



# DEPARTMENT OF RESOURCE MANAGEMENT

## Building Division

1855 Placer Street, Suite 102

Redding, California 96001

Phone: (530) 225-5761 Fax: (530) 245-6468

Inspection Request Line: (530) 244-5068

Web: [building.co.shasta.ca.us](http://building.co.shasta.ca.us) Email: [resourcemanagement@co.shasta.ca.us](mailto:resourcemanagement@co.shasta.ca.us)

### MANUFACTURED HOME – APPLICATION CHECKLIST

(Rev: 01-08-21)

#### **ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS: (In addition to the Application for a Permit)**

- 4 floor plans with room dimensions and uses labeled (i.e: bedroom, living room, bathroom, etc.).
- 5 plot plans (2 signed by fire district, if other than CDF; **Not required on retrofit foundations**)
- One approved Installation Manual with blocking tagged & highlighted and (2) sets of marriage line plan specifying the layout to be used for the **specific snow load**. If the manual is not available see Building Division "Manufactured Homes - No Manual" **Not required on retrofit foundations.**
- Copies of original septic and well permits, if replacing an existing manufactured home. A waiver from the Environmental Health Division will be required. **Not required on retrofit foundations.**
- Grading Plans (see information packet on grading). Must include wet weather plans if grading between October 15<sup>th</sup> and May 1<sup>st</sup>. **Not required on retrofit foundations.**

#### **ADDITIONAL INFORMATION FOR ANCHORING / FOUNDATION SYSTEMS - (CHOOSE ONE)**

##### **A. TIE DOWNS** ALSO REQUIRE THE FOLLOWING ITEM:

- Title Search on used Manufactured Homes (Request from escrow officer or \*HCD). **Not required on new units.**
- 2 sets of engineered tie down system plans approved by the State of California or a licensed California engineer. Must state the current Building Code Cycle.

##### **B. CHATTEL FOUNDATIONS** ALSO REQUIRE THE FOLLOWING TWO ITEMS:

- Title Search on used Manufactured Homes (Request from escrow officer or \*HCD). **Not required on new units.**
- 2 sets of foundation plans for the specified snow load, approved by the State of California or a licensed California engineer. Must state the current Building Code Cycle.

##### **C. PERMANENT FOUNDATIONS** ALSO REQUIRE THE FOLLOWING ITEMS:

- Title Search on used Manufactured Homes (Request from escrow officer or \*HCD). **Not required on new units.**
- 2 sets of foundation plans for the specified snow load, approved by the State of California or a licensed California engineer. Must state the current Building Code Cycle.
- License / Decal from Manufactured Home. If missing, original \*HCD "STATEMENT OF FACT" form, signed by Manufactured Home owner(s). **Not required on new units.**
- Owner to provide completed 433(B) at application. Enforcement agency to complete the 433A form at final for recording.
- Clear, legible copy of most recent recorded deed with legal description of the property. Faxed and/or **unofficial copies** will **not** be accepted.
- Original Certificate of Title. If the unit is to be paid off, then a letter from the Escrow Officer. If the original Certificate of Title is lost, an \*HCD "APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE" to be submitted with original signature of manufactured home owner(s). **Not required on new units.**
- Original registration. If lost, then an \*HCD "APPLICATION FOR DUPLICATE REGISTRATION" to be submitted with the original signature of unit's legal owner(s). **Not required on new units.**
- Letter from lien holder acknowledging the home will be attached to the real property. If no lien holder, owner to provide a letter stating the home and land are clear of liens.

**\*HCD: State of California Housing and Community Development Department. Phone: 916-255-2501**

\\admin\BIShare\\_BUILDING FORMS