

APPLICATION REQUIREMENTS FOR A MANUFACTURER/DISTRIBUTOR LICENSE

MANUFACTURED HOME/MULTI-UNIT MANUFACTURED HOUSING (MUMH)/
MOBILEHOME/COMMERCIAL MODULAR MANUFACTURER OR DISTRIBUTOR

The following forms and items are required to be submitted with the fees indicated:

1. Occupational License Application for Manufactured Home/MUMH/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers, Part A (Form HCD-OL 12). SEE SPECIAL NOTE #1.
2. Occupational License Application for Manufactured Home/ MUMH /Mobilehome/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers and Salespersons Part B (Form HCD-OL 29) for each person of the ownership structure shown on Part A as participating as indicated with an "X" in Column A. SEE SPECIAL NOTE #2.
3. Occupational License Application for Manufactured Home/ MUMH /Mobilehome/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers, Part C (Form HCD-OL 21) for each established place of business.
4. Articles of Incorporation and proof of valid status with the State of California, Secretary of State (for California and Foreign Corporations only).
5. One (1) photograph showing the exterior of the office at each established place of business. For Manufacturers, also submit one (1) photograph showing the manufacturing area. SEE SPECIAL NOTE #3.
6. Two (2) fingerprint cards (Form FD 258) for each person of the ownership structure shown on Part A. SEE SPECIAL NOTE #4.
7. Two (2) full facial photographs of each person of the ownership structure shown on Part A, minimum size 1" x 1¼" taken from a maximum distance of six (6) feet.
8. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Form-1) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States. (This requirement applies only to persons applying for a license as an individual owner) on or after April 6, 1998, who have not previously complied with this requirement).
9. A list of model or brand names to be manufactured or distributed.
10. An explanation of the serial number configurations to be assigned to manufactured homes, MUMH, mobilehomes or commercial modulars.
11. A list of the names, addresses, brands and models of each manufacturer whose lines will be distributed. (For Distributors only).
12. License Application fee of \$1100 for each established place of business. The license term is for two (2) years. SEE SPECIAL NOTE #5.
13. Applicant verification fee of \$13 for persons applying for a license as an individual owner, who have not previously paid this one-time fee. This fee is associated with statement number 8 above and only applies to sole proprietorships, not to businesses owned as corporations, partnerships, etc.

SPECIAL NOTES:

1. Manufacturers of manufactured homes must obtain the services of a Housing and Urban Development (HUD) third party design and inspection agency. You can obtain additional information from HUD's contractor for HUD's third party agencies at: http://www.ibts.org/manufactured_housing_resources.htm . Manufacturers of commercial modulars, special purpose commercial modulars, and multi-unit manufactured homes must obtain the services of a HCD approved design and inspection third party agency before a license will be issued. You can obtain additional information about HCD's third party agencies from HCD's Manufactured Housing Program at: <http://www.hcd.ca.gov/codes/mhp/>.
2. If the applicant is a Partnership, Corporation or Limited Liability Company, disclose the names and titles of all controlling partners, stockholders, directors, members, general managers and officers who are permitted to direct, control or manage the manufacturing or sales operations of the business.
3. Health and Safety Code Section 18045.5 requires that a Dealer's or Distributor's established place of business must have an office located in the State of California. A Manufacturer's established place of business must have an office and a manufacturing area situated on the same property. NOTE: Offices and manufacturing areas must comply with the requirements of California Code of Regulations, Title 25, Chapter 4 (CCR).
4. HCD offices are not equipped to take fingerprints. Law enforcement offices are equipped for fingerprinting. The Department of Justice (DOJ) will only accept fingerprint cards from a DOJ "certified" fingerprint roller or qualified law enforcement personnel. **DO NOT ATTEMPT TO TAKE YOUR OWN FINGERPRINTS.**
5. When adding a secondary location, moving an existing location, or eliminating a location contact the Occupational Licensing Program office in Sacramento at (916) 323-9803 for appropriate forms and fees.