Submittal Items for Manufactured Home Permits
B-53

Development Services
Building Division
1635 Faraday Avenue
760-602-2719
www.carlsbadca.gov

In addition to the **Building Permit Application** the following are required for all Mobile Home permits:

- A completed HCD plot plan (attached)
- State approved support system (2 copies)
- State approved accessory structure details (2 copies)

If the scope of work for this permit includes the installation of a Foundation System (permanent) the following items will also need to be provided at submittal:

- Completed 433-A (*attached version only*)
- Copy of recorded Grant Deed / Escrow Instructions
- Copy of Legal Description
- Copy of Title Search, Manufacturer's Certificate of Origin or a 433-C

Upon completion of the foundation installation and final approval a copy of the recorded 433-A must be returned to the City of Carlsbad Building division within 30 days.

Question regarding any of the above requirements can be directed to the Building division at 760-602-2719.

Please schedule your submittal appointment by calling (760) 602- 2723.
You can also email your request to DevAppt@carlsbadca.gov.

RESIDENTIAL BUILDING PERMIT APPLICATION B-1

Plan Check _____
Est. Value _____
PC Deposit _____
Date _____

Job Address _____ **Suite:** _____ **APN:** _____

CT/Project #: _____ **Lot #:** _____

Fire Sprinklers: yes / no **Air Conditioning:** yes / no **Electrical Panel Upgrade:** yes / no

BRIEF DESCRIPTION OF WORK: _____

_____

☐ **Addition/New:** _____Living SF, _____ Deck SF, _____ Patio SF, _____Garage SF
Is this to create an Accessory Dwelling Unit? Yes / No New Fireplace? Yes / No, if yes how many? _____

☐ **Remodel:** _____ SF of affected area Is the area a conversion or change of use ? Yes / No

☐ **Pool/Spa:** _____ SF Additional Gas or Electrical Features? _____

☐ **Solar:** _____ KW, _____ Modules, Mounted: Roof / Ground , Tilt: Yes / No, RMA: Yes / No, Battery: Yes / No
Panel Upgrade: Yes / No

☐ **Reroof:** _____

☐ **Plumbing/Mechanical/Electrical Only:** _____

☐ **Other:** _____

_____

APPLICANT (PRIMARY CONTACT)

Name: _____
Address: _____
City: _____ **State:**_____**Zip:** _____
Phone: _____
Email: _____

PROPERTY OWNER

Name: _____
Address: _____
City: _____**State:**_____**Zip:** _____
Phone: _____
Email: _____

DESIGN PROFESSIONAL

Name: _____
Address: _____
City: _____ **State:**_____**Zip:** _____
Phone: _____
Email: _____
Architect State License: _____

CONTRACTOR BUSINESS

Name: _____
Address: _____
City: _____ **State:**_____**Zip:** _____
Phone: _____
Email: _____
State License:_____ **Bus. License:**_____

(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/she is licensed pursuant to the provisions of the Contractor's License Law {Chapter 9, commending with Section 7000 of Division 3 of the Business and Professions Code} or that he/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}).

1635 Faraday Ave Carlsbad, CA 92008 Ph: 760-602-2719 Fax: 760-602-8558 Email: Building@carlsbadca.gov

(OPTION A): WORKERS'COMPENSATION DECLARATION:

I hearby 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 provided by Section 3700 of the Labor Code, for the performance of the work which this permit is issued.

❒ I have and will maintain worker's compensation, 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: **Insurance Company Name:** _____
Policy No. _____ **Expiration Date:** _____

❒ Certificate of Exemption: 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 be come subject to the workers' compensation Laws of California. **WARNING: Failure to secure workers compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to $100,000.00, in addition the to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.**

CONTRACTOR SIGNATURE: _____ ☐ ***AGENT*** **DATE:** _____

(OPTION B): OWNER-BUILDER DECLARATION:

I hereby affirm that I am exempt from Contractor's License Law for the following reason:

❒ 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 Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his 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 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 Contractor's License Law does not apply to an owner of property who builds or improves thereon, and contracts for such projects with contractor(s) licensed pursuant to the Contractor's License Law).

❒ I am exempt under Section _____Business and Professions Code for this reason:
1. I personally plan to provide the major labor and materials for construction of the proposed property improvement. ❒ Yes ❒ No
2. I (have / have not) signed an application for a building permit for the proposed work.
3. I have contracted with the following person (firm) to provide the proposed construction (include name address / phone / contractors' license number):
4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise and provide the major work (include name / address / phone / contractors' license number):
5. I will provide some of the work, but I have contracted (hired) the following persons to provide the work indicated (include name / address / phone / type of work):

OWNER SIGNATURE: _____ ☐ ***AGENT*** **DATE:** _____

CONSTRUCTION LENDING AGENCY, IF ANY:

I hereby affirm that there is a construction lending agency for the performance of the work this permit is issued (Sec. 3097 (i) Civil Code).
Lender's Name: _____ **Lender's Address:** _____

ONLY COMPLETE THE FOLLOWING SECTION FOR NON-RESIDENTIAL BUILDING PERMITS ONLY:

Is the applicant or future building occupant required to submit a business plan, acutely hazardous materials registration form or risk management and prevention program under Sections 25505, 25533 or 25534 of the Presley-Tanner Hazardous Substance Account Act? ❒ Yes ❒ No
Is the applicant or future building occupant required to obtain a permit from the air pollution control district or air quality management district? ❒ Yes ❒ No
Is the facility to be constructed within 1,000 feet of the outer boundary of a school site? ❒ Yes ❒ No
IF ANY OF THE ANSWERS ARE YES, A FINAL CERTIFICATE OF OCCUPANCY MAY NOT BE ISSUED UNLESS THE APPLICANT HAS MET OR IS MEETING THE REQUIREMENTS OF THE OFFICE OF EMERGENCY SERVICES AND THE AIR POLLUTION CONTROL DISTRICT.

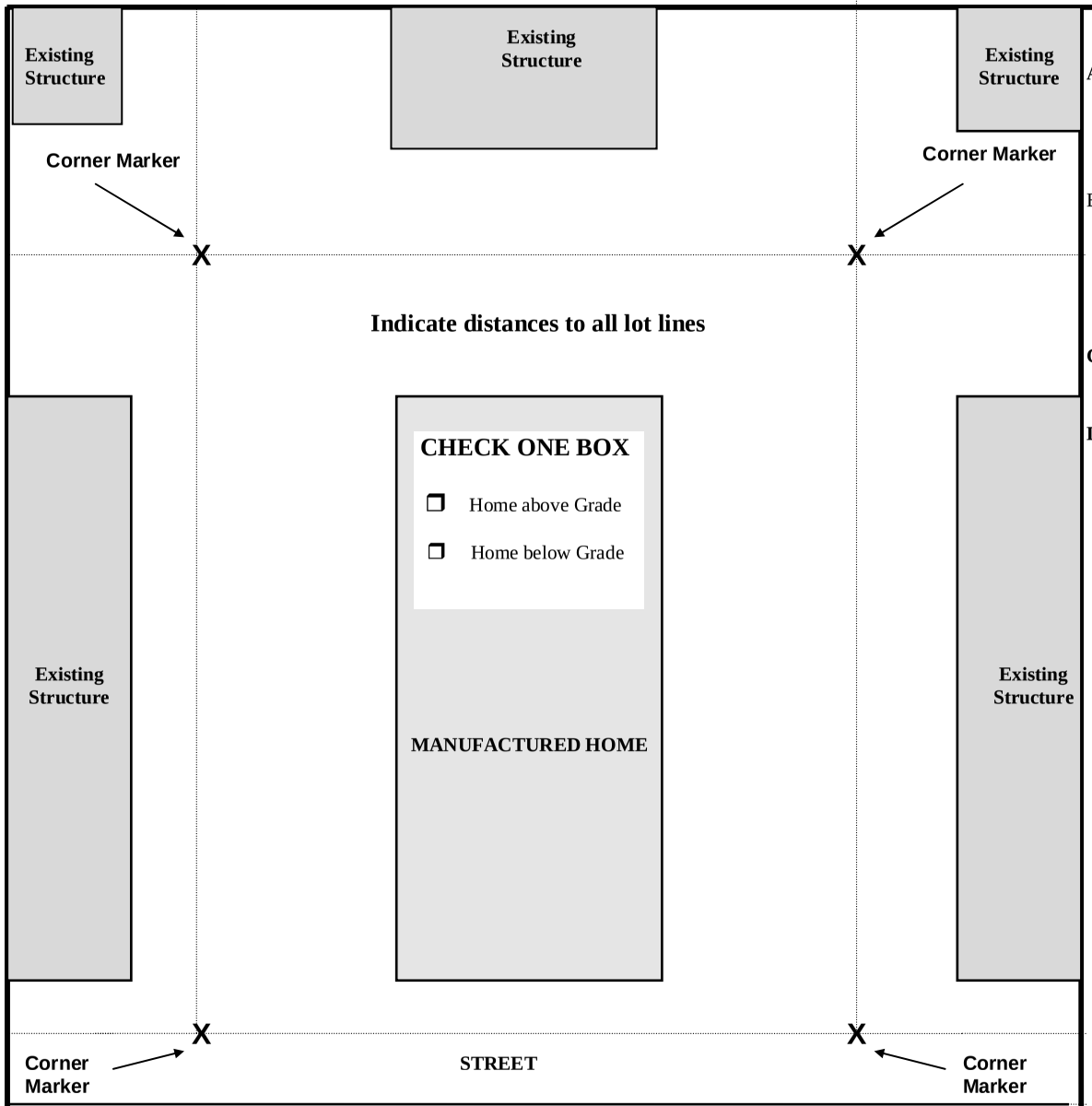
APPLICANT CERTIFICATION:

I certify that I have read the application and state that the above information is correct and that the information on the plans is accurate. I agree to comply with all City ordinances and State laws relating to building construction.

I hereby authorize representative of the City of Carlsbad to enter upon the above mentioned property for inspection purposes. I ALSO AGREE TO SAVE, INDEMNIFY AND KEEP HARMLESS THE CITY OF CARLSBAD AGAINST ALL LIABILITIES, JUDGMENTS, COSTS AND EXPENSES WHICH MAY IN ANY WAY ACCRUE AGAINST SAID CITY IN CONSEQUENCE OF THE GRANTING OF THIS PERMIT.OSHA: An OSHA permit is required for excavations over 5'0' deep and demolition or construction of structures over 3 stories in height.

EXPIRATION: Every permit issued by the Building Official under the provisions of this Code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days (Section 106.4.4 Uniform Building Code).

APPLICANT SIGNATURE: _____ **DATE:** _____



Width and length of lot:_____ x _____ Width and length of home _____x_____

1. Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure.
2. Indicate the exact distances from structures on adjacent lots if located within 10 (ten) feet of your lot line.
3. Enter length & width of the manufactured home (including eaves) and length & width of lot.
4. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the 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

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).

STATE OF CALIFORNIA
BUSINESS, TRANSPORTATION AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
MANUFACTURED HOUSING PROGRAM

THIS SPACE FOR RECORDER USE ONLY

RECORDING REQUESTED BY:

WHEN RECORDED MAIL TO:
NAME

ADDRESS

CITY, STATE, ZIP CODE

City of Carlsbad
Building Division
1635 Faraday Ave.
Carlsbad, CA 92008

ONLY THE ENFORCEMENT AGENCY MAY RECORD THIS DOCUMENT

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

Recording of this document by the enforcement agency indicates compliance with California Health and Safety Code Section 18551(a). This document is evidence that the enforcement agency has inspected the installation and issued a Certificate of Occupancy, form HCD 513C, for the unit described herein, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

ALL INFORMATION BELOW MUST BE ENTERED BY THE ENFORCEMENT AGENCY

PROPERTY INFORMATON

REAL PROPERTY OWNER NAME(S)

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

INSTALLATION ADDRESS (If different)

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

BUILDING PERMIT NO. (____) TELEPHONE NUMBER

☐✓ EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION PROVIDED/ATTACHED – SEE REVERSE

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL DATE

OWNER INFORMATON

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

DEALER INFORMATION

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NUMBER

DEALER BUSINESS ADDRESS

CITY COUNTY STATE ZIP CODE

MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR UNIT DESCRIPTION

MANUFACTURER'S NAME MODEL NAME / NUMBER MANUFACTURE DATE

SERIAL NUMBER(S)

LENGTH X WIDTH CA INSIGNIA(S)/HUD LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION

DISTRIBUTION – Original to County Recorder; One Copy to HCD; One Copy to Applicant; One Copy to Enforcement Agency

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:
   - Certificate of Title and Registration issued by either HCD or DMV.
   - 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.