



MOBILEHOME PARK BUILDING PERMIT WORKSHEET FORM 4565

Per Title 25, Section 1018, a permit is required for the installation of a mobile home, accessory structures and any relocation of utilities outside the mobile home coach. Any changes to the mobilehome itself, must be submitted to and approved by the State of California Housing and Community Development Department. Should you have further questions, contact the Building Permit Information Message line at 691-5272 extension 2332.

All work must comply with Title 25 requirements, even work exempt from building permits must meet Title 25 requirements and/or California Building Codes.

A PERMIT IS REQUIRED FOR:

SUBMITTAL REQUIREMENTS

Mobile Home Installation	<input type="checkbox"/> FORM 4565 <input type="checkbox"/> Manufacturer's Installation Manual <ul style="list-style-type: none"> ✓ Foundation/support system State approved or approved by a licensed architect or engineer ✓ Tie down system State approved or approved by a licensed architect or engineer <input type="checkbox"/> Relocation of utilities outside the mobile home coach
Mobile Home Accessory Structures	<input type="checkbox"/> FORM 4565 <input type="checkbox"/> SPA approved plans <ul style="list-style-type: none"> ✓ If SPA approved plans are not used, Plans must conform to California Building Codes
Earthquake Resistant Bracing System (ERBS)	<input type="checkbox"/> FORM 4565 <input type="checkbox"/> State approved Earthquake Resistant Bracing System
Lot Line Change	<input type="checkbox"/> FORM 4566 <input type="checkbox"/> Required submittal documents per Section 1105 and Title 25 <ul style="list-style-type: none"> ✓ If SPA approved plans are not used, Plans must conform to California Building Codes



- Two copies of all forms and plans are required at submittal. A third copy of the mobile home plot plan sheet is required.
- Pre-inspection will be made and approval of the inspection is required prior to issuance of a permit. *(Assure that lot lines are marked and placement of mobile home and accessory structures are marked with stakes and/or flags.)*
- Failure to provide complete and accurate information will result in an application be denied and/or may extend the length of time needed for review

A PERMIT IS NOT REQUIRED FOR:

- Minor maintenance work, including the replacement of existing utility metering devices.
- Previously installed portable air conditioning equipment reinstalled with the unit installation.
- The installation of a storage cabinet on a lot. Storage cabinets of 120 square feet or less in floor area (the total, combined floor area of all storage cabinets on a lot shall not exceed 120 square feet).
- Construction or installation of a stairway having a landing not to exceed twelve (12) square feet.
- A landing less than 12 square feet in area
- Construction or installation of a window or door awning.
- Construction or installation of removable insect screening, flexible plastic or canvas type material used as an awning or as an awning or carport enclosures.
- Construction or installation of a retaining wall less than four (4) feet in height measured from the bottom of the footing to the top of the wall, unless it is supporting a surcharge. For the purpose of this section, a surcharge is any additional soil or load placed on the existing soil retained by the wall.
- Construction or installation of a patio, as defined in section 1002(p)(3)
- Fences six (6) feet high or less.



Important Information:

- Within mobilehome parks constructed on or after 9/15/61, minimum distances from a manufactured home/mobilehome to:
 1. A permanent building = 10 feet, including eaves;
 2. Another manufactured home/mobilehome, installed, including eaves,
 - (a) Side to side = 10 feet.
 - (b) Side to rear or front = 8 feet.
 - (c) Rear or front to a rear or front = 6 feet.
- Within mobilehome parks constructed prior to 9/15/61, 6 feet minimum setback 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 (carports excepted).
 2. Over main sewer line clean outs.
 3. Over, or within, 5 feet of septic tank.
 4. Over, or within, 8 feet of sewage disposal fields.
 5. Under overhead insulated electrical conductor, unless 8 feet of clearance is provided.
 6. So as to restrict access to park electrical equipment.
 7. Over lot gas risers or gas meters.
- Accessory structures shall not be located:
 1. So as to restrict access or ventilation of lot gas risers/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 appliances.
- All combustible construction, including mobilehomes/manufactured homes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 feet from lot/property lines (except lot/property lines bordering roadways). 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 an adjoining lot.
- Large liquefied petroleum (LP) gas tanks shall be a minimum of 10 feet from manufactured home/ mobilehome or park property lines.
- Each lot line corner shall be clearly and permanently marked prior to construction and inspection. Failure to identify the lot line corners will result in termination of inspection and a re-inspection will be required.
- Plot plans and permits are not required for storage cabinets (sheds), provided the cabinets do not exceed 120 square foot floor area. A maximum of two storage cabinets are allowed, per lot, having a combined total floor area of not more than 120 square feet. Storage cabinets exceeding these limits are considered storage buildings. Storage buildings require a permit and must be constructed to specific standards.
- The total occupied area of a lot may not exceed 75% of the lot area, including the manufactured home/mobilehome, awnings, carports, storage cabinets, porches, etc. Driveways, walkways, slabs and similar flat work are not subject to this limitation.
- A Flood Plain Ordinance Compliance certificate (HCD Form 547) is required for manufactured home/mobilehome installations where the local government has adopted a Flood Plain Management program. The HCD Form 547 is available from this Dept.
- For manufactured home/mobilehome installation inspections all exterior doorways shall be provided with a complying stairway, porch, and/or ramp at the time of the home installation conforming with the provisions of article 9 of Title 25.
- A minimum clearance of 18 inches shall be maintained beneath the underside of the floor joists, and 12" beneath the main chassis beams.
- The installation of a mobilehome and/or accessory structures shall not alter existing drainage patterns established at time of park/lot construction or divert drainage paths on to adjacent lots.
- The under floor space of mobilehomes and/or accessory structures shall be clear of all combustible/flammable material including bushes, weeds and similar organic matter.



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FORM 4565

MINIMUM PLAN SUBMITTAL REQUIREMENTS

(GRAY AREAS FOR OFFICE USE ONLY.)

- 3 copies of a detailed plot plans with an identified date of preparation and measurements, which shall include all of the following:
- Indicate the front of the manufactured home/mobilehome and show all adjacent roadways.
- Identify on the plot plan the location of the two required exterior exit doors and show/outline the location and dimensions of the exterior porch and/or stairway serving the doors.
- Draw in any proposed structure(s) and existing structures on the plot plan diagram at the approximate location and identify the structures by type (i.e. deck, awning, etc.) and if the structure is of combustible or non-combustible material.
- Indicate any roadway bordering the lot.
- Fill in the distances from all property/lot lines to all existing or proposed structures.
- Sketch in and provide actual distances from any structure located on adjacent properties/lots, if they are greater than 10 feet from your property/lot lines.
2 copies of Manufacturer's Installation Manual.

APPLICANT/CONTRACTOR INFORMATION

Applicant Name: _____ Please check one: [] Park Owner [] Contractor
Address: _____ City: _____ State: __ Zip Code: _____
Phone Number: _____ Fax Number: _____ Email: _____
Chula Vista Business License #: _____ State Contractor's License #: _____ Class: _____ Expires: _____

PROJECT INFORMATION

Park Name: _____
Address: _____ City: _____ State: __ Zip Code: _____

HOMEOWNER(S) INFORMATION

Homeowner Name: _____
Address: _____ City: _____ State: __ Zip Code: _____
Space/Lot No.: _____

MANUFACTURER INFORMATION

Manufacturer Name: _____
Address: _____ City: _____ State: __ Zip Code: _____
Model: _____ Serial #: _____ State Insignia #: _____ Year of Manufacture: _____



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MANUFACTURER HOME/MOBILEHOME AND LOT COVERAGE

Area of manufactured home/mobilehome (length X width - to include overhangs):

A = _____ X _____ = _____ Square Feet

Area of accessory structures (to include overhangs) = B = _____ Square Feet

Area of lot (length X width) = C = _____ X _____ = _____ Square Feet

Lot coverage (((A+B)/C) X100) = _____ % (Not to exceed 75%)

DESCRIPTION OF WORK

Will utility lines/connections be relocated? [] Yes [] No

Home Amperage: _____ Pedestal Rated Amperage: _____

Designed Roof Load: _____ PSF Roof Load per Locality: _____ PSF

Design Wind Load: _____ MPH Wind Load per Locality: _____ MPH

The lot line corners at the front and rear are clearly and permanently marked in the following manner:

Four horizontal lines for describing lot line markings.

EARTHQUAKE RESISTANT BRACING SYSTEM (If Provided)

[] New Installation [] Re-installation (Check one, as appropriate)

Manufacturer's Name: _____ Certification No.: _____

Brand or Model Name: _____ Model No.: _____

PARK OWNER CERTIFICATION

Date park constructed: _____ Park ID#: _____

I, the undersigned, as owner, operator, or manager of this park, hereby certify under the laws of the State of California that all information provided on this form is true and correct.

Executed on _____ at _____

Date

City

State

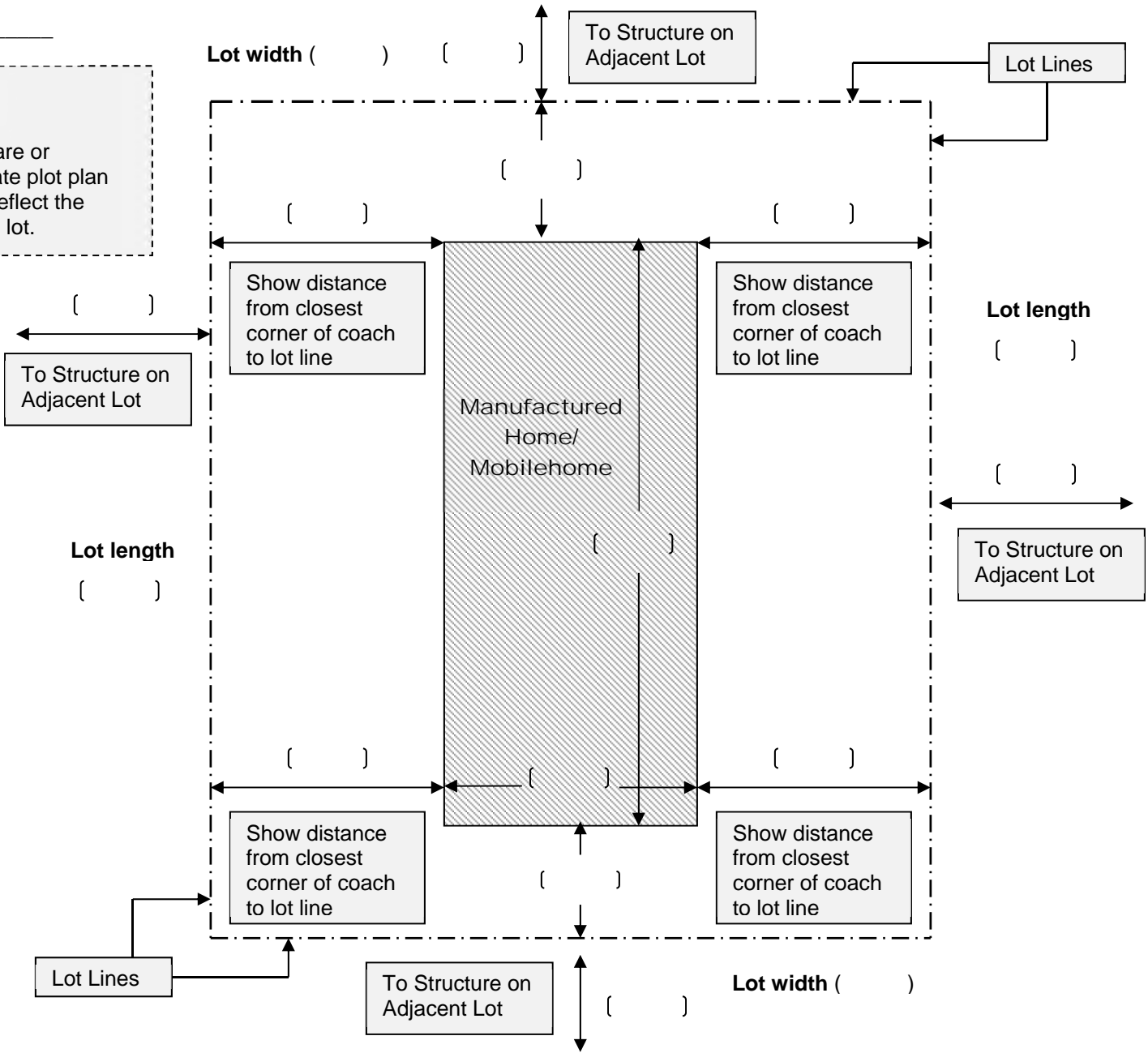
Signature of Park Owner, Operator or Manager

Date

MANUFACTURED HOME/MOBILEHOME PLOT PLAN

SPA/ICBO# _____

i
 If the lot is not square or rectangle, a separate plot plan must be drawn to reflect the actual shape of the lot.



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