception: A mobilehome equipped with an existing power supply cord not listed for mobilehomes may have its use continued provided:

1. The cord used must be listed: type SO, ST or STO. The cord shall not be spliced.
2. The male attachment plug shall be a listed type conforming to the provisions of Article 550 of the California Electrical Code.

Power supply cords shall not be buried or encased in concrete.

Feeder Assembly

A MH-unit equipped for an under-floor feeder assembly must be connected to the lot electrical service equipment by means of a feeder assembly consisting of four continuous, insulated color-coded feeder conductors suitable for wet locations, installed in approved electrical conduit.

The connection of the feeder assembly conduit to the lot electrical service equipment shall be made using listed flexible conduit at least 36 inches in length.

Feeder conductors must be sized as follows:

1. Conductors must be sized in accordance with the requirements of the MH-unit manufacturer’s installation instructions.
2. If the manufacturer’s installation instructions are not available, the conductors must be sized for the electrical load shown on the MH-unit electrical label.
3. In the absence of an electrical label on the MH-unit or the manufacturer’s installations instructions, the conductors must be sized in accordance with the calculated load as determined by the provisions of the California Electrical Code, Articles 1, 2 and 3.

The feeder assembly must be installed above ground to be kept from direct contact with the earth.

REQUIRED TESTS (WATER, DRAIN, GAS AND ELECTRIC)

The potable water distribution system of the MH-unit and the supply connection must show no evidence of leakage under normal operating pressures. If water at normal operating pressure is not available, the water distribution system must be tested by a fifty (50) psi air pressure test for a period of not less than fifteen (15) minutes without leaking.

The MH-unit drainage piping system must be connected to the lot drain inlet, and tested by allowing water to flow into all fixtures and receptors, including the clothes washer standpipe, for a period of three (3) minutes. If water under pressure is not available, the drainage piping system must be tested by letting at least three (3) gallons of water into each fixture and receptor. There shall be no visible evidence of leaks.

The MH-unit fuel gas piping system must be tested before it is connected to the lot gas outlet. The gas piping system must be subjected to a pressure test with all appliance shut-off valves, except those ahead of fuel gas cooking appliances, in the open position. Appliance shut-off valves ahead of fuel gas cooking appliances may be closed.

The test must consist of air pressure at not less than ten (10) inches nor more than a maximum of fourteen (14) inches water column. (Six (6) ounces to a maximum eight (8) ounces). The system must be isolated from the air pressure source and maintain this pressure for not less than two (2) minutes without perceptible leakage. Upon satisfactory completion of the test, if the appliance valves ahead of fuel gas cooking appliances have been shut off, they must be opened and the gas cooking appliance connectors tested with soapy water or bubble solution while under the pressure remaining in the piping system. Solutions used for testing for leakage must not contain corrosive chemicals. Pressures must be measured with either a manometer, slope gauge, or gauge calibrated in either water inches or psi with increments of either one-tenth (1/10) inch or one-tenth (1/10) ounce, as applicable. NOTE: The fuel-gas piping system must not be over-pressurized. Pressurization beyond the maximum specified may result in damage to valves, regulators, appliances, etc.

Gas appliance exhaust vents must be inspected to ensure that they have not been dislodged in transit and are securely connected to the appliance.

The electrical wiring and power supply feeder assembly of the MH-unit must be tested for continuity and grounding. The electrical wiring system must not be energized during the test. An MH-unit equipped with a power supply cord must not be connected to the lot service equipment. An MH-unit equipped with a feeder assembly must have the flexible metal conduit of the feeder assembly connected to the lot service equipment; however, the supply conductors, including the neutral conductor, must not be connected.

- (1) The continuity test must be made with all interior branch circuit switches or circuit breakers and all switches controlling individual outlets, fixtures and appliances in the "on" position. The test shall be made by connecting one lead of the test instrument to the MH-unit grounding conductor at the point of supply to the feeder assembly, and applying the other lead to each of the supply conductors, including the neutral conductor. There shall be no evidence of any connection between any of the supply conductors and the grounding conductor. In addition, all non-current-carrying metal parts of electrical equipment, including fixtures and appliances, must be tested to determine continuity between such equipment and the equipment grounding conductor.
- (2) Upon completion of the continuity test, the power supply cord or feeder assembly must be connected at the lot service equipment. A further continuity test must then be made between the grounding electrode and the chassis of the MH-unit.
- (3) If the final electrical connection has been approved by the enforcement agency and electrical energy is available at the lot equipment, a polarity test must be conducted with the MH-unit energized.

When an MH-unit consists of two (2) or more sections, all utility connections from one section to another must be visually inspected and included in the tests.

Upon approval of the installation and satisfactory completion of the gas and electrical tests, the lot equipment shall be approved for service connection.



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 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 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, 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 _____

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) _____

Date of MFG. _____ Manufacturer Name/

Insignia/HUD Model Name _____

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.