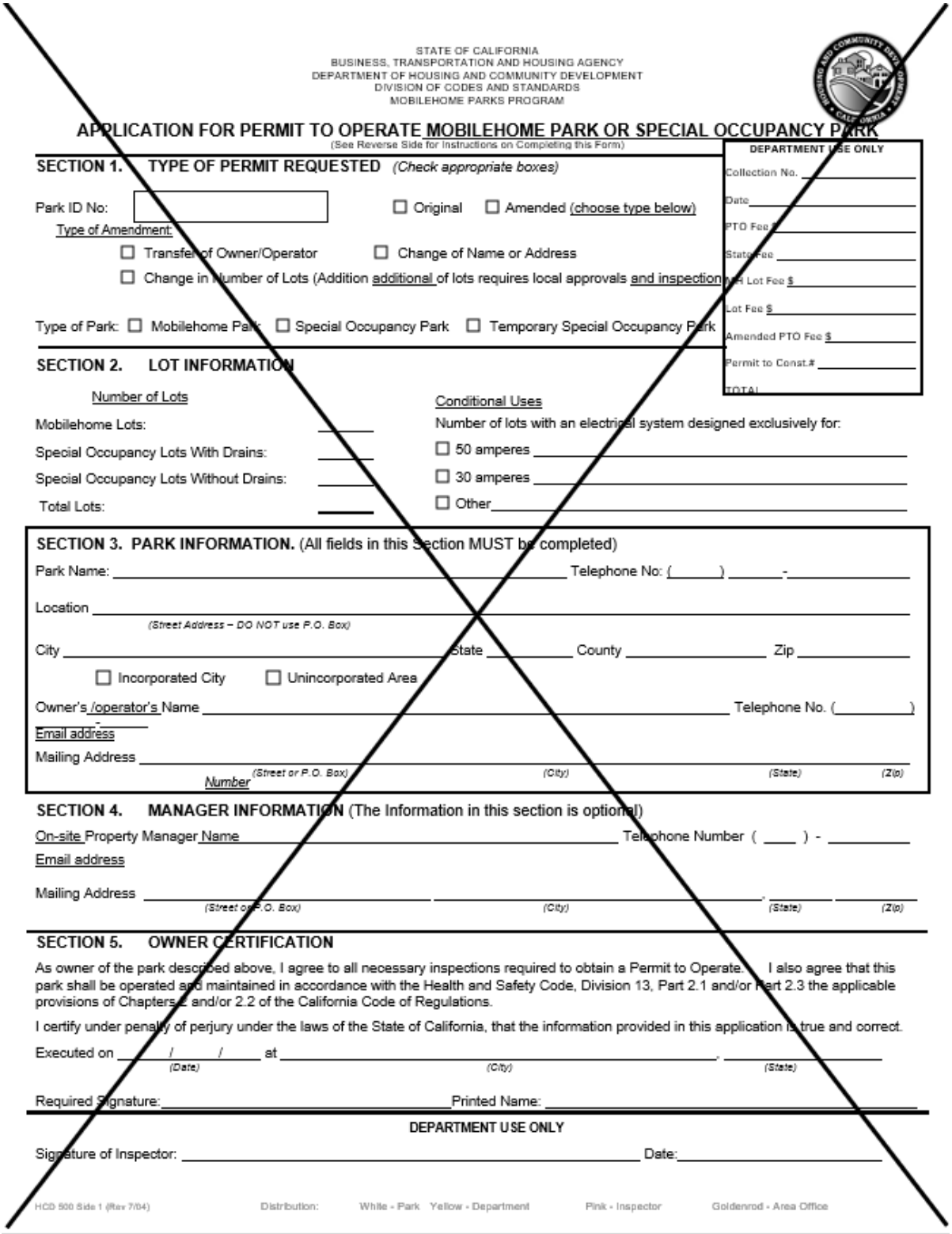
Attachment A

T25CCR, section 1002(f)(8)(F), Application For Permit To Operate, HCD 500 – Current Form 7/04



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

APPLICATION FOR PERMIT TO OPERATE MOBILEHOME PARK OR SPECIAL OCCUPANCY PARK
(See Reverse Side for Instructions on Completing this Form)

DEPARTMENT USE ONLY
Collection No. _____
Date _____
PTO Fee $ _____
State Fee _____
Lot Fee $ _____
Lot Fee $ _____
Amended PTO Fee $ _____
Permit to Const.# _____
TOTAL

SECTION 1. TYPE OF PERMIT REQUESTED *(Check appropriate boxes)*

Park ID No: _____ ☐ Original ☐ Amended (choose type below)

Type of Amendment:

☐ Transfer of Owner/Operator ☐ Change of Name or Address

☐ Change in Number of Lots (Addition additional of lots requires local approvals and inspection)

Type of Park: ☐ Mobilehome Park ☐ Special Occupancy Park ☐ Temporary Special Occupancy Park

SECTION 2. LOT INFORMATION

Number of Lots

Mobilehome Lots: _____

Special Occupancy Lots With Drains: _____

Special Occupancy Lots Without Drains: _____

Total Lots: _____

Conditional Uses

Number of lots with an electrical system designed exclusively for:

☐ 50 amperes _____

☐ 30 amperes _____

☐ Other _____

SECTION 3. PARK INFORMATION. (All fields in this Section MUST be completed)

Park Name: _____ Telephone No: (_____) _____-_____

Location _____
(Street Address – DO NOT use P.O. Box)

City _____ State _____ County _____ Zip _____

☐ Incorporated City ☐ Unincorporated Area

Owner's /operator's Name _____ Telephone No. (_____)

Email address

Mailing Address _____
Number (Street or P.O. Box) (City) (State) (Zip)

SECTION 4. MANAGER INFORMATION (The Information in this section is optional)

On-site Property Manager Name _____ Telephone Number (____) - _____

Email address

Mailing Address _____
(Street or P.O. Box) (City) (State) (Zip)

SECTION 5. OWNER CERTIFICATION

As owner of the park described above, I agree to all necessary inspections required to obtain a Permit to Operate. I also agree that this park shall be operated and maintained in accordance with the Health and Safety Code, Division 13, Part 2.1 and/or Part 2.3 the applicable provisions of Chapters 2 and/or 2.2 of the California Code of Regulations.

I certify under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct.

Executed on ____/____/____ at _____, _____
(Date) (City) (State)

Required Signature: _____ Printed Name: _____

DEPARTMENT USE ONLY

Signature of Inspector: _____ Date: _____

HCD 500 Side 1 (Rev 7/04) Distribution: White - Park Yellow - Department Pink - Inspector Goldenrod - Area Office

INSTRUCTIONS

Complete sections 1 through 5. Submit all copies of this application with the appropriate fees as specified in the Health and Safety Code, Division 13, Parts 2.1 or 2.3 and the California Code of Regulations, Title 25, Chapter 2 or 2.2 to the appropriate area office:

Northern Area

Department of Housing and Community Development

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(916) 255-2501

Southern Area

Department of Housing and Community Development

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501-3337
(951) 782-4420

Section 1. Type of Permit Requested

Enter the park identification number issued by this Department.

Original: Check this box if this is the original request (newly constructed park) for a Permit to Operate this park.

Amended: Check this box if this is a request for an amended Permit to Operate and indicate the type of change that is being reported. When there is a change in the number of lots, enter the total number of lots in the space provided. The addition of lots to an existing park requires local approvals in accordance with sections 1032 or 2032 of Title 25 of the California Code of Regulations.

Check the appropriate box to indicate the type of park for which the permit to operate is being requested. For combination parks, more than one box may be checked.

Section 2. Lot Information

Number of Lots - Provide the **total** number of lots within the park for each category listed. If a category does not apply, leave it blank. Enter a total of all lots in the space provided. This is the number of lots that will be shown on the Permit to Operate. DO NOT add lots or change existing categories without submitting approvals from the local jurisdiction in accordance with Sections 1032 or 2032 of Title 25 of the California Code of Regulations.

Conditional Uses - Check the appropriate box to indicate any conditional uses. For lots constructed with electrical systems designed exclusively for units of 50, or 30 amperes (California Code of Regulations, Section 1142). These lot numbers will appear on the Permit to Operate. Enter any other conditions on the use of the park as defined in Health and Safety Code, Sections 18205, 18300.1, 18862.13 and 18865.1.

Section 3. Park Information (This section must be filled out completely)

Enter the name of the park as it should appear on the Permit to Operate.

Enter the park telephone number, including the area code.

Enter the location of the park. This is the **physical address**, do not use a P.O. Box or route number.

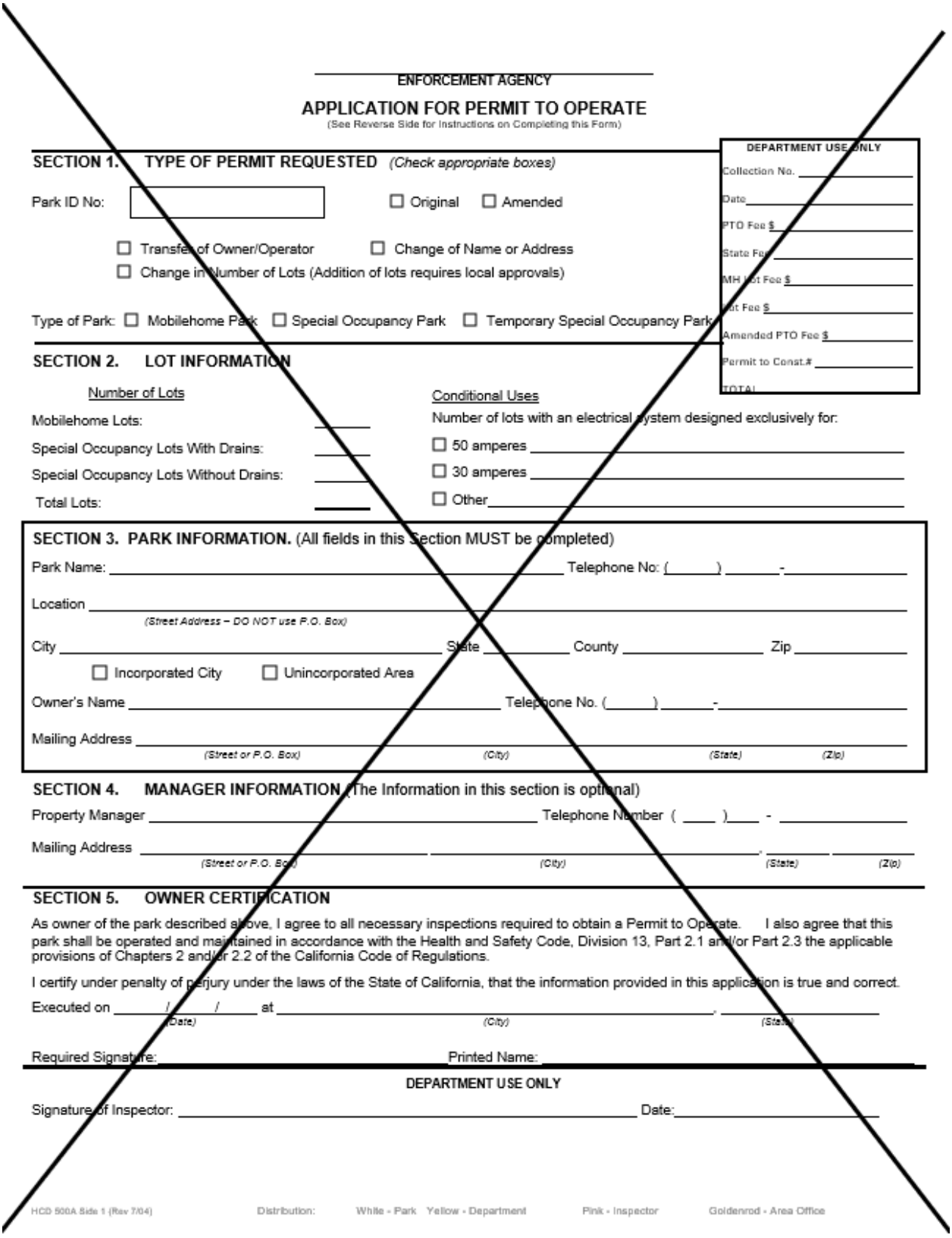
Check the appropriate box to indicate if the park is located in an incorporated city or unincorporated area.

Enter the name, telephone number, and mailing address of the park owner.

Section 4. Manager Information (This section is optional, but recommended.)
Enter the park manager's name , phone number and mailing address.

Section 4. Owner Certification
The signature of the park owner is required along with the owner's printed name. Also enter the date and place the form is signed.

T25CCR, section 1002(f)(8)(L), Permit to Operate (local enforcement agency), HCD 500A – Current Form 7/04



_____ ENFORCEMENT AGENCY

APPLICATION FOR PERMIT TO OPERATE

(See Reverse Side for Instructions on Completing this Form)

DEPARTMENT USE ONLY

Collection No. _____

Date _____

PTO Fee $ _____

State Fee _____

MH Lot Fee $ _____

Lot Fee $ _____

Amended PTO Fee $ _____

Permit to Const.# _____

TOTAL

SECTION 1. TYPE OF PERMIT REQUESTED *(Check appropriate boxes)*

Park ID No: _____ ☐ Original ☐ Amended

☐ Transfer of Owner/Operator ☐ Change of Name or Address

☐ Change in Number of Lots (Addition of lots requires local approvals)

Type of Park: ☐ Mobilehome Park ☐ Special Occupancy Park ☐ Temporary Special Occupancy Park

SECTION 2. LOT INFORMATION

Number of Lots

Mobilehome Lots: _____

Special Occupancy Lots With Drains: _____

Special Occupancy Lots Without Drains: _____

Total Lots: _____

Conditional Uses

Number of lots with an electrical system designed exclusively for:

☐ 50 amperes _____

☐ 30 amperes _____

☐ Other _____

SECTION 3. PARK INFORMATION. (All fields in this Section MUST be completed)

Park Name: _____ Telephone No: (_____) _____-_____

Location _____

(Street Address – DO NOT use P.O. Box)

City _____ State _____ County _____ Zip _____

☐ Incorporated City ☐ Unincorporated Area

Owner's Name _____ Telephone No. (_____) _____-_____

Mailing Address _____

(Street or P.O. Box) *(City)* *(State)* *(Zip)*

SECTION 4. MANAGER INFORMATION (The Information in this section is optional)

Property Manager _____ Telephone Number (____)____ - _____

Mailing Address _____

(Street or P.O. Box) *(City)* *(State)* *(Zip)*

SECTION 5. OWNER CERTIFICATION

As owner of the park described above, I agree to all necessary inspections required to obtain a Permit to Operate. I also agree that this park shall be operated and maintained in accordance with the Health and Safety Code, Division 13, Part 2.1 and/or Part 2.3 the applicable provisions of Chapters 2 and/or 2.2 of the California Code of Regulations.

I certify under penalty of perjury under the laws of the State of California, that the information provided in this application is true and correct.

Executed on _____/_____/_____ at _____, _____

(Date) *(City)* *(State)*

Required Signature: _____ Printed Name: _____

DEPARTMENT USE ONLY

Signature of Inspector: _____ Date: _____

HCD 500A Side 1 (Rev 7/04) Distribution: White - Park Yellow - Department Pink - Inspector Goldenrod - Area Office

INSTRUCTIONS

Complete sections 1 through 5. Submit all copies of this application with the appropriate fees as specified in the Health and Safety Code, Division 13, Parts 2.1 or 2.3 and the California Code of Regulations, Title 25, Chapter 2 or 2.2 to the LOCAL ENFORCEMENT AGENCY for your park. This is usually identified on the park's Permit To Operate.

Section 1. Type of Permit Requested

Enter the park identification number

Original: Check this box if this is the original request (newly constructed park) for a Permit to Operate this park.

Amended: Check this box if this is a request for an amended Permit to Operate and indicate the type of change that is being reported. When there is a change in the number of lots, enter the total number of lots in the space provided. The addition of lots to an existing park requires local approvals in accordance with sections 1032 or 2032 of Title 25 of the California Code of Regulations.

Check the appropriate box to indicate the type of park for which the permit to operate is being requested. For combination parks, more than one box may be checked.

Section 2. Lot Information

Number of Lots - Provide the total number of lots within the park for each category listed. If a category does not apply, leave it blank. Enter a total of all lots in the space provided. This is the number of lots that will be shown on the Permit to Operate. DO NOT add lots or change existing categories without submitting approvals from the local jurisdiction in accordance with Sections 1032 or 2032 of Title 25 of the California Code of Regulations.

Conditional Uses - Check the appropriate box to indicate any conditional uses. For lots constructed with electrical systems designed exclusively for use of 50, or 30 ampere service (California Code of Regulations, Section 1142), indicate the lot number(s) in the space provided. These lot numbers will appear on the Permit to Operate. Enter any other conditions on the use of the park as defined in Health and Safety Code, Sections 18205, 18300.1, 18862.13 and 18865.1.

Section 3. Park Information (This section must be filled out completely)

Enter the name of the park as it should appear on the Permit to Operate.

Enter the park telephone number, including the area code.

Enter the location of the park. This is the **physical address**, do not use a P.O. Box or route number.

Check the appropriate box to indicate if the park is located in an incorporated city or unincorporated area.

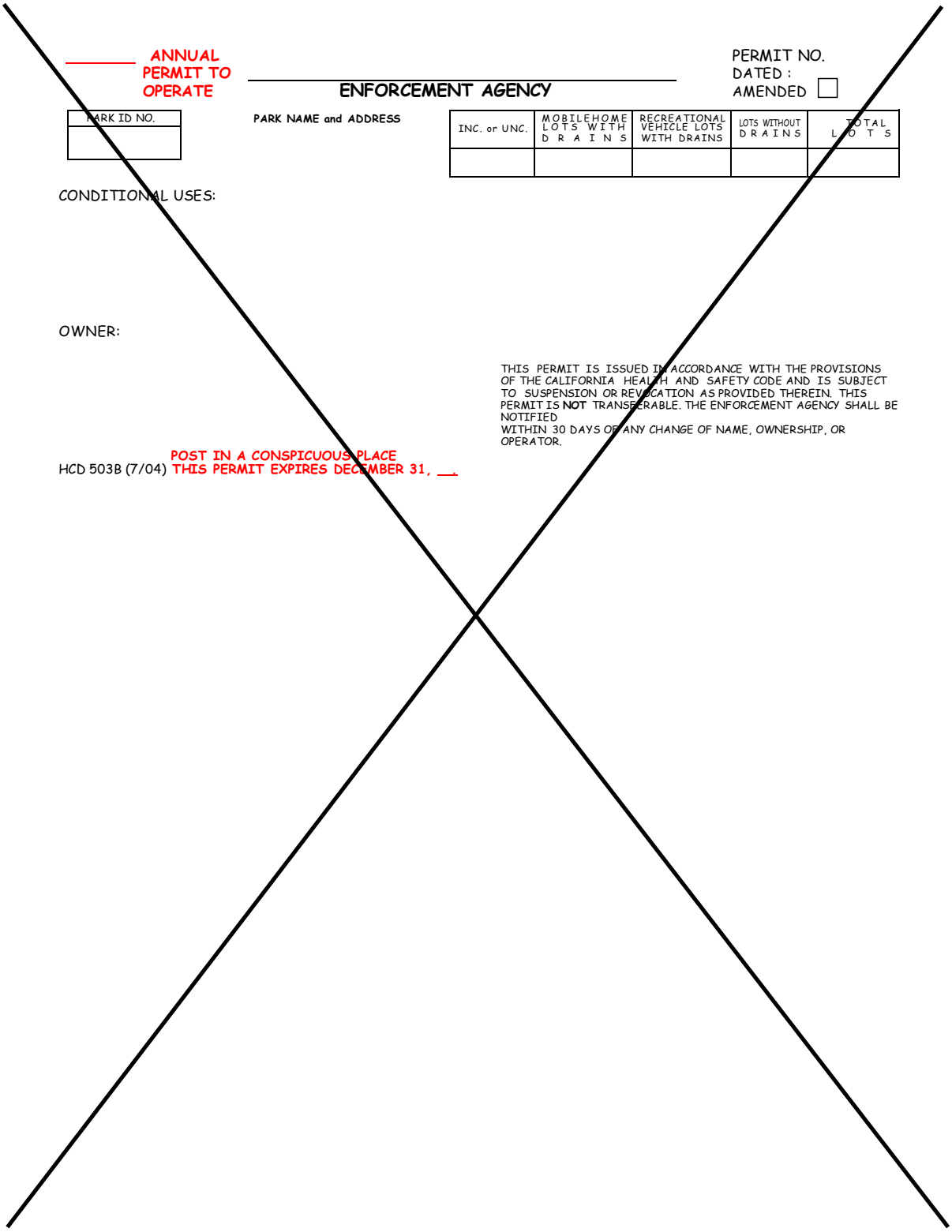
Enter the name, telephone number, and mailing address of the park owner.

Section 4. Manager Information (This section is optional, but recommended.)
Enter the park manager's name, phone number and mailing address.

Section 4. Owner Certification
The signature of the park owner is required along with the owner's printed name. Also enter the date and place the form is signed.

Distribution: White - Park; Yellow - Department; Pink - Inspector; Goldenrod - Area Office

T25CCR, section 1002(f)(8)(A), Annual Permit To Operate (local enforcement agency), HCD 503B – Current Form 7/04



ANNUAL PERMIT TO OPERATE

ENFORCEMENT AGENCY

PERMIT NO.
DATED :
AMENDED ☐

PARK ID NO.

PARK NAME and ADDRESS

INC. or UNC.	MOBILEHOME LOTS WITH DRAINS	RECREATIONAL VEHICLE LOTS WITH DRAINS	LOTS WITHOUT DRAINS	TOTAL LOTS

CONDITIONAL USES:

OWNER:

THIS PERMIT IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF THE CALIFORNIA HEALTH AND SAFETY CODE AND IS SUBJECT TO SUSPENSION OR REVOCATION AS PROVIDED THEREIN. THIS PERMIT IS **NOT** TRANSFERABLE. THE ENFORCEMENT AGENCY SHALL BE NOTIFIED
WITHIN 30 DAYS OF ANY CHANGE OF NAME, OWNERSHIP, OR OPERATOR.

POST IN A CONSPICUOUS PLACE

HCD 503B (7/04) THIS PERMIT EXPIRES DECEMBER 31, ___

T25CCR, section 1002(f)(8)(A), Local Enforcement Agency Annual Permit to Operate, HCD MP 503B – Proposed Form 03/24

LOCAL ENFORCEMENT AGENCY ANNUAL PERMIT TO OPERATE

_____
ENFORCEMENT AGENCY

ANNUAL PERMIT TO OPERATE

PARK TYPE: ☐ Mobilehome Park ☐ Special Occupancy Park

SPECIAL OCCUPANCY PARK DESIGNATION (if applicable):

☐ Temporary Special Occupancy Park ☐ Incidental Camping Area ☐ Tent Camp

PERMIT NO _____ DATE _____

☐ AMENDED

PARK ID # _____

PARK NAME _____

PARK ADDRESS _____

_____

Incorporated. (I) or Unincorporated (U)	Mobilehome Lots with Drains	Recreational Vehicle Lots with Drains	Lots without Drains	Total Lots

CONDITIONAL USES:

OWNER NAME: _____

OWNER ADDRESS: _____

_____

THIS PERMIT IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF THE HEALTH AND SAFETY CODE AND IS SUBJECT TO SUSPENSION OR REVOCATION AS PROVIDED THEREIN. THIS PERMIT IS NOT TRANSFERABLE. THE ENFORCEMENT AGENCY SHALL BE NOTIFIED WITHIN 30 DAYS OF ANY CHANGE OF NAME, OWNERSHIP, OR OPERATOR.

POST IN A CONSPICOUS PLACE

THIS PERMIT EXPIRES: DECEMBER 31, _____

T25CCR, section 1002(f)(8)(N), Private Fire Hydrant Test And Certification Report, HCD MP 532 – Current Form 01/07

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS

PRIVATE FIRE HYDRANT TEST AND CERTIFICATION REPORT

ALL PARKS MUST RETURN THIS FORM TO THE ENFORCEMENT AGENCY FOR THE PARK
(SEE THE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM)

Part 1 - IDENTIFICATION

Park Name:_____ Park ID#_____

Park Address:_____

City:_____ CA ZIP:_____

Park Operator Name_____ Phone Number _____

Park Operator Address and City _____

Part 2 - CERTIFICATION EXCEPTIONS - You do not need certification, but must complete this section if any of the following applies

☐ Hydrants are publicly owned and maintained - Water Company Name_____

☐ No hydrants and park was built before September 1, 1968 - List Date of Construction: ____/____/____

☐ No hydrants and park has 14 or less total lots - Enter Number of Lots: _____

☐ No private hydrants and park was built after September 1, 1968. (Specific exception at the time of construction.)

Part 3 - ANNUAL FIRE HYDRANT OPERATION TEST
(Standpipes are considered hydrants for these requirements)

(Initial verification in the appropriate column)

	YES	NO	CORRECTED
1. Hydrant stems and valves operate fully, freely, and are properly lubricated.			
2. All hydrant threads and caps are undamaged.			
3. Where subject to vehicular damage, hydrants are physically protected.			
4. Around all hydrants is a minimum of 36 inches of unobstructed access.			
5. All hydrants outlets are 14 inches to 24 inches above grade. (Standpipe outlets need not be a specific height, but must be readily accessible.)			
6. Each hydrant is clearly identified or marked.			
7. Each 1 ½ -inch hydrant has an approved hose in a marked enclosure.			

All "NO" answers are violations and will prohibit the issuance of the park Permit to Operate.

Verification:
I verify under penalty of perjury that either this park is exempt _____
from testing requirements or the hydrant operation is in compliance. Park owner or operator

Part 4 – FIVE-YEAR FIRE HYDRANT WATER FLOW TEST To be completed by authorized certifier ONLY.

	Barrel Size (inches)	Flow (GPM)	Pressure (PSI)		Barrel Size (inches)	Flow (GPM)	Pressure (PSI)
1				4			
2				5			
3				6			

FOR MORE THAN 6 HYDRANTS IN THE PARK, ATTACH AN ADDITIONAL LIST USING THE FORMAT ABOVE.
(GPM)-GALLONS PER MINUTE. **(PSI)** - RESIDUAL PRESSURE IN POUNDS PER SQUARE INCH.

PART 5 – CERTIFICATION OF TEST RESULTS

Certifier Name _____ License Class and No: _____

Address _____

Telephone Number _____ E-Mail Address _____

Printed Name _____ Title _____

Signature _____ Date of Test ____/____/____

Part 6 – APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM –TO BE COMPLETED BY LOCAL FIRE AGENCY ONLY

Agent Name _____ Title _____

Badge Number _____ Signature _____

HCD MP 532 (New 1/07) Side 1

INSTRUCTIONS FOR COMPLETING HCD MP 532*

Return the completed form to the Area Office that issues your **permit to operate** with a copy to your local fire district

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

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501

PART 1 - IDENTIFICATION

Park ID# - Enter the park Identification Number as shown on the permit to operate.
Park Name - Enter the name of the park as shown on the permit to operate.
Park address - Enter the physical address of the park.
Enter Park Operator Name, phone number, and address.

PART 2 - CERTIFICATION EXCEPTIONS – These certification requirements do not apply to:

- Parks with public hydrants, where the local water district owns the water or hydrant system and performs regular hydrant testing. List the name of the water company.
- Parks, without hydrants, constructed prior to September 1, 1968.
- Parks, without hydrants, with 14 or less total spaces.
- Parks, without hydrants, constructed after September 1, 1968.

All parks with hydrants must have them tested and certified regardless of park size or date of construction.

THE PARK OWNER/OPERATOR'S SIGNATURE VERIFYING AN EXCEPTION IS REQUIRED IN PART 3.

PART 3 - ANNUAL FIRE HYDRANT OPERATION TEST **

Initial the appropriate column to indicate whether the hydrant(s):

1. stems and valves fully operate, open and close freely, and have the proper lubrication.
2. caps, seals and threads are undamaged.
3. **which are subject to vehicular damage,** are provided physical protection.
4. has a minimum of 36 inches of clear space around all hydrants.
5. outlets are between 14 & 24 inches above grade. Standpipe outlets need not be a specific height, but must be readily accessible.
6. is clearly identified or marked for easy location in an emergency.
7. that are 1 ½ inch, have a 75-foot hose on a rack, or reel contained in an enclosed cabinet marked "FIRE HOSE" in 4-inch contrasting letters.

The operational test may be verified by a park owner/operator during the four years between the five-year water flow certification. If the park performs the operational test, the owner/operator's signature verifying compliance is required. During the five-year test, only the entity performing the water flow test may certify the operational test.

PART 4 - FIVE-YEAR FIRE HYDRANT WATER FLOW TEST (To only be completed every five years by a certified person) **

Barrel size – Enter the barrel or riser diameter measured in inches.
Flow – Enter the measured flow in gallons per minute.
Pressure – Enter the residual pressure measured in pounds per square inch.

PART 5 - CERTIFICATION OF TEST RESULTS

This section is to be completed by the fire agency responsible for fire suppression in the park, local water supplier, Licensed Fire Protection Engineer, or C-16 Fire Protection Contractor witnessing and certifying the test information.

Certifier Name – Enter the name of the person, agency or entity certifying the test results.
Contractor's classification and number – Enter the California Contractors State License Board classification and license number or the license number for a California licensed fire protection engineer.
Address - Enter the address of the person, agency, or entity certifying the test results.
Telephone Number - Enter certifiers' telephone number.
E-Mail Address – Enter certifiers' e-mail address, if available.
Name - Print the name of the person certifying the test.
Title – Enter the title of the person certifying the test.
Signature –Required signature of person certifying test.
Date – Enter the date of the certification.

PART 6 - APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM – COMPLETED BY LOCAL FIRE AGENCY ONLY. This section may **only** be completed by a local fire agency **when a private fire hydrant cannot be repaired** to meet these standards, given local conditions, and the fire agency responsible for fire suppression in the park approves its continued use or use of alternative fire protection methods.

***Refer to Title 25, California Code of Regulations, Article 6, commencing with Section 1300 and/or 2300.**
****VIOLATIONS:** If any answers in Part III – *Annual Fire Hydrant Operation Test* are "No," and/or the *Five-Year Fire Hydrant Flow Test* of Part IV does not meet the minimum requirements, the park is in violation. The park operator/owner is responsible for correction of violations. Failure to correct violations may result in the park not being eligible to renew its annual permit to operate.

T25CCR, section 1002(f)(8)(L), Private Fire Hydrant Test and Certification Report, HCD MP 532 – Proposed Form 10/25

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

PRIVATE FIRE HYDRANT TEST AND CERTIFICATION REPORT

All parks must return this form to the enforcement agency for the park.

Part 1. IDENTIFICATION—PARK AND PARK OPERATOR

Park Name Park_____ ID#_____
Park Address_____
City_____ CA Zip_____
Park Operator Name_____
Park Operator Address_____
Telephone_____ Email_____

Part 2. CERTIFICATION EXCEPTIONS

If any of the following applies—you do not need certification, but you must complete this section.

☐ Hydrants are publicly owned and maintained. Water Company Name_____
☐ No hydrants **AND** park was built before September 1, 1968. Date of Construction_____
☐ No hydrants **AND** park has 14 or less total lots. Number of lots_____
☐ No private hydrants **AND** park was built after September 1, 1968. (Specific exception at time of construction.)

Part 3. ANNUAL FIRE HYDRANT OPERATION TEST

To be completed by authorized Certifier **ONLY**. Standpipes are considered hydrants for certification requirements.
Certifier: Initial your verification in the appropriate column.

CERTIFICATIONS	YES	NO	CORRECTED & PASSED
1. Hydrant stems and valves operate fully, freely, and are properly lubricated.			
2. All hydrant threads and caps are undamaged.			
3. Where subject to vehicular damage, hydrants are physically protected.			
4. Area around all hydrants has a minimum of 36 inches of unobstructed access.			
5. All hydrant outlets are 14 inches to 24 inches above grade. (Standpipe outlets need not be a specific height, but must be readily accessible.)			
6. Each hydrant is clearly identified or marked.			
7. Each 1 ½-inch hydrant has an approved hose in a marked enclosure.			

All NO answers are violations and will prohibit the issuance of the park's Permit to Operate.

Verification:
I verify under penalty of perjury that either this park is exempt from testing requirements or the hydrant operation is in compliance.

_____
Park owner or operator

Part 4. FIVE-YEAR FIRE HYDRANT WATER FLOW TEST

Hydrant Number	Barrel Size (inches)	Flow (GPM)	Pressure (PSI)
1			
2			
3			

Hydrant Number	Barrel Size (inches)	Flow (GPM)	Pressure (PSI)
4			
5			
6			

For more than 6 hydrants in the park, attach an additional list using the format above.
(GPM=gallons per minute, PSI=residual pressure in pounds per square inch)

Part 5. CERTIFICATION OF TEST RESULTS

Certifier Name_____ License Class and No._____
Address_____
Telephone_____ Email_____
Printed Name_____ Title_____
Signature_____ Date of Certification_____

Part 6. APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM—COMPLETED BY LOCAL FIRE AGENCY ONLY

Agent Name_____ Title_____
Badge Number_____ Signature_____

HCD MP 532 (Rev. 10/25)

INSTRUCTIONS

Submit this form by email to: ParksPTO@hcd.ca.gov or by mail to:
HCD—Mobilehome Parks Program
P.O. Box 278180
Sacramento, CA 95827-8180

Part 1. IDENTIFICATION—PARK AND PARK OPERATOR

Park Name and Park ID #: Enter the name of the park and park identification number as shown on the Permit to Operate.
Park Address: Enter the physical address of the park.
Park Operator: Enter the name, address, telephone number, and email address of the park operator.

Part 2. CERTIFICATION EXCEPTIONS

These certificate requirements do not apply to:

- Parks with public hydrants where the local water district owns the water or hydrant system and performs regular hydrant testing. List the name of the water company.
- Parks without hydrants constructed prior to September 1, 1968.
- Parks without hydrants with 14 or less total spaces.
- Parks without hydrants constructed after September 1, 1968.

All parks with hydrants must have them tested and certified regardless of park size or date of construction.
IF ANY OF THESE EXCEPTIONS APPLY TO YOUR PARK, YOU DO NOT NEED TO COMPLETE PARTS 3–5.

Part 3. ANNUAL FIRE HYDRANT OPERATION TEST:

Initial the appropriate column to indicate where the hydrant(s):

- Stems and valves fully operate, open and close freely, and have the proper lubrication.
- Caps, seals, and threads are undamaged.
- Are provided physical protection if subject to vehicular damage.
- Has a minimum of 36 inches of clear space around hydrant(s).
- Outlets are between 14 and 24 inches above grade. Standpipe outlets need not be a specific height but must be readily accessible.
- Is clearly identified or marked for easy location in an emergency.
- That are 1 ½ inch, have a 75-foot hose on a rack, or reel contained in an enclosed cabinet marked "FIRE HOSE" in 4-inch contrasting letters.

THE PARK OWNER/OPERATOR'S SIGNATURE VERIFYING AN EXCEPTION IS REQUIRED IN PART 3.

Part 4. FIVE-YEAR FIRE HYDRANT WATER FLOW TEST* — to ONLY be completed every five years

Barrel size: Enter the barrel or riser diameter measured in inches.
Flow: Enter the measured flow in gallons per minute (GPM).
Pressure: Enter the residual pressure measure in pounds per square inch (PSI).

Part 5. CERTIFICATION OF TEST RESULTS

This section is to be completed by the fire agency responsible for fire suppression in the park, local water supplier, Licensed Fire Protection Engineer, or C-16 Fire Protection Contractor witnessing and certifying the test information.
Certifier Name: Enter the name of the person, agency, or entity certifying the test results.
Contractor's Classification and Number: Enter the California Contractors State License Board classification and license number or the license number for a California licensed fire protection engineer.
Address: Enter the address of the person, agency, or entity certifying the test results.
Telephone: Enter the telephone number of the person, agency, or entity certifying the test results.
Email: Enter the email address of the person, agency, or entity certifying the test results.
Printed Name: Print the name of the person certifying the test.
Title: Enter the title of the person certifying the test.
Signature: Required signature of person certifying the test.
Date: Enter the date of the certification.

Part 6. APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM—COMPLETED BY LOCAL FIRE AGENCY ONLY

This section may **only** be completed by a local fire agency when a private fire hydrant **cannot** be repaired to meet these standards, given local conditions, and the fire agency responsible for fire suppression in the park approves its continued use or use of alternative fire protection methods.

For more information, refer to California Code of Regulations, title 25, commencing with section 1300 and/or 2300.

* VIOLATIONS: If any answers in Part 3, ANNUAL FIRE HYDRANT OPERATION TEST are **NO**, and/or Part 4, FIVE-YEAR FIRE HYDRANT WATER FLOW TEST does **NOT** meet the minimum requirements, the park is in violation. The park operator/owner is responsible for correction of violations. Failure to correct violations may result in the park not being eligible to renew its annual Permit to Operate.

T25CCR, section 1002(f)(8)(B), Application For Alternate Approval, HCD 511 – Current Form 7/04

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento CA 95826
(916) 255-2501

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

Southern Area Office
3737 Main St., Suite 400
Riverside, CA 92501
(909) 782-4420

APPLICATION FOR ALTERNATE APPROVAL

NOTE: Submit application in triplicate, together with three copies of substantiating data and/or plans to the enforcement agency having jurisdiction. Each application shall be accompanied by the appropriate fee as specified in the California Code of Regulations, Chapter 2, section 1016 or Chapter 2.2 section 2016.

DEPT USE ONLY
A.A. #_____
Park I.D._____
Fee Rec'd_____
Date____/____/____

Pursuant to provisions of Health and Safety Code, I hereby make application for an alternate approval of the following:

Name of Park:_____

Address/Location:_____

Owner:_____

Address:_____

Specific description of product, and/or installation, and use:_____

Applicant: _____ Firm:_____
Name Title

Address:_____
Street City State Zip Telephone No.

Evidence of local agency approvals, if required:_____

I understand that in order for an alternate to be approved, it shall be at least the equivalent of that prescribed by the Health and Safety Code and related regulations in quality, strength, effectiveness, fire resistance, durability, safety, and for the protection of life and health as provided by Health and Safety Code, Section 18305 and 18865.6.

This application is made with the understanding that the alternate may or may not be approved, without refund of fee, and that if approved, such approval may be revoked or conditions thereof modified for just cause. Applicant agrees to furnish additional substantiating data when considered necessary by the Division of Codes and Standards.

_____ _____
Signature of Applicant Date

RETURN THIS FORM WITH THE REQUIRED FEES AND DOCUMENTATION TO THE ENFORCEMENT AGENCY FOR YOUR PARK.

LOCAL ENFORCEMENT AGENCIES ONLY – RETURN THIS FORM, PURSUANT TO TITLE 25CCR 1016 AND 2016, WITH THE APPLICATION FEE, YOUR RECOMMENDATION, AND ALL SUPPORTING DOCUMENTATION TO THE ADMINISTRATIVE OFFICE OF THE DIVISION OF CODES AND STANDARDS, Mobilehome Parks Program, P.O. Box 1407, Sacramento, CA 95812-1407

HCD 511 (Rev.7/04)

T25CCR, section 1002(f)(8)(B), Application for Alternate Approval, HCD MP 511 – Proposed Form 03/24

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

APPLICATION FOR ALTERNATE APPROVAL

NOTE: Submit two copies of the application, together with two copies of substantiating data and/or plans to the enforcement agency having jurisdiction. Each application shall be accompanied by the appropriate fee as specified in the California Code of Regulations (CCR), title 25, Chapter 2—section 1016 or Chapter 2.2—section 2016.

DEPT USE ONLY
A.A. #
Park I.D.
Fee Rec'd
Date

Pursuant to provisions of Health and Safety Code, I hereby make application for an alternate approval of the following:

Name of Park:

Park Address/Location:
Street City State Zip

Owner:

Owner Address:
Street City State Zip

Specific description of product, and/or installation, and use:

Applicant Name: Applicant Title:

Firm:

Applicant Address:
Street City State Zip

Telephone: Email Address:

Evidence of local agency approvals, if required:

I understand that in order for an alternate to be approved, it shall be at least the equivalent of that prescribed by the Health and Safety Code and related regulations in quality, strength, effectiveness, fire resistance, durability, safety, and for the protection of life and health as provided by Health and Safety Code sections 18305 and 18865.6.

This application is made with the understanding that the alternate may or may not be approved, without refund of fee, and that if approved, such approval may be revoked, or conditions thereof modified for just cause. Applicant agrees to furnish additional substantiating data when considered necessary by the Division of Codes and Standards.

Signature of Applicant: Date:

Return this form with the required fees and documentation to the enforcement agency for your park.

LOCAL ENFORCEMENT AGENCIES ONLY—Return this form, pursuant to CCR, title 25, sections 1016 and 2016, with the application fee, your recommendation, and all supporting documentation to the Division of Codes and Standards, Mobilehome Parks Program, P.O. Box 278180, Sacramento, CA 95827-8180.

HCD MP 511 (Rev. 03/24)

T25CCR, section 1002(f)(8)(C), Application For Certification Of Manufactured Home Or Mobilehome Earthquake Resistant Bracing System, HCD 50 ERBSCERT – Current Form 7/04

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome Parks Program

APPLICATION FOR CERTIFICATION OF MANUFACTURED HOME OR MOBILEHOME EARTHQUAKE RESISTANT BRACING SYSTEM

SECTION 1 - PURPOSE OF APPLICATION AND TYPE OF CERTIFICATION REQUESTED
(CHECK APPROPRIATE BOX)

☐ INITIAL CERTIFICATION
Date of Initial Listing ____/____/____
Listing No. _____

☐ CERTIFICATION RENEWAL
Date of Listing Renewal ____/____/____
Listing No. _____

DEPARTMENT USE ONLY
Collection No. _____
Date _____
Application Fee$_____
Renewal Fee $_____
Resubmission Fee $_____
Revision Fee $_____
Change of Name/ Ownership $_____
Plan Approval Fee (First Hour) $_____
Other_____
TOTAL _____

SECTION 2 - APPLICANT INFORMATION

Manufacturer's Name _____
Mailing Address _____
Plant Address _____
Telephone (____) _____

SECTION 3 - EARTHQUAKE RESISTANT BRACING SYSTEM INFORMATION

Brand or Model Name _____ Model No._____
Testing or Listing Agency's Name_____
Address _____
Telephone (____) _____

SECTION 4 - APPLICANT CERTIFICATION AND INFORMATION

I hereby certify under penalty of perjury that the information provided herein is true and correct.

Typed or Printed Name _____ Title_____
Signature _____ Date ____/____/____
Executed at _____ .
(City) *(County)*

NOTE: This application must be accompanied by three sets of plans and specifications and two sets of design calculations and test data when required to substantiate the design. Specifications shall be shown on the plan. Design calculations shall be submitted separately from the plan sheet(s). This application shall also be accompanied by the fee in accordance with California Code of Regulations, Title 25, Division 1, Chapter 2, Section 1025.

HCD 50 ERBSCERT (Rev.7/04) Distribution: (1) Original to Applicant (2) Program Manager (3) File

T25CCR, section 1002(f)(8)(C), Application for Certification of Manufactured Home / Mobilehome Earthquake Resistant Bracing System, HCD MP 50 ERBS CERT – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

APPLICATION FOR CERTIFICATION OF MANUFACTURED HOME / MOBILEHOME EARTHQUAKE RESISTANT BRACING SYSTEM

SECTION 1. Purpose of Application and Type of Certification Requested

☐ INITIAL CERTIFICATION
Date of Initial Listing
Listing No.

☐ CERTIFICATION RENEWAL
Date of Listing Renewal
Listing No.

SECTION 2. Applicant Information

Manufacturer's Name
Mailing Address
Plan Address
Telephone Email

SECTION 3. Earthquake Resistant Bracing System Information

Brand or Model Name Model No.
Testing or Listing Agency's Name
Address
Telephone Email

SECTION 4. Applicant Certification and Information

I hereby certify under penalty of perjury that the information provided herein is true and correct.

Applicant Name Title
Signature Date
Executed at
City County

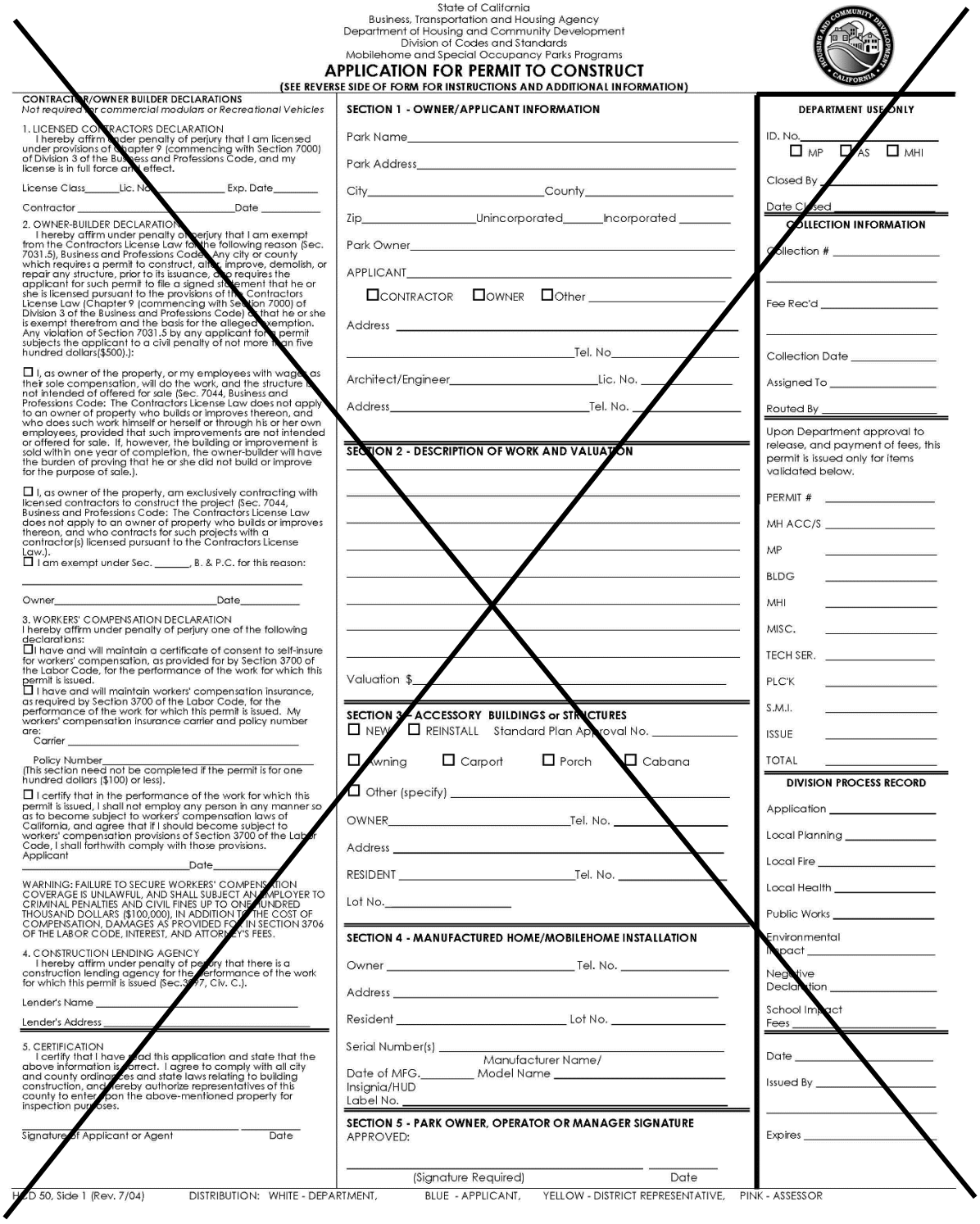
NOTE: This application must be accompanied by two (2) sets of plans and specifications and two (2) sets of design calculations and test data when required to substantiate the design. Specifications shall be shown on the plan. Design calculations shall be submitted separately from the plan sheet(s). This application shall also be accompanied by the fee in accordance with California Code of Regulations, title 25, division 1, chapter 2, section 1025.

DEPARTMENT USE ONLY

Collection No.
Date
Application Fee
Renewal Fee

Change of Name / Ownership
Plan Approval Fee (first hour)
Other
TOTAL

T25CCR, section 1002(f)(8)(D), Application For Permit To Construct, HCD 50 – Current Form 7/04



State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Programs

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 of 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 3706 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) _____
Manufacturer Name/
Date of MFG._____ Model Name _____
Insignia/HUD
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 _____

HCD 50, Side 1 (Rev. 7/04) DISTRIBUTION: WHITE - DEPARTMENT, BLUE - APPLICANT, YELLOW - DISTRICT REPRESENTATIVE, PINK - ASSESSOR

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.

T25CCR, section 1002(f)(8)(D), Application for Permit to Construct, HCD MP 50 – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

APPLICATION FOR PERMIT TO CONSTRUCT — HCD MP 50

CONTRACTOR / OWNER-BUILDER DECLARATIONS

Not required for commercial modulars or recreational vehicles.

1. LICENSED CONTRACTOR DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code (BPC), division 3, chapter 9 (commencing with section 7000) and my license is in full force and effect.

License Class ______ Lic. No. ______ Exp. Date ______

Contractor ______ Date ______

2. OWNER-BUILDER DECLARATION (Choose one)

I hereby affirm under penalty of perjury that I am exempt from the Contractors State License Law for the following reason.

Business and Professions Code (BPC) section 7031.5: [illegible]

☐ 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.

BPC section 7044: [illegible]

☐ I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.

BPC section 7044: [illegible]

☐ I am exempt under BPC section ______ for this reason:

______

Owner: ______ Date: ______

3. WORKERS' COMPENSATION DECLARATION (Choose one)

I hereby affirm under penalty 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 Labor Code section 3700, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Labor Code section 3700, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: ______

Policy Number: ______

☐ 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 Labor Code section 3700, I shall forthwith comply with those provisions.

Applicant ______ Date ______

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL [illegible]

4. CERTIFICATION (Required)

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. PARK / APPLICANT INFORMATION

Park Name ______

Park Address ______

City ______ County ______

Zip ______ Park Owner ______

APPLICANT (Not Agent)

☐ CONTRACTOR ☐ OWNER ☐ RESIDENT

Name ______

Address ______

City ______ State ______ Zip ______

Telephone ______

Email Address ______

Architect / Engineer Information (if applicable)

Name ______

Address ______

Telephone ______ License No. ______

SECTION 2. DESCRIPTION OF WORK AND VALUATION

______

______

______

______

______

______

Valuation (Cost of work) ______

SECTION 3. ACCESSORY BUILDINGS OR STRUCTURES

☐ NEW ☐ REINSTALL Standard Plan Approval No. ______

☐ Awning ☐ Carport ☐ Porch ☐ Cabana ☐ Other (specify) ______

OWNER ______ Telephone ______

Address ______ Lot # ______

RESIDENT ______ Telephone ______

Address ______ Lot # ______

SECTION 4. INSTALLATION—MOBILEHOME / MANUFACTURED HOME

Owner ______ Telephone ______

Address ______ Lot # ______

Resident ______ Telephone ______

Address ______ Lot # ______

Serial #(s) ______

Manufacturer Name / Model Name ______

Date of Manufacture ______

Insignia / HUD Label #(s) ______

SECTION 5. PARK OWNER, OPERATOR, OR MANAGER APPROVAL SIGNATURE

Print Name ______

______

Park Signature—Required ______ Date ______

DEPARTMENT USE ONLY

[illegible] ______

☐ [illegible] ☐ [illegible] ☐ [illegible]

[illegible] ______

[illegible] ______

COLLECTION INFORMATION

Check # ______

______

Fee Received

______

[illegible]

Upon Department approval to release, and payment of fees, this permit is issued only for items validated below.

______

Permit #

[illegible] ______

[illegible] ______

[illegible] ______

[illegible] ______

[illegible] ______

[illegible] ______

[illegible] ______

[illegible] ______

[illegible] ______

[illegible] ______

DIVISION PROCESS RECORD

______

Application

______

Local Planning

______

Local Fire

______

Local Health

______

Public Works

______

Environmental Impact

______

Hazardous Evaluation

______

School Impact Fees

[illegible] ______

Issued by ______

Expires ______

[illegible] WHITE—[illegible]—[illegible]—APPLICANT; PINK—[illegible]

INSTRUCTIONS

ACCESSORY STRUCTURES: Complete Sections 1, 2, 3, 5, and the Contractor / Owner-Builder Declarations.

MANUFACTURED HOME / MOBILEHOME INSTALLATION: Complete Sections 1, 2, 4, 5, and the Contractor / Owner-Builder Declarations.

18551 FOUNDATION SYSTEM: Complete Sections 1, 2, 4, 5, and the Contractor / Owner-Builder Declarations.

PARK UTILITIES: Complete Sections 1, 2, 5, and the Contractor / Owner-Builder Declarations.

NEW PARKS AND PERMANENT BUILDINGS: Complete Sections 1, 2, 5, and the 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
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

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, license expiration date, and the contractor's signature and date.
- **ITEM 3: WORKER'S 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: 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 Professions Code (BPC) that provides the exemption and the reason for the exemption. The owner must also sign and date this section.
- **ITEM 4: CERTIFICATION** The certification must be signed and dated by the owner.

SECTION 1. PARK / APPLICANT INFORMATION Enter the park name and address. Enter the park owner's name(s). Enter the applicant's name, address, telephone number, and email address. 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 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 (e.g., installing a manufactured home on a foundation system). 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 "Other" is selected, enter the type of building/structure (e.g., 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 resident's name, telephone number, and the lot number where the unit is located.

SECTION 4. INSTALLATION—MOBILEHOME / MANUFACTURED HOME 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 resident's name 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 APPROVAL SIGNATURE Print the name of the park owner, operator, or manager that is signing the application. The signature of the park owner, operator, or manager and date signed is **required**. This signature is an acknowledgment that the park is aware and approves the services being requested in this application.

T25CCR, section 1002(f)(8)(E), Application to Install Mobilehome/Manufactured Home Earthquake Resistant Bracing System, HCD 50 ERBS – Current Form 7/04

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome Parks Program

APPLICATION FOR PERMIT TO INSTALL MANUFACTURED HOME/MOBILEHOME EARTHQUAKE RESISTANT BRACING SYSTEM

(SEE REVERSE SIDE OF FORM FOR INSTRUCTIONS AND ADDITIONAL INFORMATION)

CONTRACTOR/OWNER BUILDER DECLARATIONS

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 of 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 3706 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 - APPLICANT INFORMATION

Name _____

Address _____

City_____ Zip_____

Telephone Number (_____)_____

Check one as appropriate:

☐ CONTRACTOR ☐ REGISTERED OWNER ☐ OTHER

(Other - relationship to installer)_____

SECTION 2 - INSTALLATION SITE INFORMATION

Registered Owner Name _____

Address _____

Space / Lot Number_____ Contact Telephone (_____)_____

Park Name _____

Site Address _____

City_____ County_____

SECTION 3 - EARTHQUAKE RESISTANT BRACING SYSTEM INFORMATION

☐ NEW ☐ REINSTALL Certification No. _____

Manufacturer Name _____

Brand Name _____

Model Number _____

SECTION 4 - APPLICANT SIGNITURE

I hereby certify under penalty of perjury that the information provided herein is true and correct.

Signature_____
(Applicant)

Date_____

NOTE: This application must be accompanied by a copy of the plans and manufacturer's installation instructions made from the original, bearing the Department's stamp of approval and by the appropriate fees in accordance with the California Code of Regulations, Title 25, Chapter 2.

DEPARTMENT USE ONLY

ID. No. _____

Closed By _____

Date Closed _____

COLLECTION INFORMATION

_____
Collection #

_____
Fee Rec'd

_____
Collection Date

_____
Assigned to

_____
Routed By

Date _____

Issued By_____

Expires_____

HCD 50ERBS, Side1 (Rev. 7/04) DISTRIBUTION: WHITE - DEPARTMENT, BLUE - APPLICANT, YELLOW - DISTRICT REPRESENTATIVE, PINK - ASSESSOR

INSTRUCTIONS

Complete the application, including the Contractor/Owner Builder Declarations. Submit the completed application and required fees, as contained in the California Code of Regulations, Title 25, Chapter 2 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

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.

SECTION 1 - APPLICANT INFORMATION: 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 - INSTALLATION SITE INFORMATION: Enter the name, address and **contact** telephone number of the manufactured home/mobilehome registered owner where the system is to be installed. Enter the name and address of the mobilehome park.

SECTION 3 - EARTHQUAKE RESISTANT BRACING SYSTEM INFORMATION: Check the appropriate box to indicate if the system is a new installation or a reinstallation. A new installation means a new system that has not previously been installed under a unit. A reinstallation means a system that is being reinstalled for the same purpose as the original installation. Plans for an existing system to be reinstalled will require the plans to be submitted for approval or the previous approval must still be valid. Enter the Standard Plan Approval Number. Enter the name of the system manufacturer. Enter the BRAND NAME and MODEL NUMBER of the system.

SECTION 4 - APPLICANT SIGNATURE: The signature of the applicant is required along with the date the form is signed. This signature is your certification that the information provided on this application is true and correct.

T25CCR, section 1002(f)(8)(E), Application for Permit to Install Manufactured Home / Mobilehome Earthquake Resistant Bracing System, HCD MP 50 ERBS – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

APPLICATION FOR PERMIT TO INSTALL MANUFACTURED HOME / MOBILEHOME EARTHQUAKE RESISTANT BRACING SYSTEM

CONTRACTOR / OWNER-BUILDER DECLARATIONS

1. LICENSED CONTRACTOR DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code (BPC), division 3, chapter 9 (commencing with section 7000) and my license is in full force and effect.

License Class _____ Lic. No. _____ Exp. Date _____

Contractor _____ Date _____

2. OWNER-BUILDER DECLARATION (Choose one)

I hereby affirm under penalty of perjury that I am exempt from the Contractors State License Law for the following reason:

Business and Professions Code (BPC) section 7031.5: 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 State License Law (commencing with BPC, division 3, chapter 9, section 7000) 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.

BPC section 7044: The Contractors State 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.

BPC section 7044: The Contractors State 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 State License Law.

☐ I am exempt under BPC section _____ for this reason: _____

Owner _____ Date _____

3. WORKERS' COMPENSATION DECLARATION (Choose one)

I hereby affirm under penalty 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 Labor Code section 3700, for the performance of the work for which this permit is issued.

☐ I have and will maintain works' compensation insurance, as required by Labor Code section 3700, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____

Policy Number _____

☐ 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 Labor Code section 3700, 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 LABOR CODE SECTION 3706, INTEREST, AND ATTORNEY'S FEES.

4. 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. APPLICANT INFORMATION

Check one: ☐ CONTRACTOR ☐ REGISTERED OWNER ☐ OTHER _____
(Other relationship to installer)

Name _____

Address _____

City _____ Zip _____

Telephone _____

Email Address _____

Architect / Engineer Information (If applicable)

Name _____

Address _____

Telephone _____

License Number _____

SECTION 2. INSTALLATION SITE INFORMATION

Registered Owner Name _____

Address _____ Lot # _____

City _____ State _____ Zip _____

Telephone _____

Park Name _____

Site Address _____ Lot # _____

City _____ County _____

SECTION 3. EARTHQUAKE BRACING SYSTEM INFORMATION

☐ NEW ☐ REINSTALL Standard Plan Approval No. _____

Manufacturer Name _____

Brand Name _____

Model Number _____

SECTION 4. APPLICANT SIGNATURE

I hereby certify under penalty of perjury that the information provided herein is true and correct.

Applicant Signature _____ Date _____

NOTE:

This application must be accompanied by a copy of the plans and manufacturer's installation instructions made from the original, bearing the Department's stamp of approval and by the appropriate fees in accordance with the California Code of Regulations, title 25, chapter 2.

DEPARTMENT USE ONLY

Park ID No. _____

Closed by _____

Date closed _____

DTN _____

COLLECTION INFORMATION

Collection # _____

Fee received _____

Collection date _____

Date _____

Issued by _____

Expires _____

HCD MP 50 ERBS (Rev. 03/24) DISTRIBUTION: WHITE—DEPARTMENT, BLUE—APPLICANT, PINK—ASSESSOR

INSTRUCTIONS

Complete the application, including the Contractor / Owner-Builder Declarations. Submit the completed application and required fees, as contained in the California Code of Regulations, title 25, chapter 2, to the appropriate Area Office listed below.

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

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, license expiration date, and the contractor's signature and date.
- **ITEM 3: WORKER'S 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: 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 Professions Code (BPC) that provides the exemption and the reason for the exemption. The owner must also sign and date this section.
- **ITEM 4: CERTIFICATION**
  The certification must be signed and dated by the owner.

SECTION 1. APPLICANT INFORMATION

Enter the applicant's name, address, telephone number, and email address. 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 OTHER checkbox 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. INSTALLATION SITE INFORMATION

Enter the name, address, and **contact** telephone number of the manufactured home/mobilehome registered owner where the system is to be installed. Enter the name and address of the mobilehome park.

SECTION 3. EARTHQUAKE RESISTANT BRACING SYSTEM INFORMATION

Check the appropriate box to indicate if the system is a new installation or a reinstallation. A new installation means a new system that has not previously been installed under a unit. A reinstallation means a system that is being reinstalled for the same purpose as the original installation. Plans for an existing system to be reinstalled will require the plans to be submitted for approval or the previous approval must still be valid. Enter the Standard Plan Approval Number. Enter the name of the system manufacturer. Enter the BRAND NAME and MODEL NUMBER of the system.

SECTION 4. APPLICANT SIGNATURE

The signature of the applicant is required along with the date the form is signed. This signature is your certification that the information provided on this application is true and correct.

T25CCR, section 1002(f)(8)(G), Application For Standard Plan Approval, HCD 520 – Current Form 7/04

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

APPLICATION FOR STANDARD PLAN APPROVAL

(SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM)

SECTION 1. *Check appropriate box(es):*

Standard Plan Approval (SPA) Requested:

- ☐ Accessory Building or Structure
- ☐ Foundation System
- ☐ Engineered Tiedown System

Type of Accessory Building or Structure

- ☐ Awning
- ☐ Cabana
- ☐ Porch
- ☐ Garage
- ☐ Enclosure
- ☐ Carport
- ☐ Ramada
- ☐ Other
- ☐ Storage Building

Service Requested:

- ☐ New Application
- ☐ Renewal
- ☐ Resubmission
- ☐ Revision
- ☐ Change of Name/Ownership

Type of Unit: ☐ Manufactured Home/Mobilehome ☐ Commercial Modular

Drawing Number: _____

Model Number: _____

Product Name: _____

Standard Plan Approval Number
(If previously issued by the Department)
_____

DEPARTMENT USE ONLY

Collection No. _____

Date _____

Application Fee $ _____

Renewal Fee $ _____

Resubmission Fee $ _____

Revision Fee $ _____

Change of Name/ Ownership $ _____

Plan Approval Fee (First Hour) $ _____

Other _____

TOTAL _____

SECTION 2. APPLICANT INFORMATION

Applicant Name _____ Telephone Number _____

Address _____ City _____ Zip _____

Architect/Engineer Name _____ Telephone Number _____

Address _____ City _____ Zip _____

License/Registration Number _____

SECTION 3. APPLICANT CERTIFICATION

I hereby certify: (1) that the information I have provided is correct; (2) and that I will ensure that the manufacture and/or construction of this system is in compliance with the approved plan and the applicable provisions of Title 25, California Code of Regulations, Division I, Chapter 2.or 2.2. I understand that failure to comply with the terms of approval shall be cause for cancellation of the Standard Plan Approval.

Executed on ____/____/____ (Date) at _____ (City), _____ (State)

Signature _____ Print Name _____

NOTE: Standard Plan Approval is valid only when the design is suitable for the locality. Two (2) copies of the approved plan shall be provided with each foundation system or engineered tiedown system sold, for the purpose of obtaining a permit to construct from the enforcement agency.

DEPARTMENT USE ONLY

Date Approved ____/____/____ Standard Plan Approval Number _____ Expiration Date ____/____/____

Approved By: _____

The Approved plans have been: ☐ Returned to the applicant ☐ Withheld pending payment of fees ☐ Other _____

Comments: _____

HCD 520 (7/04)

INSTRUCTIONS

Complete sections 1, 2, and 3. Submit this application with three (3) copies of the plan and two (2) copies of the calculations and appropriate fees as specified in Title 25, California Code of Regulations, Division I, Chapter 2, and/or 2.2, to the following address:
(Fees Due with this Application Are Not Subject to Refund)

Department of Housing and Community Development
Division of Codes and Standards
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826

Section 1 - **Accessory Building or Structure, Foundation System, or Engineered Tiedown System Information**

Standard Plan Approval Requested: Check the appropriate box to indicate the type of plan approval you are requesting; Accessory Building or Structure (Health and Safety Code §§18213 and/or 18862), Foundation System (Health and Safety Code §18551) or Engineered Tiedown System (Health and Safety Code §18613.4).

Service Requested: Check the appropriate box to indicate the type of service you are requesting. The following is a definition of the services provided:

- New Application - This is an application for a standard plan approval which is submitted for the first time.
- Renewal - This is an application for a renewal of a standard plan for which the Department has previously approved and issued a Standard Plan Approval number.
- Resubmission - This is an application that upon original submission was rejected and is now being resubmitted.
- Revision - This is an application to request a change or revision to an approved standard plan.
- Change of Name/Ownership - This is an application to report a change of the name of the applicant or the company from the name submitted on the original application for a Standard Plan Approval.

Type of Unit: Check the appropriate box to indicate if the Standard Plan Approval is being requested for Manufactured Home/Mobilehome, or Commercial Modular.

Drawing Number: Enter the drawing number as assigned by the applicant, manufacturer, distributor, etc.

Model Number: Enter the model number as assigned by the applicant, manufacturer, distributor, etc.

Product Name: Enter the name under which the product will be marketed.

Standard Plan Approval Number: If this application is for a renewal, revision or change of name/ownership, enter the Standard Plan Approval number previously issued by the Department.

Section 2 - **Applicant Information**

Enter the name, address and telephone number of the applicant. The applicant is the party that is requesting the Standard Plan Approval (Manufacturer, Distributor, Contractor, etc.). Also enter the name, address and telephone number of the architect or engineer of record that designed the system. Enter the architect's California license number or engineer's California registration number.

Section 3 - **Applicant Certification**

Enter the date, city and state where this document is completed and signed. The applicant is required both to print and to sign his/her name.

Upon receipt of the submitted plans, calculations, required fees and the Application for Standard Plan Approval (HCD 520), the Department will review and either;

1. Reject the application. If the application is rejected, the Department will return the submitted plans, calculations and Application for Standard Plan Approval (HCD 520) along with a notice advising the applicant of any necessary corrections for approval (one copy of the plans will be retained by the Department).

2. Approve the application. If the application is approved, the Department will return the submitted plans and the applicant copy of the Application for Standard Plan Approval (HCD 520). The HCD 520 will indicate the date the standard plan was approved, the Standard Plan Approval number, and the date the approval will expire. The plans returned to the applicant will bear a departmental stamp indicating the date of approval, date of expiration, Standard Plan Approval number and the signature of a Department representative.

T25CCR, section 1002(f)(8)(F), Application for Standard Plan Approval, HCD MP 520 – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

APPLICATION FOR STANDARD PLAN APPROVAL

SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM

SECTION 1. ACCESSORY BUILDING OR STRUCTURE, FOUNDATION SYSTEM, OR ENGINEERED TIEDOWN SYSTEM INFORMATION

Standard Plan Approval Requested:

☐ Accessory Building or Structure
☐ Foundation System
☐ Engineered Tiedown System

Service Requested:

☐ New Application ☐ Revision
☐ Renewal ☐ Resubmission
☐ Change of Name/Ownership

Type of Unit:

☐ Manufactured Home/Mobilehome
☐ Commercial Modular

Type of Accessory Building or Structure:

☐ Awning ☐ Garage
☐ Ramada ☐ Cabana
☐ Enclosure ☐ Other
☐ Porch ☐ Carport
☐ Storage Building

Drawing Number:

Model Number:

Product Name:

Standard Plan Approval Number:
(If previously issued by the Department)

DEPARTMENT USE ONLY

Collection No.
Date
Application Fee $
Renewal Fee $
Resubmission Fee $
Revision Fee $
Change of Name/ Ownership $
Plan Approval Fee (First Hour) $
Other
TOTAL

SECTION 2. APPLICANT INFORMATION

Applicant Name Telephone Number

Address City Zip

Email Address

Architect/Engineer Name Telephone Number

Address City Zip

License/Registration Number

SECTION 3. APPLICANT CERTIFICATION

I hereby certify: (1) that the information I have provided is correct; (2) and that I will ensure that the manufacture and/or construction of this system is in compliance with the approved plan and the applicable provisions of California Code of Regulations, title 25, division 1, chapter 2 or 2.2. I understand that failure to comply with the terms of approval shall be cause for cancellation of the Standard Plan Approval.

Executed on Date at City State

Signature Print Name

NOTE: Standard Plan Approval is valid only when the design is suitable for the locality. Two (2) copies of the approved plan shall be provided with each foundation system or engineered tiedown system sold for the purpose of obtaining a permit to construct from the enforcement agency.

DEPARTMENT USE ONLY

Date Approved Standard Plan Approval Number Expiration Date

Approved by

The approved plans have been: ☐ Returned to the applicant ☐ Withheld pending payment of fees ☐ Other

Comments:

HCD MP 520 (Rev. 03/24)

INSTRUCTIONS

Complete sections 1, 2, and 3. Submit this application with three (3) copies of the plan and two (2) copies of the calculations and appropriate fees, as specified in California Code of Regulations, title 25, division 1, chapters 2 and/or 2.2, to the address below. Note: Fees due with this application are not subject to refund. Contact HCD's Northern Area Office at NAOStaff@hcd.ca.gov or (800) 952-8356 with any questions.

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

SECTION 1. ACCESSORY BUILDING OR STRUCTURE, FOUNDATION SYSTEM, OR ENGINEERED TIEDOWN SYSTEM INFORMATION

Standard Plan Approval Requested: Check the appropriate box to indicate the type of plan approval you are requesting:

- Accessory Building or Structure (Health and Safety Code (HSC) sections 18213 and/or 18862)
- Foundation System (HSC section 18551)
- Engineered Tiedown System (HSC section 18613.4)

Service Requested: Check the appropriate box to indicate the type of service you are requesting. The following is a definition of the services provided:

- New Application—This is an application for a standard plan approval which is submitted for the first time.
- Renewal—This is an application for a renewal of a standard plan for which the Department has previously approved and issued a Standard Plan Approval number.
- Resubmission—This is an application that upon original submission was rejected and is now being resubmitted.
- Revision—This is an application to request a change or revision to an approved standard plan.
- Change of Name/Ownership—This is an application to report a change of the name of the applicant or the company from the name submitted on the original application for a Standard Plan Approval.

Type of Unit: Check the appropriate box to indicate if the Standard Plan Approval is being requested for manufactured home/mobilehome, or commercial modular.

Drawing Number: Enter the drawing number as assigned by the applicant, manufacturer, distributor, etc.

Model Number: Enter the model number as assigned by the applicant, manufacturer, distributor, etc.

Product Name: Enter the name under which the product will be marketed.

Standard Plan Approval Number: If this application is for a renewal, revision or change of name/ownership, enter the Standard Plan Approval number previously issued by the Department.

SECTION 2. APPLICATION INFORMATION

Enter the name, address, telephone number, and email of the applicant. The applicant is the party that is requesting the Standard Plan Approval (manufacturer, distributor, contractor, etc.). Also, enter the name, address, and telephone number of the architect or engineer of record that designed the system. Enter the architect's California license number or engineer's California registration number.

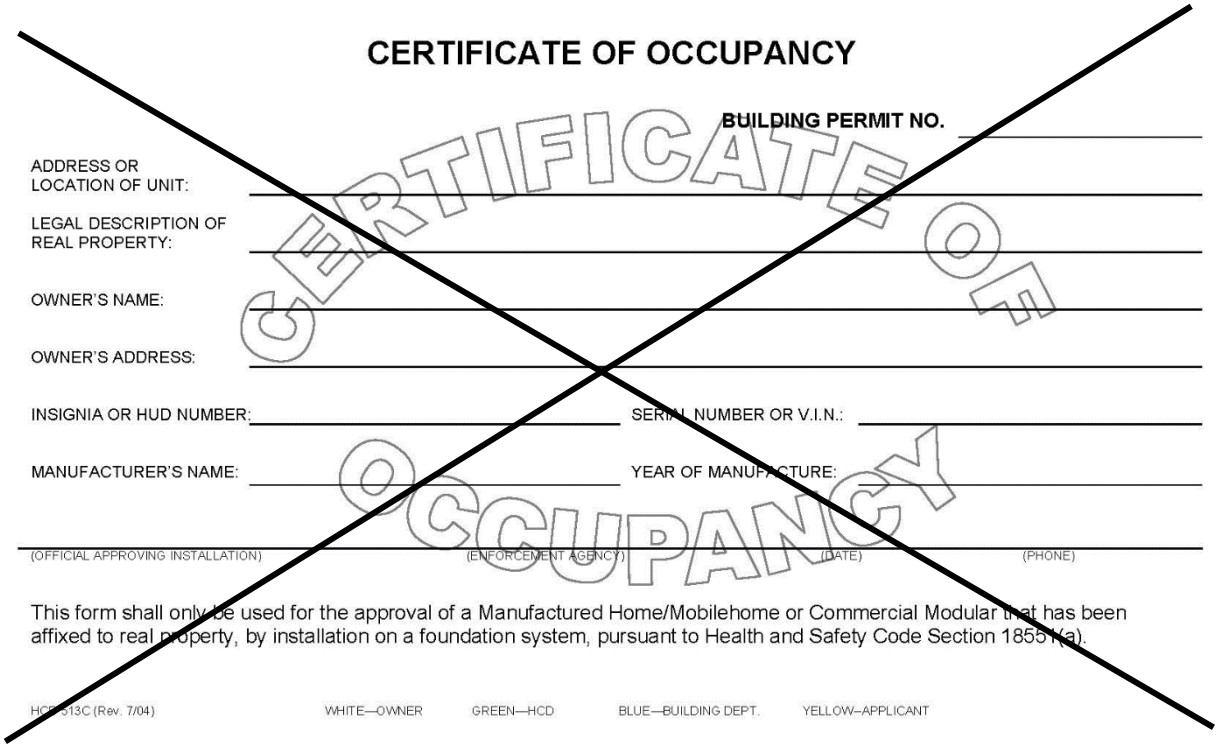
SECTION 3. APPLICANT CERTIFICATION

Enter the date, city, and state where this document is completed and signed. The applicant is required both to print and sign his/her name.

Upon receipt of the submitted plans, calculations, required fees and the Application for Standard Plan Approval (HCD MP 520), the Department will review and make one of the following determinations:

- **Reject**—If the application is rejected, the Department will return the submitted plans, calculations, and Application for Standard Plan Approval (HCD MP 520) along with a notice advising the applicant of any necessary corrections for approval (one copy of the plans will be retained by the Department).
- **Approve**—If the application is approved, the Department will return the submitted plans and a copy of the Application for Standard Plan Approval (HCD MP 520). The HCD MP 520 will indicate the date the standard plan was approved, the Standard Plan Approval number, and the date the approval will expire. The plans returned to the applicant will bear a departmental stamp indicating the date of approval, date of expiration, Standard Plan Approval number, and the signature of a Department representative.

T25CCR, section 1002(f)(8)(H), Certificate of Occupancy, HCD 513C – Current Form 7/04



CERTIFICATE OF OCCUPANCY

BUILDING PERMIT NO. _____

ADDRESS OR LOCATION OF UNIT: _____

LEGAL DESCRIPTION OF REAL PROPERTY: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

INSIGNIA OR HUD NUMBER: _____ SERIAL NUMBER OR V.I.N.: _____

MANUFACTURER'S NAME: _____ YEAR OF MANUFACTURE: _____

(OFFICIAL APPROVING INSTALLATION) (ENFORCEMENT AGENCY) (DATE) (PHONE)

This form shall only be used for the approval of a Manufactured Home/Mobilehome or Commercial Modular that has been affixed to real property, by installation on a foundation system, pursuant to Health and Safety Code Section 18551(a).

HCD 513C (Rev. 7/04) WHITE—OWNER GREEN—HCD BLUE—BUILDING DEPT. YELLOW–APPLICANT

T25CCR, section 1002(f)(8)(G), Certificate of Occupancy, HCD MP 513C – Proposed Form 03/24

CERTIFICATE OF OCCUPANCY

BUILDING PERMIT NO. _____

ADDRESS OR
LOCATION OF UNIT _____

LEGAL DESCRIPTION OF
REAL PROPERTY _____

OWNER NAME _____

OWNER ADDRESS _____

INSIGNIA OR HUD NUMBER _____ SERIAL NUMBER OR V.I.N. _____

MANUFACTURER NAME _____ YEAR OF MANUFACTURE _____

(OFFICIAL APPROVING INSTALLATION) (ENFORCEMENT AGENCY) (DATE) (PHONE)

CERTIFICATE OF OCCUPANCY

This form shall only be used for the approval of a manufactured home / mobilehome or commercial modular that has been affixed to real property, by installation on a foundation system pursuant to Health and Safety Code section 18551(a).

HCD MP 513C (Rev. 03/24) WHITE—OWNER GREEN—HCD BLUE—BUILDING DEPT. YELLOW—APPLICANT

T25CCR, section 1002(f)(8)(I), Floodplain Ordinance Compliance Certification For Manufactured Home/Mobilehome Installations, HCD 547 – Current Form 7/04

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
MOBILEHOME PARKS PROGRAM

FLOODPLAIN ORDINANCE COMPLIANCE CERTIFICATION FOR MANUFACTURED HOME/MOBILEHOME INSTALLATIONS

Federal Emergency Management Agency (FEMA) regulations require that manufactured homes and mobilehomes installed in special flood hazard areas comply with 44 CFR, Chapter 1, Part 60, or local ordinances.

This form is required when applying for a permit to install a manufactured home/mobilehome where the Department of Housing and Community Development (HCD) is the enforcement agency. The permit applicant and the local floodplain management agency must complete this form. This completed form must be submitted with the permit application. A completed copy of this form must retained by the local floodplain management agency

SEE REVERSE SIDE FOR INSTRUCTIONS TO COMPLETE THIS FORM

SECTION 1 – Installation Site Information (*permit applicant to complete this section)*

Name of Park: _____ Park ID No: _____

Park Address: _____ Lot/Space No: _____

City: _____ Zip: _____

Was this lot created on or before December 31, 1974?

☐ YES ☐ NO

Signature of Applicant: _____

SECTION 2 – Local Floodplain Management Agency Verification

Local agency to complete this section

See the reverse side of this page for more information concerning the requirements of this section.

☐ This lot is not in a Special Flood Hazard Area

☐ The bottom of this chassis must be set _____ feet _____ inches above the ground as measured from the lowest point of the lot under the unit.

☐ The bottom of the lowest floor must be set to a base flood elevation of _____ [Use only if (f) checked below]

a) Initial Flood Insurance Rate Map (FIRM) date for this community: ____/____/____

b) Current FIRM Index Date: ____/____/____ FIRM Panel Number & Date: ____/____/____

c) Flood Zone this lot/pad is located in: _____ Base Flood Elevation (in AO zone show depth) _____

d) If Zone A or V, complete 1-3:

1) If applicable, current LOMA/LOMR Case #: _____ Date: ____/____/____

2) Has community knowledge of past flooding in this manufactured home park? _____

3) Was a manufactured home on this lot/pad ever destroyed or damaged 50% or more by flood? _____

☐ e) The Lot is in Zone B, C, X or D (circle one and check box above) which is not within a Special Flood Hazard Area.

☐ f) The lot complies with 44CFR, Section 60.3 (c)(6) and height measurement must be referenced to the Base Flood Elevation in (c) to comply with the local floodplain ordinance.

☐ g) The lot complies with 44 CFR, Section 60.3(c)(12).

_____ _____

Print Name of City/County agent Title

_____ _____

Signature of City/County Floodplain Management Agent Providing Information Telephone

HCD 547 7/04

INSTRUCTIONS TO THE PERMIT APPLICANT

Provide complete information in Section 1 and submit the form to the local floodplain management agency in the city or county where the manufactured home or mobilehome is to be installed. The local agency will complete Section 2 with the required flood plain information and return the form to you. Submit this completed form with your permit application to the appropriate HCD Area Office.

INSTRUCTIONS TO LOCAL FLOODPLAIN MANAGEMENT AGENCY

Upon receiving this form from the permit applicant, provide the information required by Section 2, return this form to the permit applicant and retain a copy of the completed HCD 547 form for your records.

Copies of the Code of Federal Regulations, (44 CFR, Chapter 1, Part 60) may be obtained from the Federal Emergency Management Agency, Mitigation Division, Region IX, 1111 Broadway, Suite 1200, Oakland CA 94607-4052.

THE FOLLOWING IS A PARTIAL REPRINT OF THE APPLICABLE FEDERAL REGULATIONS

FEMA, 44 CFR, Chapter I

Section 60.3 (c)(6)

'Require that manufactured homes that are placed or substantially improved within Zones Al -30, AH, and AE on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred 'substantial damage' as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation collapse and lateral movement.'

"Expansion to existing park or subdivision" means: the preparation of additional sites by the construction of facilities for servicing the lots on which manufactured (mobile) homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.)

Section 60.3 (c)(12)

'Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A-1-30, AH, and AE on the community's FIRM that are not subject to the provisions of paragraph (c) (6) of this section be elevated so that either (i) the lowest floor of the manufactured home is at or above the base flood elevation, or (ii) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.'

"Existing" means: a manufactured (mobile) home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured mobile homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or before December 31, 1974, or before the effective date of the community's initial Flood Insurance Rate Map (FIRM), whichever is later.

T25CCR, section 1002(f)(8)(H), Floodplain Ordinance Compliance Certification for Manufactured Home / Mobilehome Installations, HCD MP 547 – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

FLOODPLAIN ORDINANCE COMPLIANCE CERTIFICATION FOR MANUFACTURED HOME / MOBILEHOME INSTALLATIONS

Federal Emergency Management Agency (FEMA) regulations require that manufactured homes and mobilehomes installed in special flood hazard areas comply with 44 Code of Federal Regulations (CFR), chapter 1, part 60, or local ordinances.

This form is required when applying for a permit to install a manufactured home/mobilehome where the California Department of Housing and Community Development (HCD) is the enforcement agency and the manufactured home or mobilehome is installed in a flood hazard area. The permit applicant and the local floodplain management agency both need to complete this form. Once complete, please submit with the permit application to the local area office. The addresses are listed on the back of this form. A completed copy of this form must be retained by the local floodplain management agency.

SEE REVERSE SIDE FOR INSTRUCTIONS TO COMPLETE THIS FORM

SECTION 1. Installation Site Information (Completed by permit applicant)

Park Name _____ Park ID# _____

Park Address _____ Lot / Space # _____

City _____ Zip _____

Was this lot created on or before December 31, 1974? ☐ YES ☐ NO

Signature of Applicant _____

SECTION 2. Local Floodplain Management Agency Verification (Completed by local agency)

See the reverse side of this page for more information concerning the requirements of this section.

☐ This lot is not in a Special Flood Hazard Area

☐ The bottom of this chassis must be set _____ feet _____ inches above the ground as measured from the lowest point of the lot under the unit.

☐ The bottom of the lowest floor must be set to a base flood elevation of _____ (use only if (F) checked below)

A. Initial Flood Insurance Rate Map (FIRM) date for his community: _____

B. Current FIRM Index Date _____ FIRM Panel Number & Date _____

C. Flood Zone this lot / pad is located in: _____ Base Flood Elevation (in AO zone show depth) _____

D. If Zone A or V, complete 1–3.

1. If applicable, current LOMA / LOMR Case #: _____ Date: _____
2. Has community knowledge of past flooding in this manufactured home park? _____
3. Was a manufactured home on this lot / pad ever destroyed or damaged 50 percent or more by flood? _____

E. ☐ The lot is in Zone B, C, X, or D (circle one and check box above) which is not within a Special Flood Hazard Area.

F. ☐ The lot complies with 44 CFR section 60.3(c)(6) and height measurement must be referenced to the Base Flood Elevation in (c) to comply with the local floodplain ordinance.

G. ☐ The lot complies with 44 CFR section 60.3(c)(12).

_____
Print Name of City / County Agent _____ Title

_____
Signature of City / County Floodplain Management Agent Providing Information _____ Telephone

HCD MP 547 (Rev. 03/24)

Instructions for Floodplain Ordinance Applications

Section 1: To be completed by the applicant.

Section 2: To be completed by local floodplain management agency in the city or county where the manufactured or mobilehome is to be installed. The local agency will return the form to the applicant. The applicant will then submit this form with their permit to the appropriate HCD area office listed below.

Instructions for Local Floodplain Management Agencies

Upon receiving this form from the permit applicant, provide the information required by Section 2, return this form to the permit applicant, and retain a copy of the completed HCD MP 547 form for your records.

Copies of the Code of Federal Regulations (44 CFR, chapter 1, part 60) may be obtained from the Federal Emergency Management Agency, Mitigation Division, Region IX, 1111 Broadway, Suite 1200, Oakland CA 94607-4052.

The following is a partial reprint of the applicable federal regulations:

FEMA, 44 CFR, chapter 1, section 60.3 (c)(6)

Require that manufactured homes that are placed or substantially improved within Zones Al -30, AH, and AE on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred 'substantial damage' as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation collapse and lateral movement.

"Expansion to existing park or subdivision" means: the preparation of additional sites by the construction of facilities for servicing the lots on which manufactured (mobile) homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.)

FEMA, 44 CFR, chapter 1, section 60.3 (c)(12)

Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A-1-30, AH, and AE on the community's FIRM that are not subject to the provisions of paragraph (c)(6) of this section be elevated so that either (i) the lowest floor of the manufactured home is at or above the base flood elevation, or (ii) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.

"Existing" means: a manufactured/mobilehome park or subdivision for which the construction of facilities for servicing the lots on which the manufactured mobile homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or before December 31, 1974, or before the effective date of the community's initial Flood Insurance Rate Map (FIRM), whichever is later.

HCD—Northern Area Office
9342 Tech Center Dr, Ste 550
Sacramento, CA 95826
(800) 952-8356
NAOStaff@hcd.ca.gov

HCD—Southern Area Office
3737 Main St, Ste 400
Riverside, CA 92501
(800) 952-8356
SAOStaff@hcd.ca.gov

T25CCR, section 1002(f)(8)(J), Manufactured Home or Mobilehome Installation Acceptance (Local Enforcement Agency), HCD 513B – Current Form 7/04

MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO. _____

PERMIT NO. _____

ADDRESS OR LOCATION OF MOBILEHOME: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

INSIGNIA OR HUD NUMBER: _____

MANUFACTURER'S NAME: _____

SERIAL NUMBER OR V.I.N.: _____ YEAR OF MANUFACTURE: _____

(OFFICIAL APPROVING INSTALLATION) (DATE) (PHONE)

IF THE MANUFACTURED HOME/MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home/mobilehome is installed in accordance with Health and Safety Code section 18613 or subsection 18551(b).

HCD 513B (Rev. 7/04) WHITE—OWNER CANARY--PERMITTEE BLUE—OFFICE FILES

T25CCR, section 1002(f)(8)(I), Manufactured Home / Mobilehome Installation Acceptance (Local Enforcement Agency), HCD MP 513B – Proposed Form 03/24

MANUFACTURED HOME / MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO.

PERMIT NO.

ADDRESS OR LOCATION OF MOBILEHOME

OWNER NAME

OWNER ADDRESS

INSIGNIA OR HUD NUMBER

MANUFACTURER NAME

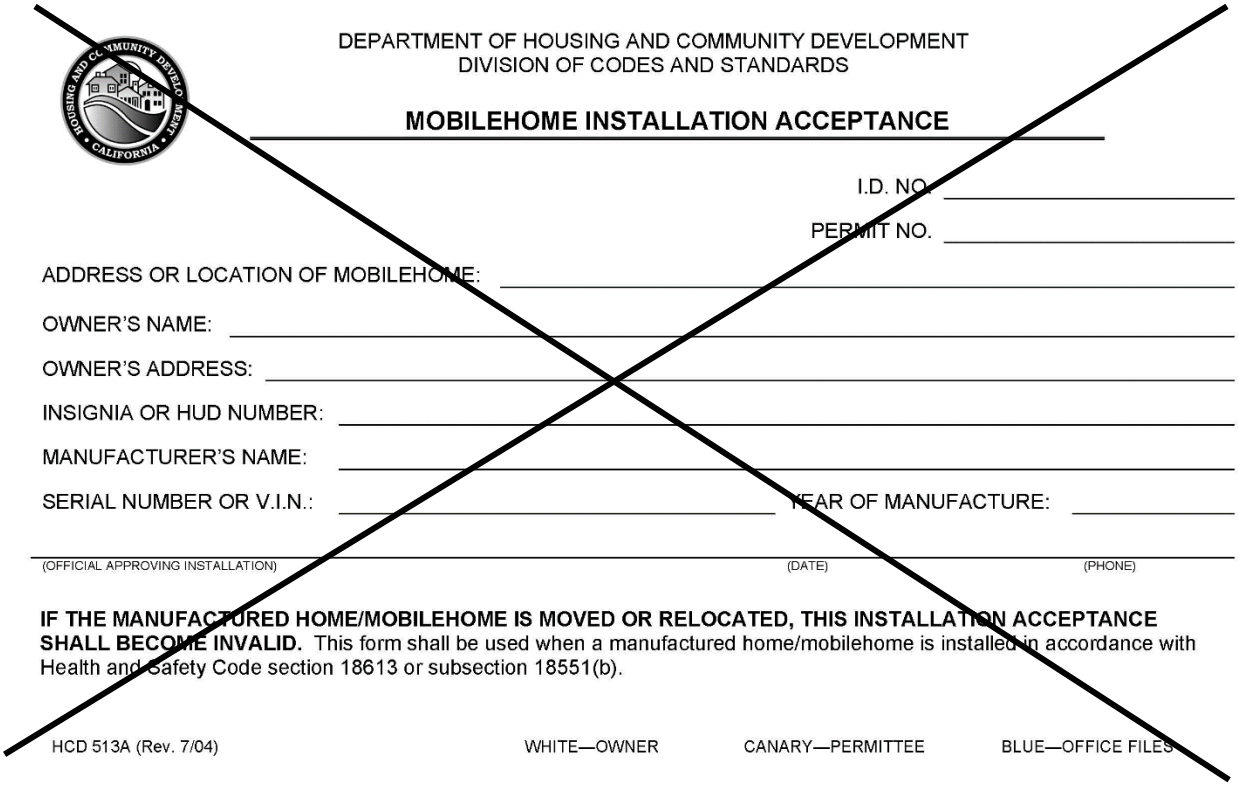
SERIAL NUMBER OR V.I.N. YEAR OF MANUFACTURE

OFFICIAL APPROVING INSTALLATION DATE PHONE

IF THE MANUFACTURED HOME / MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home / mobilehome is installed in accordance with Health and Safety Code section 18613 or section 18551(b).

HCD MP 513B (Rev. 03/24) WHITE—OWNER CANARY—PERMITTEE BLUE—OFFICE FILES

T25CCR, section 1002(f)(8)(K), Manufactured Home or Mobilehome Installation Acceptance, HCD 513A – Current Form 7/04



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS

MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO. _____

PERMIT NO. _____

ADDRESS OR LOCATION OF MOBILEHOME: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

INSIGNIA OR HUD NUMBER: _____

MANUFACTURER'S NAME: _____

SERIAL NUMBER OR V.I.N.: _____ YEAR OF MANUFACTURE: _____

(OFFICIAL APPROVING INSTALLATION) (DATE) (PHONE)

IF THE MANUFACTURED HOME/MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home/mobilehome is installed in accordance with Health and Safety Code section 18613 or subsection 18551(b).

HCD 513A (Rev. 7/04) WHITE—OWNER CANARY—PERMITTEE BLUE—OFFICE FILES

T25CCR, section 1002(f)(8)(J), Manufactured Home / Mobilehome Installation Acceptance, HCD MP 513A – Proposed Form 03/24

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

MANUFACTURED HOME / MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO. _____

PERMIT NO. _____

ADDRESS OR LOCATION OF MOBILEHOME _____

OWNER NAME _____

OWNER ADDRESS _____

INSIGNIA OR HUD NUMBER _____

MANUFACTURER NAME _____

SERIAL NUMBER OR V.I.N. _____ YEAR OF MANUFACTURE _____

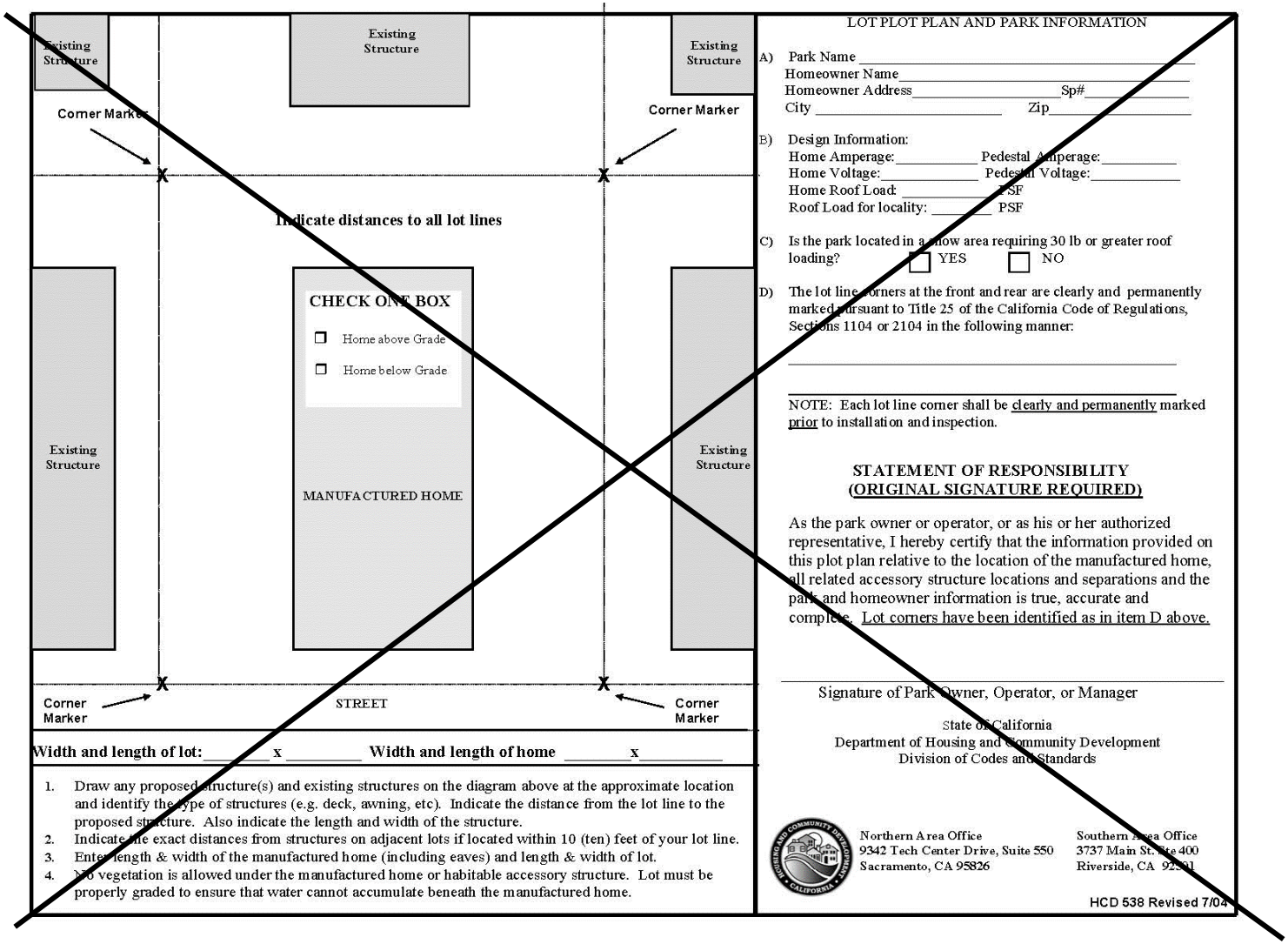
OFFICIAL APPROVING INSTALLATION _____ DATE _____ PHONE _____

IF THE MANUFACTURED HOME / MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home / mobilehome is installed in accordance with Health and Safety Code section 18613 or section 18551(b).

HCD MP 513A (Rev. 03/24) WHITE—OWNER CANARY—PERMITTEE BLUE—OFFICE FILES

T25CCR, section 1002(f)(8)(M), Plot Plan, HCD 538 – Current Form 7/04

ORIGINAL & 2 COPIES REQUIRED WITH THE PERMIT APPLICATION



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

HCD 538 Revised 7/04

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 1213 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.

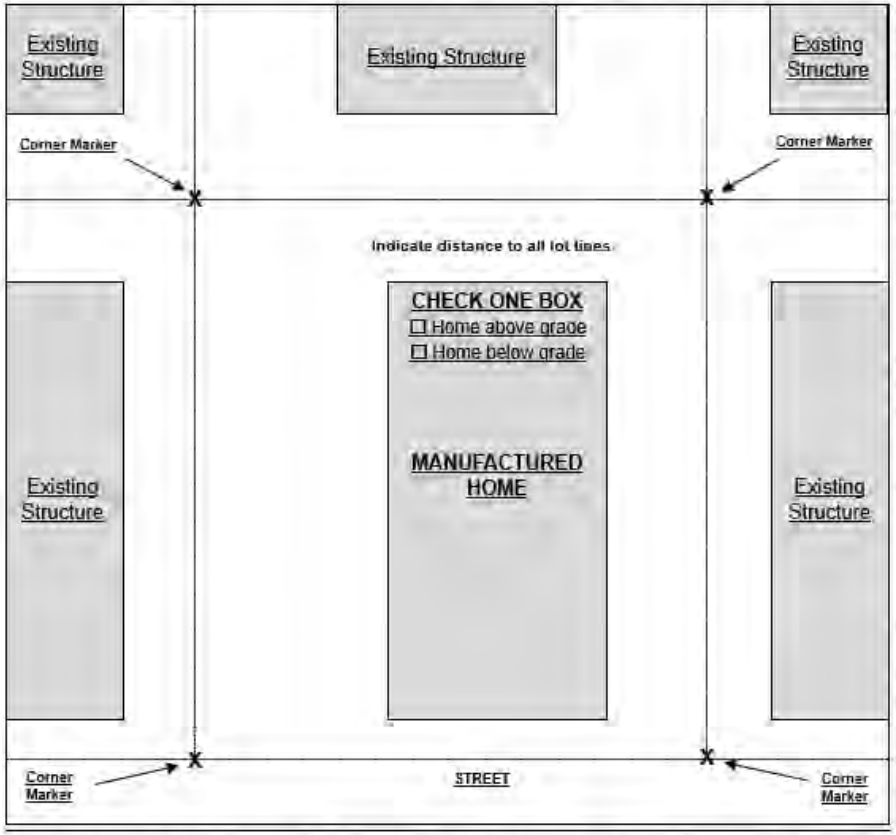
- Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot, do not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.

- 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).

T25CCR, section 1002(f)(8)(K), Lot Plot Plan and Park Information, HCD MP 538 – Proposed Form 03/24

LOT PLOT PLAN AND PARK INFORMATION

ORIGINAL & 2 COPIES REQUIRED WITH THE PERMIT APPLICATION



Width and length of lot: x **Width and length of home** x

1. Draw any proposed structure(s) and existing structure(s) 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. Indicate the length and width of the structure.
2. Indicate the exact distances from structures on adjacent lots if located within 10 feet of your lot line.
3. Enter length and width of the manufactured home (including eaves) and length and 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.
5. Identify any slopes greater than 3 feet in height.

HCD MP 538 (Rev. 03/24)

Section 1. PARK AND OWNER INFORMATION

Park Name _____

Homeowner Name _____

Homeowner Address _____ Sp # _____

City _____ Zip _____

Park Owner Email _____

Section 2. DESIGN INFORMATION

Home Amperage _____ Pedestal Amperage _____

Home Voltage _____ Pedestal Voltage _____

Home Roof Load _____ PSF, Roof Load for Locality _____ PSF

Section 3. SNOW AREA

Is the park located in a snow area requiring 30 lb or greater roof loading?

☐ YES ☐ NO

Section 4. LOT LINE CORNERS

The lot line corners at the front and rear are **clearly and permanently marked** pursuant to California Code of Regulations, title 25, sections 1104 or 2104 as described in the following manner:

_____

Section 5. SCOPE OF WORK

_____

_____

STATEMENT OF RESPONSIBILITY

ORIGINAL SIGNATURE REQUIRED

As the park owner or operator, or as his or her authorized representative, I hereby certify under penalty of perjury that the information provided on this plot plant 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 in Section 4.**

_____

Signature of park owner, operator, or manager

_____

Print Name

State of California
Department of Housing and Community Development
Division of Codes and Standards

Northern Area Office
9342 Tech Center Dr., Ste. 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main St., Ste. 400
Riverside, CA 92501
(800) 952-8356

INSTRUCTIONS

DRAINAGE AND GRADING

- Each mobilehome lot or site shall be graded to ensure 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 September 15, 1961, minimum distances from a manufactured home/mobilehome to:

- A permanent building shall be 10 feet, measured from the eaves
- Another manufactured home/mobilehome, installed, including eaves:
  - Side to side 10 feet
  - Side to rear or side to front 8 feet
  - Rear to front or rear to rear 6 feet

Within mobilehome parks constructed prior to September 15, 1961, (verification required) a 6 foot separation to any permanent building or another manufactured home/mobilehome is required.

Manufactured home/mobilehomes or accessory structures shall not be located:

- Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded)
- Over main sewer line clean outs
- Within 5 feet of a septic tank
- Within 8 feet of sewage disposal (leach) fields
- Under overhead insulated electrical conductors, unless 8 feet of clearance is provided
- So as to restrict access to park electrical equipment, indicate clearances
- Over lot gas risers or meters

Additionally, accessory structures shall not be located:

- As to restrict access or ventilation of the lot gas risers or meters
- So as to block:
  - Required light or ventilation in the manufactured home/mobilehome
  - Required egress windows or exit doors in the manufactured home/mobilehome
  - Access to the manufactured home/mobilehome fixed appliances

All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 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 California Code of Regulations, title 25, section 1211 or 2211.

A Flood Plain Ordinance Compliance Certificate (form HCD MP 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 percent 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 does 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 (form HCD MP 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).

T25CCR, section 1002(f)(8)(O), School Impact Fee Certification, HCD MP 502 – Current Form 7/04

Northern Area:
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(916) 255-2501

Southern Area:
3737 Main Street, Suite 400
Riverside, CA 92501
(951) 782-4420

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

SCHOOL IMPACT FEE CERTIFICATION

Government Code 65995 through 65996 and Education Code sections 17620 through 17626 govern school impact fees imposed on mobilehomes and manufactured homes installed in mobilehome parks or additions to existing mobilehome parks where the permit to construct the park was issued after September 1, 1985.

This form is required when installing mobilehomes or manufactured homes in areas where the Department of Housing and Community Development (HCD) is the enforcement agency and responsible for verifying compliance with local school impact fees. The form must be presented to the department official at the jobsite at the time of inspection of the mobilehome or manufactured home installation.

This certification relates to the applicability of or to the satisfaction of School Impact Fees for the property described below:

Mobilehome Park Name:_____
(If Applicable)

Address:_____
(Number and Street or Road)

Lot/Space Number:_____

City:_____, CA _____
(ZIP Code)

County:_____

Check One:

☐ School Impact Fees are either not applicable or have been satisfied with respect to the above-described property.

☐ A demand has been placed into the manufactured home or mobilehome escrow for the School Impact Fee applicable to the above described property. It is understood that the validity of any Statement of Installation Acceptance or Certificate of Occupancy issued by the installation inspection agency will be conditioned to concurrent satisfaction of said demand by the escrow agent.

_____ Date:_____
(Signature of an Authorized Agent of the School District)

Telephone:_____

K 1 2 3 4 5 6 7 8 9 10 11 12
(Please circle grades applicable to this certification and line out those grades to which this certificate does not apply.)

NOTE: Certifications must be completed by as many school districts as necessary to include all grades K through 12.

T25CCR, section 1002(f)(8)(M), School Impact Fee Certification, HCD MP 502 – Proposed Form 03/24

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

SCHOOL IMPACT FEE CERTIFICATION

Government Code sections 65995 through 65996 and Education Code sections 17620 through 17626 govern school impact fees imposed on mobilehomes and manufactured homes installed in mobilehome parks or additions to existing mobilehome parks where the permit to construct the park was issued after September 1, 1985.

This form is required when installing mobilehomes or manufactured homes in areas where the California Department of Housing and Community Development (HCD) is the enforcement agency and responsible for verifying compliance with local school impact fees. The form must be presented to the department official at the jobsite at the time of inspection of the mobilehome or manufactured home installation.

This certification relates to the applicability of or to the satisfaction of School Impact Fees for the property described below:

Mobilehome Park Name: _____
If Applicable

Address: _____
Number and Street

Lot/Space Number: _____

City: _____, CA Zip _____ County: _____

Check One:

☐ School Impact Fees are either not applicable or have been satisfied, with respect to the above-described property.

☐ A demand has been placed into the manufactured home or mobilehome escrow for the School Impact Fee applicable to the above-described property. It is understood that the validity of any Statement of Installation Acceptance or Certificate of Occupancy issued by the installation inspection agency will be conditioned to concurrent satisfaction of said demand by the escrow agent.

_____ Date: _____
Signature of an Authorized Agent of the School District

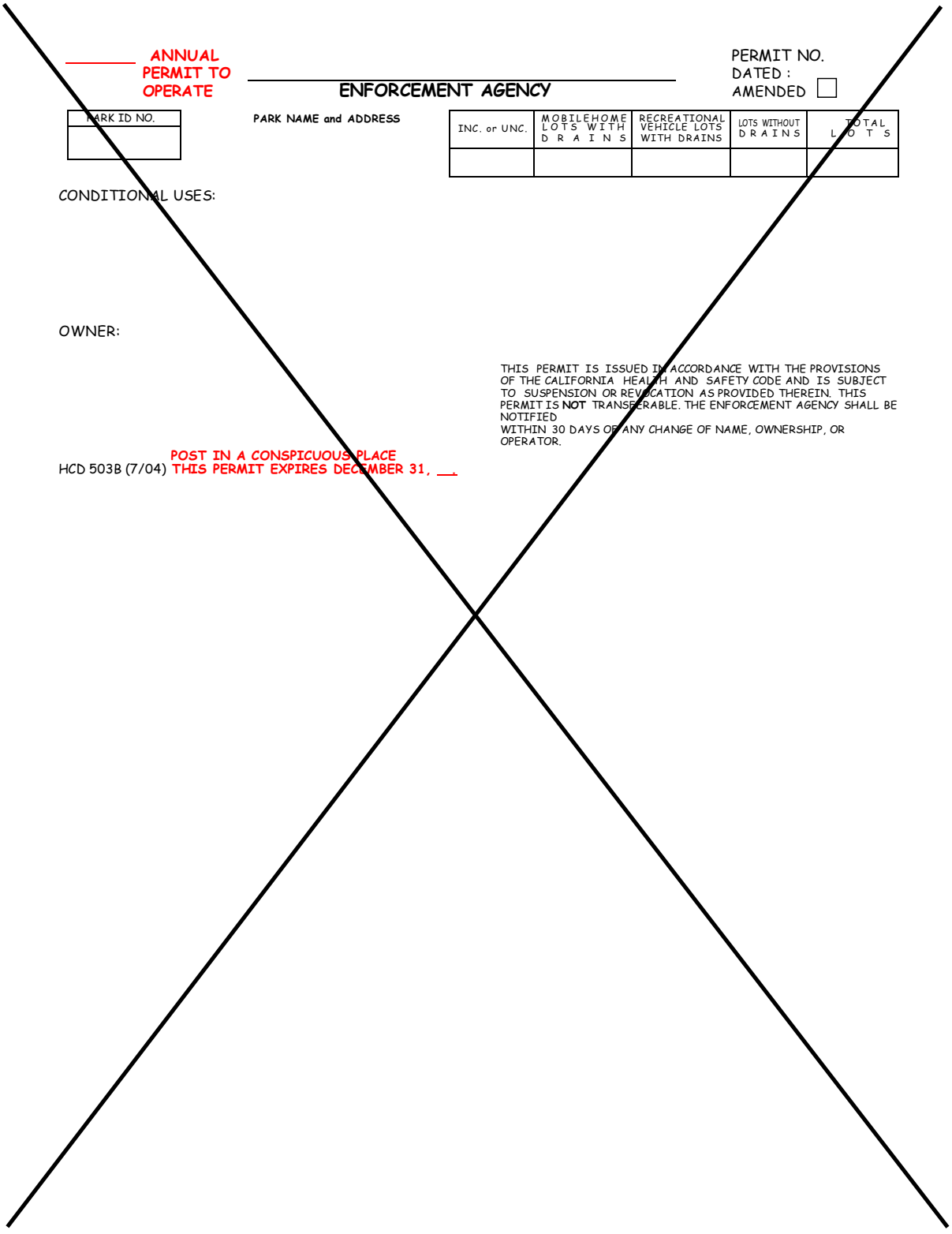
Telephone: _____

Please circle grades applicable to this certification and line out those grades to which this certificate does not apply.

K 1 2 3 4 5 6 7 8 9 10 11 12

NOTE: Certifications must be completed by as many school districts as necessary to include all grades K through 12.

T25CCR, section 2002(f)(8)(A), Annual Permit To Operate (local enforcement agency), HCD 503B – Current Form 7/04



_____ ANNUAL PERMIT TO OPERATE

_____ ENFORCEMENT AGENCY

PERMIT NO.
DATED :
AMENDED ☐

PARK ID NO.

PARK NAME and ADDRESS

INC. or UNC.	MOBILEHOME LOTS WITH DRAINS	RECREATIONAL VEHICLE LOTS WITH DRAINS	LOTS WITHOUT DRAINS	TOTAL LOTS

CONDITIONAL USES:

OWNER:

THIS PERMIT IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF THE CALIFORNIA HEALTH AND SAFETY CODE AND IS SUBJECT TO SUSPENSION OR REVOCATION AS PROVIDED THEREIN. THIS PERMIT IS **NOT** TRANSFERABLE. THE ENFORCEMENT AGENCY SHALL BE NOTIFIED
WITHIN 30 DAYS OF ANY CHANGE OF NAME, OWNERSHIP, OR OPERATOR.

POST IN A CONSPICUOUS PLACE

HCD 503B (7/04) THIS PERMIT EXPIRES DECEMBER 31, __.

T25CCR, section 2002(f)(8)(A), Local Enforcement Agency Annual Permit to Operate, HCD MP 503B – Proposed Form 03/24

LOCAL ENFORCEMENT AGENCY ANNUAL PERMIT TO OPERATE

_____
ENFORCEMENT AGENCY

ANNUAL PERMIT TO OPERATE

PARK TYPE: ☐ Mobilehome Park ☐ Special Occupancy Park

SPECIAL OCCUPANCY PARK DESIGNATION (if applicable):

☐ Temporary Special Occupancy Park ☐ Incidental Camping Area ☐ Tent Camp

PERMIT NO _____ DATE _____

☐ AMENDED

PARK ID # _____

PARK NAME _____

PARK ADDRESS _____

Incorporated. (I) or Unincorporated (U)	Mobilehome Lots with Drains	Recreational Vehicle Lots with Drains	Lots without Drains	Total Lots

CONDITIONAL USES:

OWNER NAME: _____

OWNER ADDRESS: _____

THIS PERMIT IS ISSUED IN ACCORDANCE WITH THE PROVISIONS OF THE HEALTH AND SAFETY CODE AND IS SUBJECT TO SUSPENSION OR REVOCATION AS PROVIDED THEREIN. THIS PERMIT IS NOT TRANSFERABLE. THE ENFORCEMENT AGENCY SHALL BE NOTIFIED WITHIN 30 DAYS OF ANY CHANGE OF NAME, OWNERSHIP, OR OPERATOR.

POST IN A CONSPICOUS PLACE

THIS PERMIT EXPIRES: DECEMBER 31, _____

HCD MP 503B (Rev. 03/24)

T25CCR, section 2002(f)(8)(M), Private Fire Hydrant Test And Certification Report, HCD MP 532- Current Form 01/07

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS

PRIVATE FIRE HYDRANT TEST AND CERTIFICATION REPORT

ALL PARKS MUST RETURN THIS FORM TO THE ENFORCEMENT AGENCY FOR THE PARK
(SEE THE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM)

Part 1 - IDENTIFICATION

Park Name:_____ Park ID#_____

Park Address:_____

City:_____ CA ZIP:_____

Park Operator Name_____ Phone Number _____

Park Operator Address and City _____

Part 2 - CERTIFICATION EXCEPTIONS - You do not need certification, but must complete this section if any of the following applies

☐ Hydrants are publicly owned and maintained - Water Company Name_____

☐ No hydrants and park was built before September 1, 1968 - List Date of Construction: ____/____/____

☐ No hydrants and park has 14 or less total lots - Enter Number of Lots: _____

☐ No private hydrants and park was built after September 1, 1968. (Specific exception at the time of construction.)

Part 3 - ANNUAL FIRE HYDRANT OPERATION TEST

(Standpipes are considered hydrants for these requirements)

(Initial verification in the appropriate column)

	YES	NO	CORRECTED
1. Hydrant stems and valves operate fully, freely, and are properly lubricated.			
2. All hydrant threads and caps are undamaged.			
3. Where subject to vehicular damage, hydrants are physically protected.			
4. Around all hydrants is a minimum of 36 inches of unobstructed access.			
5. All hydrants outlets are 14 inches to 24 inches above grade. (Standpipe outlets need not be a specific height, but must be readily accessible.)			
6. Each hydrant is clearly identified or marked.			
7. Each 1 ½ -inch hydrant has an approved hose in a marked enclosure.			

All "NO" answers are violations and will prohibit the issuance of the park Permit to Operate.

Verification:
I verify under penalty of perjury that either this park is exempt _____
from testing requirements or the hydrant operation is in compliance. Park owner or operator

Part 4 – FIVE-YEAR FIRE HYDRANT WATER FLOW TEST To be completed by authorized certifier ONLY.

	Barrel Size (inches)	Flow (GPM)	Pressure (PSI)		Barrel Size (inches)	Flow (GPM)	Pressure (PSI)
1				4			
2				5			
3				6			

FOR MORE THAN 6 HYDRANTS IN THE PARK, ATTACH AN ADDITIONAL LIST USING THE FORMAT ABOVE.
(GPM)-GALLONS PER MINUTE. **(PSI)** - RESIDUAL PRESSURE IN POUNDS PER SQUARE INCH.

PART 5 – CERTIFICATION OF TEST RESULTS

Certifier Name _____ License Class and No: _____

Address _____

Telephone Number _____ E-Mail Address _____

Printed Name _____ Title _____

Signature _____ Date of Test ____/____/____

Part 6 – APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM –TO BE COMPLETED BY LOCAL FIRE AGENCY ONLY

Agent Name _____ Title _____

Badge Number _____ Signature _____

HCD MP 532 (Rev. 1/07) Side 1

INSTRUCTIONS FOR COMPLETING HCD MP 532*

Return the completed form to the Area Office that issues your **permit to operate** with a copy to your local fire district

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

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501

PART 1 - IDENTIFICATION

Park ID# - Enter the park Identification Number as shown on the permit to operate.
Park Name - Enter the name of the park as shown on the permit to operate.
Park address - Enter the physical address of the park.
Enter Park Operator Name, phone number, and address.

PART 2 - CERTIFICATION EXCEPTIONS – These certification requirements do not apply to:

- Parks with public hydrants, where the local water district owns the water or hydrant system and performs regular hydrant testing. List the name of the water company.
- Parks, without hydrants, constructed prior to September 1, 1968.
- Parks, without hydrants, with 14 or less total spaces.
- Parks, without hydrants, constructed after September 1, 1968.

All parks with hydrants must have them tested and certified regardless of park size or date of construction.

THE PARK OWNER/OPERATOR'S SIGNATURE VERIFYING AN EXCEPTION IS REQUIRED IN PART 3.

PART 3 - ANNUAL FIRE HYDRANT OPERATION TEST **

Initial the appropriate column to indicate whether the hydrant(s):

1. stems and valves fully operate, open and close freely, and have the proper lubrication.
2. caps, seals and threads are undamaged.
3. **which are subject to vehicular damage,** are provided physical protection.
4. has a minimum of 36 inches of clear space around all hydrants.
5. outlets are between 14 & 24 inches above grade. Standpipe outlets need not be a specific height, but must be readily accessible.
6. is clearly identified or marked for easy location in an emergency.
7. that are 1 ½ inch, have a 75-foot hose on a rack, or reel contained in an enclosed cabinet marked "FIRE HOSE" in 4-inch contrasting letters.

The operational test may be verified by a park owner/operator during the four years between the five-year water flow certification. If the park performs the operational test, the owner/operator's signature verifying compliance is required. During the five-year test, only the entity performing the water flow test may certify the operational test.

PART 4 - FIVE-YEAR FIRE HYDRANT WATER FLOW TEST (To only be completed every five years by a certified person) **

Barrel size – Enter the barrel or riser diameter measured in inches.
Flow – Enter the measured flow in gallons per minute.
Pressure – Enter the residual pressure measured in pounds per square inch.

PART 5 - CERTIFICATION OF TEST RESULTS

This section is to be completed by the fire agency responsible for fire suppression in the park, local water supplier, Licensed Fire Protection Engineer, or C-16 Fire Protection Contractor witnessing and certifying the test information.

Certifier Name – Enter the name of the person, agency or entity certifying the test results.
Contractor's classification and number – Enter the California Contractors State License Board classification and license number or the license number for a California licensed fire protection engineer.
Address - Enter the address of the person, agency, or entity certifying the test results.
Telephone Number - Enter certifiers' telephone number.
E-Mail Address – Enter certifiers' e-mail address, if available.
Name - Print the name of the person certifying the test.
Title – Enter the title of the person certifying the test.
Signature –Required signature of person certifying test.
Date – Enter the date of the certification.

PART 6 - APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM – COMPLETED BY LOCAL FIRE AGENCY ONLY. This section may **only** be completed by a local fire agency **when a private fire hydrant cannot be repaired** to meet these standards, given local conditions, and the fire agency responsible for fire suppression in the park approves its continued use or use of alternative fire protection methods.

***Refer to Title 25, California Code of Regulations, Article 6, commencing with Section 1300 and/or 2300.**

****VIOLATIONS:** If any answers in Part III – *Annual Fire Hydrant Operation Test* are "No," and/or the *Five-Year Fire Hydrant Flow Test* of Part IV does not meet the minimum requirements, the park is in violation. The park operator/owner is responsible for correction of violations. Failure to correct violations may result in the park not being eligible to renew its annual permit to operate.

T25CCR, section 2002(f)(8)(K), Private Fire Hydrant Test and Certification Report, HCD MP 532- Proposed Form 03/2024

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

PRIVATE FIRE HYDRANT TEST AND CERTIFICATION REPORT

All parks must return this form to the enforcement agency for the park.

Part 1. IDENTIFICATION—PARK AND PARK OPERATOR

Park Name Park ID#

Park Address

City CA Zip

Park Operator Name

Park Operator Address

Telephone Email

Part 2. CERTIFICATION EXCEPTIONS

If any of the following applies—you do not need certification, but you must complete this section.

☐ Hydrants are publicly owned and maintained. Water Company Name

☐ No hydrants **AND** park was built before September 1, 1968. Date of Construction

☐ No hydrants **AND** park has 14 or less total lots. Number of lots

☐ No private hydrants **AND** park was built after September 1, 1968. (Specific exception at time of construction.)

Part 3. ANNUAL FIRE HYDRANT OPERATION TEST

To be completed by authorized Certifier **ONLY**. Standpipes are considered hydrants for certification requirements.
Certifier: Initial your verification in the appropriate column.

CERTIFICATIONS	YES	NO	CORRECTED & PASSED
1. Hydrant stems and valves operate fully, freely, and are properly lubricated.			
2. All hydrant threads and caps are undamaged.			
3. Where subject to vehicular damage, hydrants are physically protected.			
4. Area around all hydrants has a minimum of 36 inches of unobstructed access.			
5. All hydrant outlets are 14 inches to 24 inches above grade. (Standpipe outlets need not be a specific height, but must be readily accessible.)			
6. Each hydrant is clearly identified or marked.			
7. Each 1 ½-inch hydrant has an approved hose in a marked enclosure.			

All NO answers are violations and will prohibit the issuance of the park's Permit to Operate.

Part 4. FIVE-YEAR FIRE HYDRANT WATER FLOW TEST

Hydrant Number	Barrel Size (inches)	Flow (GPM)	Pressure (PSI)
1			
2			
3			

Hydrant Number	Barrel Size (inches)	Flow (GPM)	Pressure (PSI)
4			
5			
6			

For more than 6 hydrants in the park, attach an additional list using the format above.
(GPM=gallons per minute. PSI=residual pressure in pounds per square inch)

Part 5. CERTIFICATION OF TEST RESULTS

Certifier Name License Class and No.

Address

Telephone Email

Printed Name Title

Signature Date of Certification

Part 6. APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM—COMPLETED BY LOCAL FIRE AGENCY ONLY

Agent Name Title

Badge Number Signature

INSTRUCTIONS

Submit this form by email to: ParksPTO@hcd.ca.gov or by mail to:

HCD—Mobilehome Parks Program
P.O. Box 278180
Sacramento, CA 95827-8180

Part 1. IDENTIFICATION—PARK AND PARK OPERATOR

Park Name and Park ID #: Enter the name of the park and park identification number as shown on the Permit to Operate.
Park Address: Enter the physical address of the park.
Park Operator: Enter the name, address, telephone number, and email address of the park operator.

Part 2. CERTIFICATION EXCEPTIONS

These certificate requirements do not apply to:

- Parks with public hydrants where the local water district owns the water or hydrant system and performs regular hydrant testing. List the name of the water company.
- Parks without hydrants constructed prior to September 1, 1968.
- Parks without hydrants with 14 or less total spaces.
- Parks without hydrants constructed after September 1, 1968.

All parks with hydrants must have them tested and certified regardless of park size or date of construction.
IF ANY OF THESE EXCEPTIONS APPLY TO YOUR PARK, YOU DO NOT NEED TO COMPLETE PARTS 3–5.

Part 3. ANNUAL FIRE HYDRANT OPERATION TEST*

Initial the appropriate column to indicate where the hydrant(s):

- Stems and valves fully operate, open and close freely, and have the proper lubrication.
- Caps, seals, and threads are undamaged.
- Are provided physical protection if subject to vehicular damage.
- Has a minimum of 36 inches of clear space around hydrant(s).
- Outlets are between 14 and 24 inches above grade. Standpipe outlets need not be a specific height but must be readily accessible.
- Is clearly identified or marked for easy location in an emergency.
- That are 1 ½ inch, have a 75-foot hose on a rack, or reel contained in an enclosed cabinet marked "FIRE HOSE" in 4-inch contrasting letters.

Part 4. FIVE-YEAR FIRE HYDRANT WATER FLOW TEST* — to ONLY be completed every five years

Barrel size: Enter the barrel or riser diameter measured in inches.
Flow: Enter the measured flow in gallons per minute (GPM).
Pressure: Enter the residual pressure measure in pounds per square inch (PSI).

Part 5. CERTIFICATION OF TEST RESULTS

This section is to be completed by the fire agency responsible for fire suppression in the park, local water supplier, Licensed Fire Protection Engineer, or C-16 Fire Protection Contractor witnessing and certifying the test information.
Certifier Name: Enter the name of the person, agency, or entity certifying the test results.
Contractor's Classification and Number: Enter the California Contractors State License Board classification and license number or the license number for a California licensed fire protection engineer.
Address: Enter the address of the person, agency, or entity certifying the test results.
Telephone: Enter the telephone number of the person, agency, or entity certifying the test results.
Email: Enter the email address of the person, agency, or entity certifying the test results.
Printed Name: Print the name of the person certifying the test.
Title: Enter the title of the person certifying the test.
Signature: Required signature of person certifying the test.
Date: Enter the date of the certification.

Part 6. APPROVAL FOR CONTINUED USE OF EXISTING SYSTEM—COMPLETED BY LOCAL FIRE AGENCY ONLY

This section may **only** be completed by a local fire agency when a private fire hydrant **cannot** be repaired to meet these standards, given local conditions, and the fire agency responsible for fire suppression in the park approves its continued use or use of alternative fire protection methods.

For more information, refer to California Code of Regulations, title 25, commencing with section 1300 and/or 2300.

* VIOLATIONS: If any answers in Part 3. ANNUAL FIRE HYDRANT OPERATION TEST are **NO**, and/or Part 4. FIVE-YEAR FIRE HYDRANT WATER FLOW TEST does **NOT** meet the minimum requirements, the park is in violation. The park operator/owner is responsible for correction of violations. Failure to correct violations may result in the park not being eligible to renew its annual Permit to Operate.

T25CCR, section 2002(f)(8)(B), Application For Alternate Approval, HCD 511 – Current Form 07/04

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento CA 95826
(916) 255-2501

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

Southern Area Office
3737 Main St., Suite 400
Riverside, CA 92501
(909) 782-4420

APPLICATION FOR ALTERNATE APPROVAL

NOTE: Submit application in triplicate, together with three copies of substantiating data and/or plans to the enforcement agency having jurisdiction. Each application shall be accompanied by the appropriate fee as specified in the California Code of Regulations, Chapter 2, section 1016 or Chapter 2.2 section 2016.

DEPT USE ONLY
A.A. #_____
Park I.D._____
Fee Rec'd_____
Date____/____/____

Pursuant to provisions of Health and Safety Code, I hereby make application for an alternate approval of the following:

Name of Park:_____

Address/Location:_____

Owner:_____

Address:_____

Specific description of product, and/or installation, and use:_____

Applicant: _____ (Name) _____ (Title) Firm:_____

Address:_____ (Street) (City) (State) (Zip) (Telephone No.)

Evidence of local agency approvals, if required:_____

I understand that in order for an alternate to be approved, it shall be at least the equivalent of that prescribed by the Health and Safety Code and related regulations in quality, strength, effectiveness, fire resistance, durability, safety, and for the protection of life and health as provided by Health and Safety Code, Section 18305 and 18865.6.

This application is made with the understanding that the alternate may or may not be approved, without refund of fee, and that if approved, such approval may be revoked or conditions thereof modified for just cause. Applicant agrees to furnish additional substantiating data when considered necessary by the Division of Codes and Standards.

_____ Signature of Applicant

_____ Date

RETURN THIS FORM WITH THE REQUIRED FEES AND DOCUMENTATION TO THE ENFORCEMENT AGENCY FOR YOUR PARK.

LOCAL ENFORCEMENT AGENCIES ONLY – RETURN THIS FORM, PURSUANT TO TITLE 25CCR 1016 AND 2016, WITH THE APPLICATION FEE, YOUR RECOMMENDATION, AND ALL SUPPORTING DOCUMENTATION TO THE ADMINISTRATIVE OFFICE OF THE DIVISION OF CODES AND STANDARDS, Mobilehome Parks Program, P.O. Box 1407, Sacramento, CA 95812-1407

HCD 511 (Rev.7/04)

T25CCR, section 2002(f)(8)(B), Application for Alternate Approval, HCD MP 511 – Proposed Form 03/24

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

APPLICATION FOR ALTERNATE APPROVAL

NOTE: Submit two copies of the application, together with two copies of substantiating data and/or plans to the enforcement agency having jurisdiction. Each application shall be accompanied by the appropriate fee as specified in the California Code of Regulations (CCR), title 25, Chapter 2—section 1016 or Chapter 2.2—section 2016.

DEPT USE ONLY
A.A. #
Park I.D.
Fee Rec'd
Date

Pursuant to provisions of Health and Safety Code, I hereby make application for an alternate approval of the following:

Name of Park:

Park Address/Location:
Street City State Zip

Owner:

Owner Address:
Street City State Zip

Specific description of product, and/or installation, and use:

Applicant Name: Applicant Title:

Firm:

Applicant Address:
Street City State Zip

Telephone: Email Address:

Evidence of local agency approvals, if required:

I understand that in order for an alternate to be approved, it shall be at least the equivalent of that prescribed by the Health and Safety Code and related regulations in quality, strength, effectiveness, fire resistance, durability, safety, and for the protection of life and health as provided by Health and Safety Code sections 18305 and 18865.6.

This application is made with the understanding that the alternate may or may not be approved, without refund of fee, and that if approved, such approval may be revoked, or conditions thereof modified for just cause. Applicant agrees to furnish additional substantiating data when considered necessary by the Division of Codes and Standards.

Signature of Applicant: Date:

Return this form with the required fees and documentation to the enforcement agency for your park.

LOCAL ENFORCEMENT AGENCIES ONLY—Return this form, pursuant to CCR, title 25, sections 1016 and 2016, with the application fee, your recommendation, and all supporting documentation to the Division of Codes and Standards, Mobilehome Parks Program, P.O. Box 278180, Sacramento, CA 95827-8180.

HCD MP 511 (Rev. 03/24)

T25CCR, section 2002(f)(8)(C), Application For Certification Of Manufactured Home Or Mobilehome Earthquake Resistant Bracing System, HCD 50 ERBSCERT – Current Form 07/04

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome Parks Program

APPLICATION FOR CERTIFICATION OF MANUFACTURED HOME OR MOBILEHOME EARTHQUAKE RESISTANT BRACING SYSTEM

SECTION 1 - PURPOSE OF APPLICATION AND TYPE OF CERTIFICATION REQUESTED
(CHECK APPROPRIATE BOX)

☐ INITIAL CERTIFICATION
Date of Initial Listing ____/____/____
Listing No. _____

☐ CERTIFICATION RENEWAL
Date of Listing Renewal ____/____/____
Listing No. _____

DEPARTMENT USE ONLY
Collection No. _____
Date _____
Application Fee$_____
Renewal Fee $_____
Resubmission Fee $_____
Revision Fee $_____
Change of Name/ Ownership $_____
Plan Approval Fee (First Hour) $_____
Other_____
TOTAL _____

SECTION 2 - APPLICANT INFORMATION

Manufacturer's Name _____
Mailing Address _____
Plant Address _____
Telephone (____) _____

SECTION 3 - EARTHQUAKE RESISTANT BRACING SYSTEM INFORMATION

Brand or Model Name _____ Model No._____
Testing or Listing Agency's Name_____
Address _____
Telephone (____) _____

SECTION 4 - APPLICANT CERTIFICATION AND INFORMATION

I hereby certify under penalty of perjury that the information provided herein is true and correct.

Typed or Printed Name _____ Title_____
Signature _____ Date ____/____/____
Executed at _____ .
(City) *(County)*

NOTE: This application must be accompanied by three sets of plans and specifications and two sets of design calculations and test data when required to substantiate the design. Specifications shall be shown on the plan. Design calculations shall be submitted separately from the plan sheet(s). This application shall also be accompanied by the fee in accordance with California Code of Regulations, Title 25, Division 1, Chapter 2, Section 1025.

HCD 50 ERBSCERT (Rev.7/04) Distribution: (1) Original to Applicant (2) Program Manager (3) File

T25CCR, section 2002(f)(8)(C), Application for Certification of Manufactured Home / Mobilehome Earthquake Resistant Bracing System, HCD MP 50 ERBS CERT – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

APPLICATION FOR CERTIFICATION OF MANUFACTURED HOME / MOBILEHOME EARTHQUAKE RESISTANT BRACING SYSTEM

SECTION 1. Purpose of Application and Type of Certification Requested

☐ INITIAL CERTIFICATION

Date of Initial Listing _____

Listing No. _____

☐ CERTIFICATION RENEWAL

Date of Listing Renewal _____

Listing No. _____

SECTION 2. Applicant Information

Manufacturer's Name _____

Mailing Address _____

Plan Address _____

Telephone _____ Email _____

SECTION 3. Earthquake Resistant Bracing System Information

Brand or Model Name _____ Model No. _____

Testing or Listing Agency's Name _____

Address _____

Telephone _____ Email _____

SECTION 4. Applicant Certification and Information

I hereby certify under penalty of perjury that the information provided herein is true and correct.

Applicant Name _____ Title _____

Signature _____ Date _____

Executed at _____
City County

NOTE: This application must be accompanied by two (2) sets of plans and specifications and two (2) sets of design calculations and test data when required to substantiate the design. Specifications shall be shown on the plan. Design calculations shall be submitted separately from the plan sheet(s). This application shall also be accompanied by the fee in accordance with California Code of Regulations, title 25, division 1, chapter 2, section 1025.

DEPARTMENT USE ONLY

Collection No. _____ Change of Name / Ownership _____

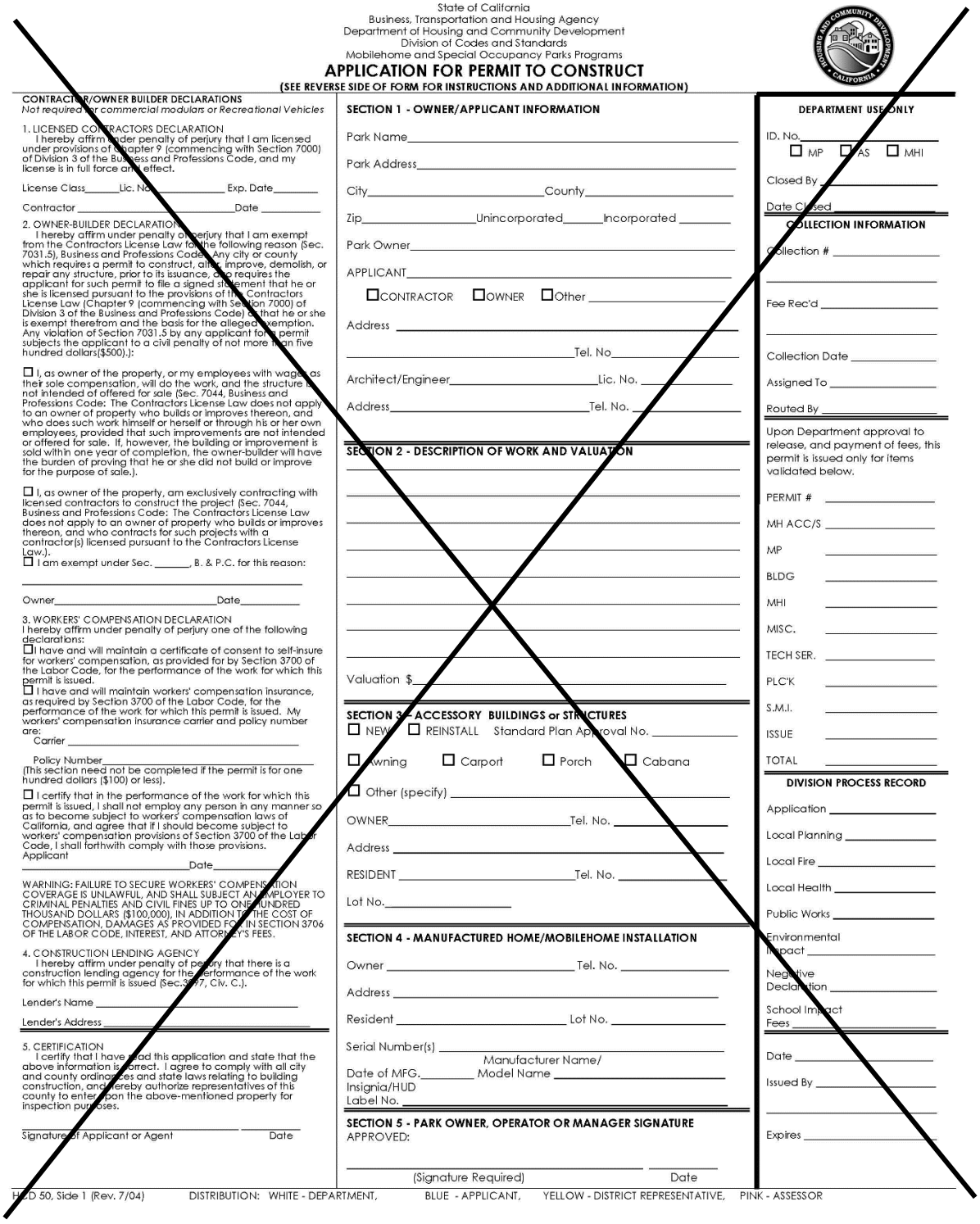
Date _____ Plan Approval Fee (first hour) _____

Application Fee _____ Other _____

Renewal Fee _____ TOTAL _____

HCD MP 50 ERBS CERT (Rev. 03/24)

T25CCR, section 2002(f)(8)(D), Application For Permit To Construct, HCD 50 – Current Form 7/04



State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Programs

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 of 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 3706 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) _____
Manufacturer Name/
Date of MFG._____ Model Name _____
Insignia/HUD
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 _____

HCD 50, Side 1 (Rev. 7/04) DISTRIBUTION: WHITE - DEPARTMENT, BLUE - APPLICANT, YELLOW - DISTRICT REPRESENTATIVE, PINK - ASSESSOR

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.

T25CCR, section 2002(f)(8)(D), Application for Permit to Construct, HCD MP 50 – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

APPLICATION FOR PERMIT TO CONSTRUCT — HCD MP 50

CONTRACTOR / OWNER-BUILDER DECLARATIONS

Not required for commercial modulars or recreational vehicles.

1. LICENSED CONTRACTOR DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Business and Professions Code (BPC), division 3, chapter 9 (commencing with section 7000) and my license is in full force and effect.

License Class ______ Lic. No. ______ Exp. Date ______

Contractor ______ Date ______

2. OWNER-BUILDER DECLARATION (Choose one)

I hereby affirm under penalty of perjury that I am exempt from the Contractors State License Law for the following reason.

Business and Professions Code (BPC) section 7031.5: 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 State License Law (commencing with BPC, division 3, chapter 9, section 7000) 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.

BPC section 7044: The Contractors State 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.

BPC section 7044: The Contractors State 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 State License Law.

☐ I am exempt under BPC section ______ for this reason:

______

Owner: ______ Date: ______

3. WORKERS' COMPENSATION DECLARATION (Choose one)

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 Labor Code section 3700, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers' compensation insurance, as required by Labor Code section 3700, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: ______

Policy Number: ______

☐ 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 Labor Code section 3700, 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 LABOR CODE SECTION 3706, INTEREST AND ATTORNEY'S FEES.

4. CERTIFICATION (Required)

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. PARK / APPLICANT INFORMATION

Park Name ______

Park Address ______

City ______ County ______

Zip ______ Park Owner ______

APPLICANT (Not Agent)

☐ CONTRACTOR ☐ OWNER ☐ RESIDENT

Name ______

Address ______

City ______ State ______ Zip ______

Telephone ______

Email Address ______

Architect / Engineer Information (if applicable)

Name ______

Address ______

Telephone ______ License No. ______

SECTION 2. DESCRIPTION OF WORK AND VALUATION

______

______

______

______

______

______

Valuation (Cost of work) ______

SECTION 3. ACCESSORY BUILDINGS OR STRUCTURES

☐ NEW ☐ REINSTALL Standard Plan Approval No. ______

☐ Awning ☐ Carport ☐ Porch ☐ Cabana ☐ Other (specify) ______

OWNER ______ Telephone ______

Address ______ Lot # ______

RESIDENT ______ Telephone ______

Address ______ Lot # ______

SECTION 4. INSTALLATION—MOBILEHOME / MANUFACTURED HOME

Owner ______ Telephone ______

Address ______ Lot # ______

Resident ______ Telephone ______

Address ______ Lot # ______

Serial #(s) ______

Manufacturer Name / Model Name ______

Date of Manufacture ______

Insignia / HUD Label #(s) ______

SECTION 5. PARK OWNER, OPERATOR, OR MANAGER APPROVAL SIGNATURE

Print Name ______

______

Park Signature—Required ______ Date ______

DEPARTMENT USE ONLY

Park ID No. ______

☐ [illegible] ☐ [illegible] ☐ [illegible]

Checked by ______

Date entered ______

COLLECTION INFORMATION

Check # ______

Fee Received ______

Collection date ______

Upon Department approval to release, and payment of fees, this permit is issued only for items validated below.

Permit # ______

MH Acces ______

MP 1 ______

SL 130 ______

Mod ______

MRC ______

[illegible] ______

PLA ______

[illegible] ______

[illegible] ______

TOTAL ______

DIVISION PROCESS RECORD

Application ______

Local Planning ______

Local Fire ______

Local Health ______

Public Works ______

Environmental Impact ______

[illegible] ______

School Impact Fees ______

Date ______

Issued by ______

Expires ______

INSTRUCTIONS

ACCESSORY STRUCTURES: Complete Sections 1, 2, 3, 5, and the Contractor / Owner-Builder Declarations.

MANUFACTURED HOME / MOBILEHOME INSTALLATION: Complete Sections 1, 2, 4, 5, and the Contractor / Owner-Builder Declarations.

18551 FOUNDATION SYSTEM: Complete Sections 1, 2, 4, 5, and the Contractor / Owner-Builder Declarations.

PARK UTILITIES: Complete Sections 1, 2, 5, and the Contractor / Owner-Builder Declarations.

NEW PARKS AND PERMANENT BUILDINGS: Complete Sections 1, 2, 5, and the 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
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

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, license expiration date, and the contractor's signature and date.
- **ITEM 3: WORKER'S 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: 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 Professions Code (BPC) that provides the exemption and the reason for the exemption. The owner must also sign and date this section.
- **ITEM 4: CERTIFICATION** The certification must be signed and dated by the owner.

SECTION 1. PARK / APPLICANT INFORMATION Enter the park name and address. Enter the park owner's name(s). Enter the applicant's name, address, telephone number, and email address. 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 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 (e.g., installing a manufactured home on a foundation system). 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 "Other" is selected, enter the type of building/structure (e.g., 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 resident's name, telephone number, and the lot number where the unit is located.

SECTION 4. INSTALLATION—MOBILEHOME / MANUFACTURED HOME 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 resident's name 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 APPROVAL SIGNATURE Print the name of the park owner, operator, or manager that is signing the application. The signature of the park owner, operator, or manager and date signed is **required**. This signature is an acknowledgment that the park is aware and approves the services being requested in this application.

T25CCR, section 2002(f)(8)(F), Application For Standard Plan Approval, HCD 520 – Current Form 7/04

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

APPLICATION FOR STANDARD PLAN APPROVAL

(SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM)

SECTION 1.
Standard Plan Approval (SPA) Requested:

Check appropriate box(es):

☐ Accessory Building or Structure
☐ Foundation System
☐ Engineered Tiedown System

Type of Accessory Building or Structure

☐ Awning ☐ Cabana ☐ Porch
☐ Garage ☐ Enclosure ☐ Carport
☐ Ramada ☐ Other ☐ Storage Building

Service Requested:

☐ New Application ☐ Renewal ☐ Resubmission
☐ Revision ☐ Change of Name/Ownership

Type of Unit: ☐ Manufactured Home/Mobilehome ☐ Commercial Modular

Drawing Number: _____

Model Number: _____

Product Name: _____

Standard Plan Approval Number
(If previously issued by the Department)
_____

DEPARTMENT USE ONLY

Collection No. _____
Date _____
Application Fee $ _____
Renewal Fee $ _____
Resubmission Fee $ _____
Revision Fee $ _____
Change of Name/ Ownership $ _____
Plan Approval Fee (First Hour) $ _____
Other _____
TOTAL _____

SECTION 2. APPLICANT INFORMATION

Applicant Name _____ Telephone Number _____

Address _____ City _____ Zip _____

Architect/Engineer Name _____ Telephone Number _____

Address _____ City _____ Zip _____

License/Registration Number _____

SECTION 3. APPLICANT CERTIFICATION

I hereby certify: (1) that the information I have provided is correct; (2) and that I will ensure that the manufacture and/or construction of this system is in compliance with the approved plan and the applicable provisions of Title 25, California Code of Regulations, Division I, Chapter 2.or 2.2. I understand that failure to comply with the terms of approval shall be cause for cancellation of the Standard Plan Approval.

Executed on ____/____/____ (Date) at _____ (City), _____ (State)

Signature _____ Print Name _____

NOTE: Standard Plan Approval is valid only when the design is suitable for the locality. Two (2) copies of the approved plan shall be provided with each foundation system or engineered tiedown system sold, for the purpose of obtaining a permit to construct from the enforcement agency.

DEPARTMENT USE ONLY

Date Approved ____/____/____ Standard Plan Approval Number _____ Expiration Date ____/____/____

Approved By: _____

The Approved plans have been: ☐ Returned to the applicant ☐ Withheld pending payment of fees ☐ Other _____

Comments: _____

HCD 520 (7/04)

INSTRUCTIONS

Complete sections 1, 2, and 3. Submit this application with three (3) copies of the plan and two (2) copies of the calculations and appropriate fees as specified in Title 25, California Code of Regulations, Division I, Chapter 2, and/or 2.2, to the following address:
(Fees Due with this Application Are Not Subject to Refund)

Department of Housing and Community Development
Division of Codes and Standards
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826

Section 1 - **Accessory Building or Structure, Foundation System, or Engineered Tiedown System Information**

Standard Plan Approval Requested: Check the appropriate box to indicate the type of plan approval you are requesting; Accessory Building or Structure (Health and Safety Code §§18213 and/or 18862), Foundation System (Health and Safety Code §18551) or Engineered Tiedown System (Health and Safety Code §18613.4).

Service Requested: Check the appropriate box to indicate the type of service you are requesting. The following is a definition of the services provided:

- New Application - This is an application for a standard plan approval which is submitted for the first time.
- Renewal - This is an application for a renewal of a standard plan for which the Department has previously approved and issued a Standard Plan Approval number.
- Resubmission - This is an application that upon original submission was rejected and is now being resubmitted.
- Revision - This is an application to request a change or revision to an approved standard plan.
- Change of Name/Ownership - This is an application to report a change of the name of the applicant or the company from the name submitted on the original application for a Standard Plan Approval.

Type of Unit: Check the appropriate box to indicate if the Standard Plan Approval is being requested for Manufactured Home/Mobilehome, or Commercial Modular.

Drawing Number: Enter the drawing number as assigned by the applicant, manufacturer, distributor, etc.

Model Number: Enter the model number as assigned by the applicant, manufacturer, distributor, etc.

Product Name: Enter the name under which the product will be marketed.

Standard Plan Approval Number: If this application is for a renewal, revision or change of name/ownership, enter the Standard Plan Approval number previously issued by the Department.

Section 2 - **Applicant Information**

Enter the name, address and telephone number of the applicant. The applicant is the party that is requesting the Standard Plan Approval (Manufacturer, Distributor, Contractor, etc.). Also enter the name, address and telephone number of the architect or engineer of record that designed the system. Enter the architect's California license number or engineer's California registration number.

Section 3 - **Applicant Certification**

Enter the date, city and state where this document is completed and signed. The applicant is required both to print and to sign his/her name.

Upon receipt of the submitted plans, calculations, required fees and the Application for Standard Plan Approval (HCD 520), the Department will review and either;

1. Reject the application. If the application is rejected, the Department will return the submitted plans, calculations and Application for Standard Plan Approval (HCD 520) along with a notice advising the applicant of any necessary corrections for approval (one copy of the plans will be retained by the Department).

2. Approve the application. If the application is approved, the Department will return the submitted plans and the applicant copy of the Application for Standard Plan Approval (HCD 520). The HCD 520 will indicate the date the standard plan was approved, the Standard Plan Approval number, and the date the approval will expire. The plans returned to the applicant will bear a departmental stamp indicating the date of approval, date of expiration, Standard Plan Approval number and the signature of a Department representative.

T25CCR, section 2002(f)(8)(E), Application for Standard Plan Approval, HCD MP 520 – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

APPLICATION FOR STANDARD PLAN APPROVAL

SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM

SECTION 1. ACCESSORY BUILDING OR STRUCTURE, FOUNDATION SYSTEM, OR ENGINEERED TIEDOWN SYSTEM INFORMATION

Standard Plan Approval Requested:

☐ Accessory Building or Structure
☐ Foundation System
☐ Engineered Tiedown System

Service Requested:

☐ New Application ☐ Revision
☐ Renewal ☐ Resubmission
☐ Change of Name/Ownership

Type of Unit:

☐ Manufactured Home/Mobilehome
☐ Commercial Modular

Type of Accessory Building or Structure:

☐ Awning ☐ Garage
☐ Ramada ☐ Cabana
☐ Enclosure ☐ Other
☐ Porch ☐ Carport
☐ Storage Building

Drawing Number: _____

Model Number: _____

Product Name: _____

Standard Plan Approval Number:
(If previously issued by the Department)
_____

DEPARTMENT USE ONLY

Collection No. _____
Date _____
Application Fee $ _____
Renewal Fee $ _____
Resubmission Fee $ _____
Revision Fee $ _____
Change of Name/ Ownership $ _____
Plan Approval Fee (First Hour) $ _____
Other _____
TOTAL _____

SECTION 2. APPLICANT INFORMATION

Applicant Name _____ Telephone Number _____

Address _____ City _____ Zip _____

Email Address _____

Architect/Engineer Name _____ Telephone Number _____

Address _____ City _____ Zip _____

License/Registration Number _____

SECTION 3. APPLICANT CERTIFICATION

I hereby certify: (1) that the information I have provided is correct; (2) and that I will ensure that the manufacture and/or construction of this system is in compliance with the approved plan and the applicable provisions of California Code of Regulations, title 25, division 1, chapter 2 or 2.2. I understand that failure to comply with the terms of approval shall be cause for cancellation of the Standard Plan Approval.

Executed on _____ at _____
Date City State

Signature _____ Print Name _____

NOTE: Standard Plan Approval is valid only when the design is suitable for the locality. Two (2) copies of the approved plan shall be provided with each foundation system or engineered tiedown system sold for the purpose of obtaining a permit to construct from the enforcement agency.

DEPARTMENT USE ONLY

Date Approved _____ Standard Plan Approval Number _____ Expiration Date _____

Approved by _____

The approved plans have been: ☐ Returned to the applicant ☐ Withheld pending payment of fees ☐ Other _____

Comments: _____

HCD MP 520 (Rev. 03/24)

INSTRUCTIONS

Complete sections 1, 2, and 3. Submit this application with three (3) copies of the plan and two (2) copies of the calculations and appropriate fees, as specified in California Code of Regulations, title 25, division 1, chapters 2 and/or 2.2, to the address below. Note: Fees due with this application are not subject to refund. Contact HCD's Northern Area Office at NAOStaff@hcd.ca.gov or (800) 952-8356 with any questions.

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

SECTION 1. ACCESSORY BUILDING OR STRUCTURE, FOUNDATION SYSTEM, OR ENGINEERED TIEDOWN SYSTEM INFORMATION

Standard Plan Approval Requested: Check the appropriate box to indicate the type of plan approval you are requesting:

- Accessory Building or Structure (Health and Safety Code (HSC) sections 18213 and/or 18862)
- Foundation System (HSC section 18551)
- Engineered Tiedown System (HSC section 18613.4)

Service Requested: Check the appropriate box to indicate the type of service you are requesting. The following is a definition of the services provided:

- New Application—This is an application for a standard plan approval which is submitted for the first time.
- Renewal—This is an application for a renewal of a standard plan for which the Department has previously approved and issued a Standard Plan Approval number.
- Resubmission—This is an application that upon original submission was rejected and is now being resubmitted.
- Revision—This is an application to request a change or revision to an approved standard plan.
- Change of Name/Ownership—This is an application to report a change of the name of the applicant or the company from the name submitted on the original application for a Standard Plan Approval.

Type of Unit: Check the appropriate box to indicate if the Standard Plan Approval is being requested for manufactured home/mobilehome, or commercial modular.

Drawing Number: Enter the drawing number as assigned by the applicant, manufacturer, distributor, etc.

Model Number: Enter the model number as assigned by the applicant, manufacturer, distributor, etc.

Product Name: Enter the name under which the product will be marketed.

Standard Plan Approval Number: If this application is for a renewal, revision or change of name/ownership, enter the Standard Plan Approval number previously issued by the Department.

SECTION 2. APPLICATION INFORMATION

Enter the name, address, telephone number, and email of the applicant. The applicant is the party that is requesting the Standard Plan Approval (manufacturer, distributor, contractor, etc.). Also, enter the name, address, and telephone number of the architect or engineer of record that designed the system. Enter the architect's California license number or engineer's California registration number.

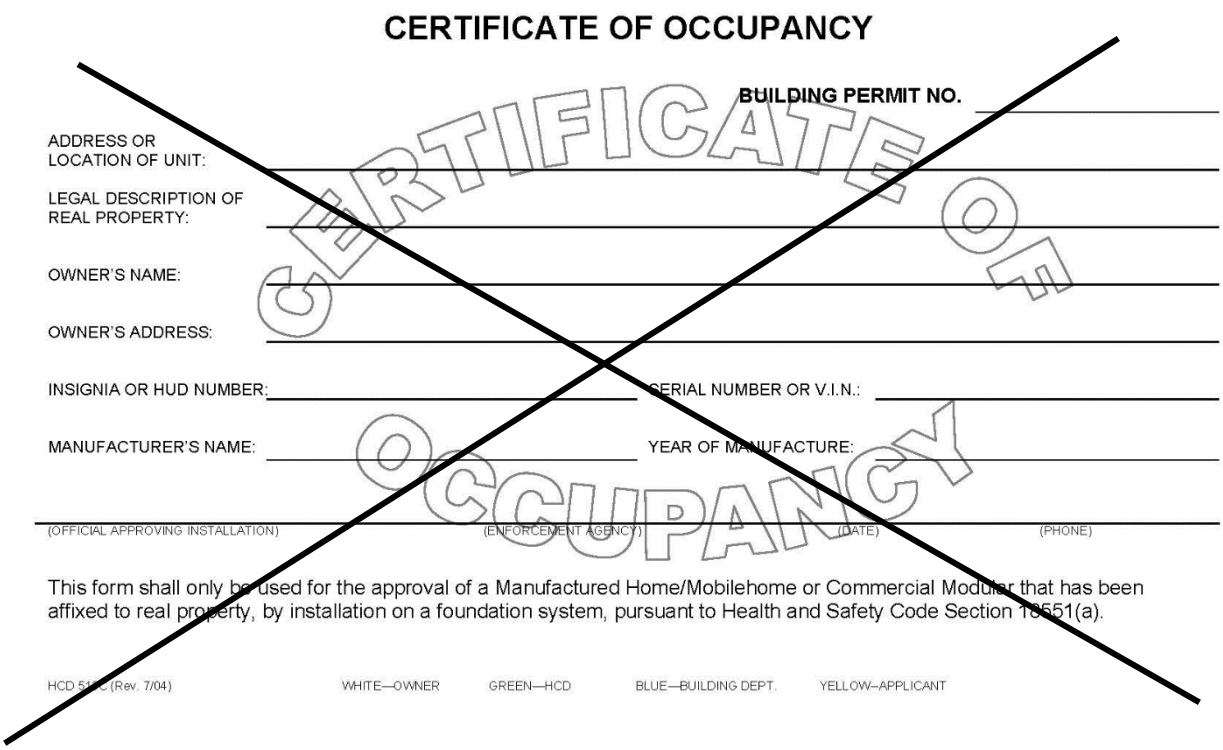
SECTION 3. APPLICANT CERTIFICATION

Enter the date, city, and state where this document is completed and signed. The applicant is required both to print and sign his/her name.

Upon receipt of the submitted plans, calculations, required fees and the Application for Standard Plan Approval (HCD MP 520), the Department will review and make one of the following determinations:

- **Reject**—If the application is rejected, the Department will return the submitted plans, calculations, and Application for Standard Plan Approval (HCD MP 520) along with a notice advising the applicant of any necessary corrections for approval (one copy of the plans will be retained by the Department).
- **Approve**—If the application is approved, the Department will return the submitted plans and a copy of the Application for Standard Plan Approval (HCD MP 520). The HCD MP 520 will indicate the date the standard plan was approved, the Standard Plan Approval number, and the date the approval will expire. The plans returned to the applicant will bear a departmental stamp indicating the date of approval, date of expiration, Standard Plan Approval number, and the signature of a Department representative.

T25CCR, section 2002(f)(8)(G), Certificate of Occupancy, HCD 513C – Current Form 7/04



CERTIFICATE OF OCCUPANCY

BUILDING PERMIT NO. _____

ADDRESS OR LOCATION OF UNIT: _____

LEGAL DESCRIPTION OF REAL PROPERTY: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

INSIGNIA OR HUD NUMBER: _____ SERIAL NUMBER OR V.I.N.: _____

MANUFACTURER'S NAME: _____ YEAR OF MANUFACTURE: _____

(OFFICIAL APPROVING INSTALLATION) (ENFORCEMENT AGENCY) (DATE) (PHONE)

This form shall only be used for the approval of a Manufactured Home/Mobilehome or Commercial Modular that has been affixed to real property, by installation on a foundation system, pursuant to Health and Safety Code Section 18551(a).

HCD 513C (Rev. 7/04) WHITE—OWNER GREEN—HCD BLUE—BUILDING DEPT. YELLOW–APPLICANT

T25CCR, section 2002(f)(8)(F), Certificate of Occupancy, HCD MP 513C – Proposed Form 03/24

CERTIFICATE OF OCCUPANCY

BUILDING PERMIT NO. _____

ADDRESS OR
LOCATION OF UNIT _____

LEGAL DESCRIPTION OF
REAL PROPERTY _____

OWNER NAME _____

OWNER ADDRESS _____

INSIGNIA OR HUD NUMBER _____ SERIAL NUMBER OR V.I.N. _____

MANUFACTURER NAME _____ YEAR OF MANUFACTURE _____

_____

(OFFICIAL APPROVING INSTALLATION) (ENFORCEMENT AGENCY) (DATE) (PHONE)

CERTIFICATE OF OCCUPANCY

This form shall only be used for the approval of a manufactured home / mobilehome or commercial modular that has been affixed to real property, by installation on a foundation system pursuant to Health and Safety Code section 18551(a).

HCD MP 513C (Rev. 03/24) WHITE—OWNER GREEN—HCD BLUE—BUILDING DEPT. YELLOW—APPLICANT

T25CCR, section 2002(f)(8)(H), Floodplain Ordinance Compliance Certification For Manufactured Home/Mobilehome Installations, HCD 547 – Current Form 7/04

STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
MOBILEHOME PARKS PROGRAM

FLOODPLAIN ORDINANCE COMPLIANCE CERTIFICATION FOR MANUFACTURED HOME/MOBILEHOME INSTALLATIONS

Federal Emergency Management Agency (FEMA) regulations require that manufactured homes and mobilehomes installed in special flood hazard areas comply with 44 CFR, Chapter 1, Part 60, or local ordinances.

This form is required when applying for a permit to install a manufactured home/mobilehome where the Department of Housing and Community Development (HCD) is the enforcement agency. The permit applicant and the local floodplain management agency must complete this form. This completed form must be submitted with the permit application. A completed copy of this form must retained by the local floodplain management agency

SEE REVERSE SIDE FOR INSTRUCTIONS TO COMPLETE THIS FORM

SECTION 1 – Installation Site Information (*permit applicant to complete this section)*

Name of Park: _____ Park ID No: _____

Park Address: _____ Lot/Space No: _____

City: _____ Zip: _____

Was this lot created on or before December 31, 1974?

☐ YES ☐ NO

Signature of Applicant: _____

SECTION 2 – Local Floodplain Management Agency Verification

Local agency to complete this section

See the reverse side of this page for more information concerning the requirements of this section.

☐ This lot is not in a Special Flood Hazard Area

☐ The bottom of this chassis must be set _____ feet _____ inches above the ground as measured from the lowest point of the lot under the unit

☐ The bottom of the lowest floor must be set to a base flood elevation of _____ [Use only if (f) checked below]

a) Initial Flood Insurance Rate Map (FIRM) date for this community: ____/____/____

b) Current FIRM Index Date: ____/____/____ FIRM Panel Number & Date: ____/____/____

c) Flood Zone this lot/pad is located in: _____ Base Flood Elevation (in AO zone show depth) _____

d) If Zone A or V, complete 1-3:

1) If applicable, current LOMA/LOMR Case #: _____ Date: ____/____/____

2) Has community knowledge of past flooding in this manufactured home park? _____

3) Was a manufactured home on this lot/pad ever destroyed or damaged 50% or more by flood? _____

☐ e) The Lot is in Zone B, C, X or D (circle one and check box above) which is not within a Special Flood Hazard Area.

☐ f) The lot complies with 44CFR, Section 60.3 (c)(6) and height measurement must be referenced to the Base Flood Elevation in (c) to comply with the local floodplain ordinance.

☐ g) The lot complies with 44 CFR, Section 60.3(c)(12).

_____ _____

Print Name of City/County agent Title

_____ _____

Signature of City/County Floodplain Management Agent Providing Information Telephone

HCD 547 7/04

INSTRUCTIONS TO THE PERMIT APPLICANT

Provide complete information in Section 1 and submit the form to the local floodplain management agency in the city or county where the manufactured home or mobilehome is to be installed. The local agency will complete Section 2 with the required flood plain information and return the form to you. Submit this completed form with your permit application to the appropriate HCD Area Office.

INSTRUCTIONS TO LOCAL FLOODPLAIN MANAGEMENT AGENCY

Upon receiving this form from the permit applicant, provide the information required by Section 2, return this form to the permit applicant and retain a copy of the completed HCD 547 form for your records.

Copies of the Code of Federal Regulations, (44 CFR, Chapter 1, Part 60) may be obtained from the Federal Emergency Management Agency, Mitigation Division, Region IX, 1111 Broadway, Suite 1200, Oakland CA 94607-4052.

THE FOLLOWING IS A PARTIAL REPRINT OF THE APPLICABLE FEDERAL REGULATIONS

FEMA, 44 CFR, Chapter I

Section 60.3 (c)(6)

'Require that manufactured homes that are placed or substantially improved within Zones Al -30, AH, and AE on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured home has incurred 'substantial damage' as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation collapse and lateral movement.'

"Expansion to existing park or subdivision" means: the preparation of additional sites by the construction of facilities for servicing the lots on which manufactured (mobile) homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.)

Section 60.3 (c)(12)

'Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A-1-30, AH, and AE on the community's FIRM that are not subject to the provisions of paragraph (c) (6) of this section be elevated so that either (i) the lowest floor of the manufactured home is at or above the base flood elevation, or (ii) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.'

"Existing" means: a manufactured (mobile) home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured mobile homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or before December 31, 1974, or before the effective date of the community's initial Flood Insurance Rate Map (FIRM), whichever is later.

T25CCR, section 2002(f)(8)(G), Floodplain Ordinance Compliance Certification for Manufactured Home / Mobilehome Installations, HCD MP 547 – Proposed Form 03/24

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

FLOODPLAIN ORDINANCE COMPLIANCE CERTIFICATION FOR MANUFACTURED HOME / MOBILEHOME INSTALLATIONS

Federal Emergency Management Agency (FEMA) regulations require that manufactured homes and mobilehomes installed in special flood hazard areas comply with 44 Code of Federal Regulations (CFR), chapter 1, part 60, or local ordinances.

This form is required when applying for a permit to install a manufactured home/mobilehome where the California Department of Housing and Community Development (HCD) is the enforcement agency and the manufactured home or mobilehome is installed in a flood hazard area. The permit applicant and the local floodplain management agency both need to complete this form. Once complete, please submit with the permit application to the local area office. The addresses are listed on the back of this form. A completed copy of this form must be retained by the local floodplain management agency.

SEE REVERSE SIDE FOR INSTRUCTIONS TO COMPLETE THIS FORM

SECTION 1. Installation Site Information (Completed by permit applicant)

Park Name _____ Park ID# _____

Park Address _____ Lot / Space # _____

City _____ Zip _____

Was this lot created on or before December 31, 1974? ☐ YES ☐ NO

Signature of Applicant _____

SECTION 2. Local Floodplain Management Agency Verification (Completed by local agency)

See the reverse side of this page for more information concerning the requirements of this section.

☐ This lot is not in a Special Flood Hazard Area

☐ The bottom of this chassis must be set _____ feet _____ inches above the ground as measured from the lowest point of the lot under the unit.

☐ The bottom of the lowest floor must be set to a base flood elevation of _____ (use only if (F) checked below)

A. Initial Flood Insurance Rate Map (FIRM) date for his community: _____

B. Current FIRM Index Date _____ FIRM Panel Number & Date _____

C. Flood Zone this lot / pad is located in: _____ Base Flood Elevation (in AO zone show depth) _____

D. If Zone A or V, complete 1–3.

1. If applicable, current LOMA / LOMR Case #: _____ Date: _____
2. Has community knowledge of past flooding in this manufactured home park? _____
3. Was a manufactured home on this lot / pad ever destroyed or damaged 50 percent or more by flood? _____

E. ☐ The lot is in Zone B, C, X, or D (circle one and check box above) which is not within a Special Flood Hazard Area.

F. ☐ The lot complies with 44 CFR section 60.3(c)(6) and height measurement must be referenced to the Base Flood Elevation in (c) to comply with the local floodplain ordinance.

G. ☐ The lot complies with 44 CFR section 60.3(c)(12).

_____
Print Name of City / County Agent _____ Title

_____
Signature of City / County Floodplain Management Agent Providing Information _____ Telephone

HCD MP 547 (Rev. 03/24)

Instructions for Floodplain Ordinance Applications

Section 1: To be completed by the applicant.

Section 2: To be completed by local floodplain management agency in the city or county where the manufactured or mobilehome is to be installed. The local agency will return the form to the applicant. The applicant will then submit this form with their permit to the appropriate HCD area office listed below.

Instructions for Local Floodplain Management Agencies

Upon receiving this form from the permit applicant, provide the information required by Section 2, return this form to the permit applicant, and retain a copy of the completed HCD MP 547 form for your records.

Copies of the Code of Federal Regulations (44 CFR, chapter 1, part 60) may be obtained from the Federal Emergency ManagementAgency, Mitigation Division, Region IX, 1111 Broadway, Suite 1200, Oakland CA 94607-4052.

The following is a partial reprint of the applicable federal regulations:

FEMA, 44 CFR, chapter 1, section 60.3 (c)(6)

Require that manufactured homes that are placed or substantially improved within Zones Al -30, AH, ard AE, on the community's FIRM on sites (i) outside of a manufactured home park or subdivision, (ii) in a new manufactured home park or subdivision, (iii) in an expansion to an existing manufactured home park or subdivision, or (iv) in an existing manufactured home park or subdivision on which a manufactured horre has incurred 'substantial damage' as the result of a flood, be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely anchored to an adequately anchored foundation system to resist floatation collapse and lateral movement.

"Expansion to existing park or subdivision" means: the preparation of additional sites by the construction of facilities for servicing the lots on which manufactured (mobile) homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads.)

FEMA, 44 CFR, chapter 1, section 60.3 (c)(12)

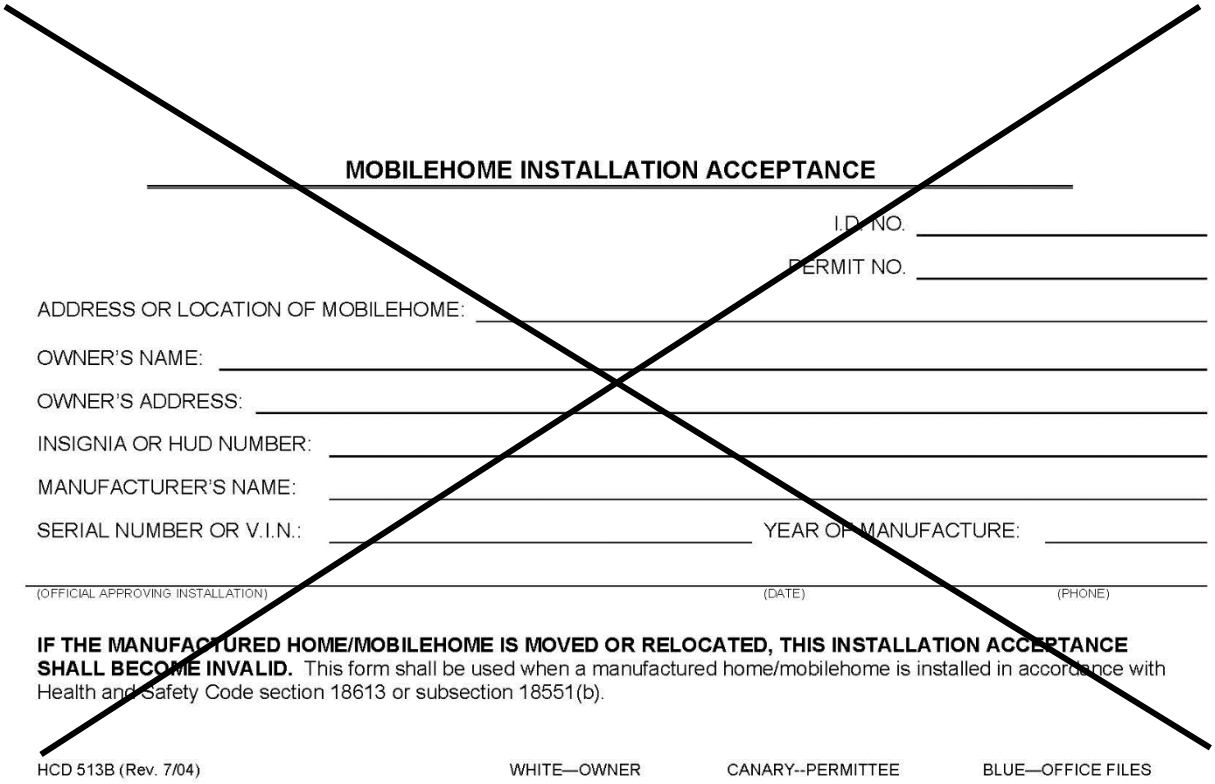
Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A-1-30, AH, and AE on the community's FIRM that are not subject to the provisions of paragraph (c)(6) of this section be elevated so that either (i) the lowest floor of the manufactured home is at or above the base flood elevation, or (ii) the manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than 36 inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.

"Existing" means: a manufactured/mobilehome park or subdivision for which the construction of facilities for servicing the lots on which the manufactured mobile homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or before December 31, 1974, or before the effective date of the community's initial Flood Insurance Rate Map (FIRM), whichever is later.

HCD—Northern Area Office
9342 Tech Center Dr. Ste 550
Sacramento, CA 95826
(800) 952-8356
NAOStaff@hcd.ca.gov

HCD—Southern Area Office
3737 Main St. Ste 400
Riverside, CA 92501
(800) 952-8356
SAOStaff@hcd.ca.gov

T25CCR, section 2002(f)(8)(I), Manufactured Home or Mobilehome Installation Acceptance (Local Enforcement Agency), HCD 513B – Current Form 7/04



MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO. _____

PERMIT NO. _____

ADDRESS OR LOCATION OF MOBILEHOME: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

INSIGNIA OR HUD NUMBER: _____

MANUFACTURER'S NAME: _____

SERIAL NUMBER OR V.I.N.: _____ YEAR OF MANUFACTURE: _____

(OFFICIAL APPROVING INSTALLATION) (DATE) (PHONE)

IF THE MANUFACTURED HOME/MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home/mobilehome is installed in accordance with Health and Safety Code section 18613 or subsection 18551(b).

HCD 513B (Rev. 7/04) WHITE—OWNER CANARY--PERMITTEE BLUE—OFFICE FILES

T25CCR, section 2002(f)(8)(H), Manufactured Home / Mobilehome Installation Acceptance (Local Enforcement Agency), HCD MP 513B – Proposed Form 03/24

MANUFACTURED HOME / MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO.

PERMIT NO.

ADDRESS OR LOCATION OF MOBILEHOME

OWNER NAME

OWNER ADDRESS

INSIGNIA OR HUD NUMBER

MANUFACTURER NAME

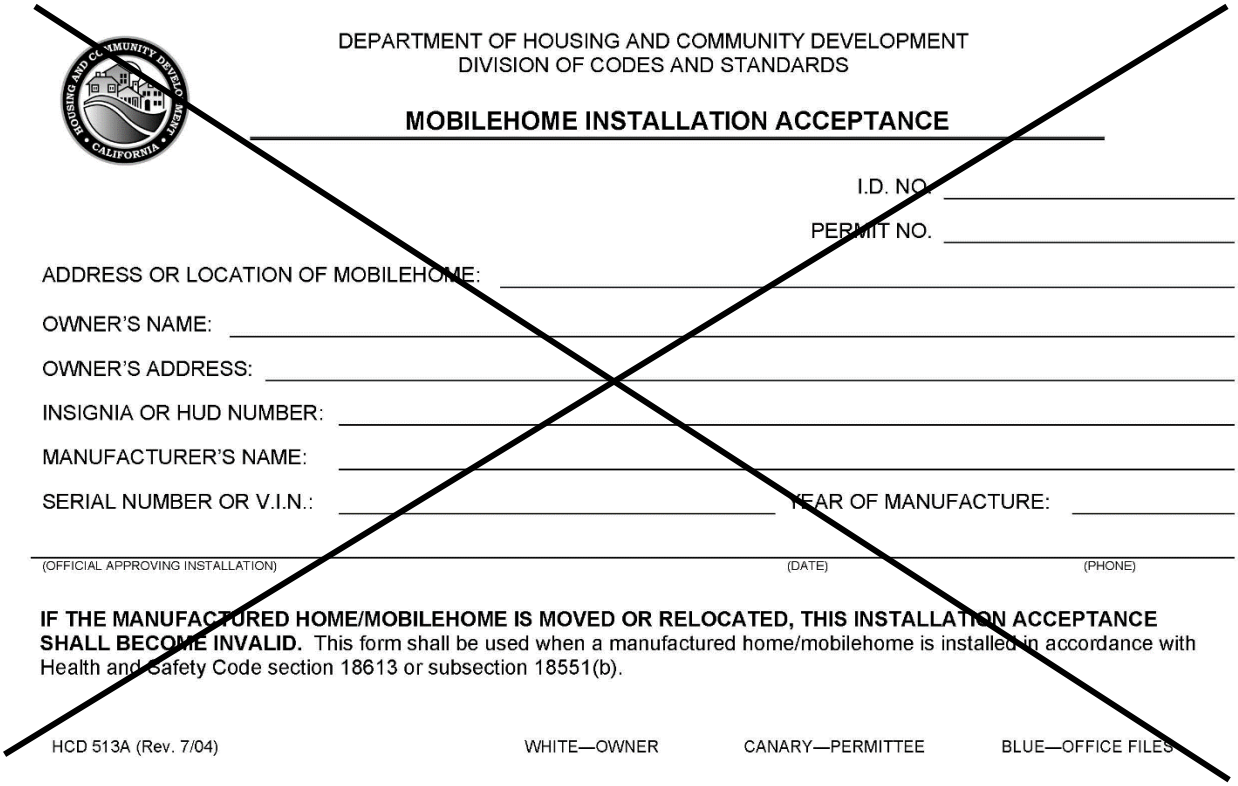
SERIAL NUMBER OR V.I.N. YEAR OF MANUFACTURE

OFFICIAL APPROVING INSTALLATION DATE PHONE

IF THE MANUFACTURED HOME / MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home / mobilehome is installed in accordance with Health and Safety Code section 18613 or section 18551(b).

HCD MP 513B (Rev. 03/24) WHITE—OWNER CANARY—PERMITTEE BLUE—OFFICE FILES

T25CCR, section 2002(f)(8)(J), Manufactured Home or Mobilehome Installation Acceptance, HCD 513A – Current Form 7/04



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS

MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO. _____

PERMIT NO. _____

ADDRESS OR LOCATION OF MOBILEHOME: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

INSIGNIA OR HUD NUMBER: _____

MANUFACTURER'S NAME: _____

SERIAL NUMBER OR V.I.N.: _____ YEAR OF MANUFACTURE: _____

(OFFICIAL APPROVING INSTALLATION) (DATE) (PHONE)

IF THE MANUFACTURED HOME/MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home/mobilehome is installed in accordance with Health and Safety Code section 18613 or subsection 18551(b).

HCD 513A (Rev. 7/04) WHITE—OWNER CANARY—PERMITTEE BLUE—OFFICE FILES

T25CCR, section 2002(f)(8)(I), Manufactured Home / Mobilehome Installation Acceptance, HCD MP 513A – Proposed Form 03/24

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards

MANUFACTURED HOME / MOBILEHOME INSTALLATION ACCEPTANCE

I.D. NO. _____

PERMIT NO. _____

ADDRESS OR LOCATION OF MOBILEHOME _____

OWNER NAME _____

OWNER ADDRESS _____

INSIGNIA OR HUD NUMBER _____

MANUFACTURER NAME _____

SERIAL NUMBER OR V.I.N. _____ YEAR OF MANUFACTURE _____

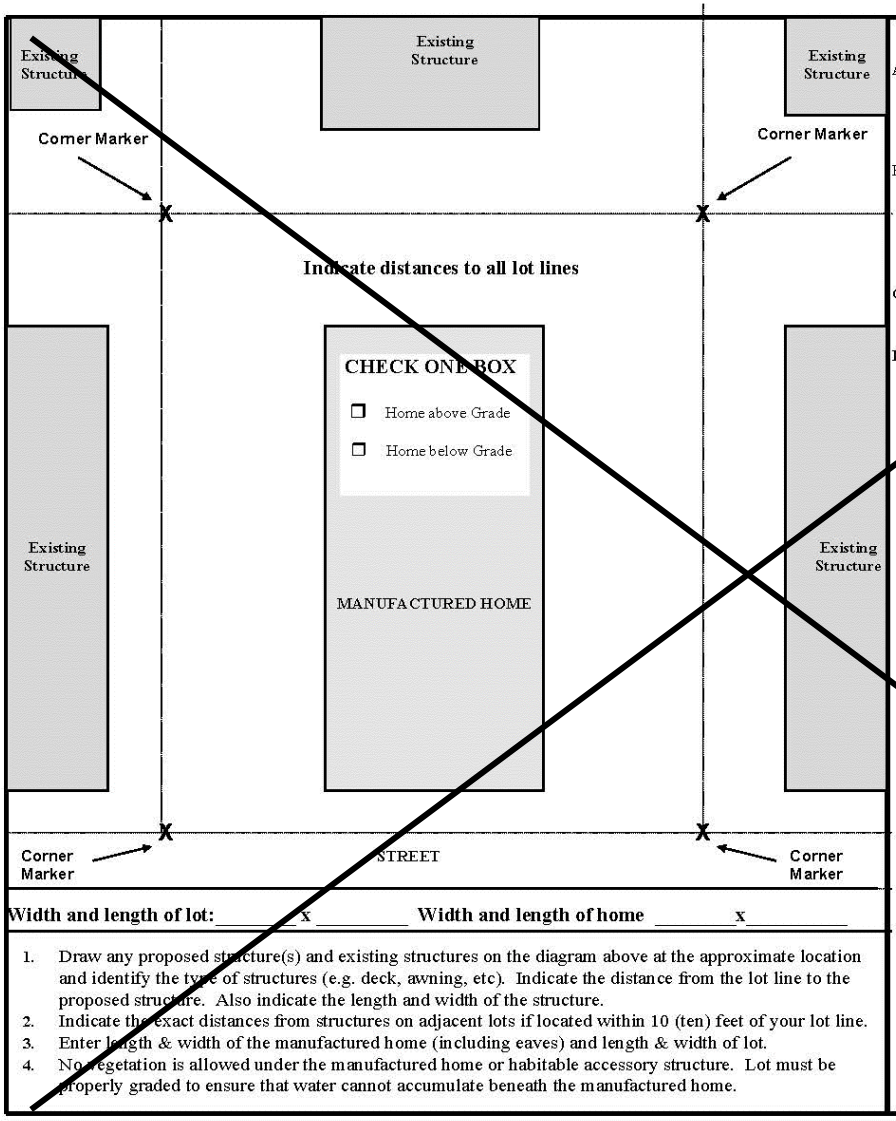
OFFICIAL APPROVING INSTALLATION _____ DATE _____ PHONE _____

IF THE MANUFACTURED HOME / MOBILEHOME IS MOVED OR RELOCATED, THIS INSTALLATION ACCEPTANCE SHALL BECOME INVALID. This form shall be used when a manufactured home / mobilehome is installed in accordance with Health and Safety Code section 18613 or section 18551(b).

HCD MP 513A (Rev. 03/24) WHITE—OWNER CANARY—PERMITTEE BLUE—OFFICE FILES

T25CCR, section 2002(f)(8)(L), Plot Plan, HCD 538 – Current Form 7/04

ORIGINAL & 2 COPIES REQUIRED WITH THE PERMIT APPLICATION



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

HCD 538 Revised 7/04

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.

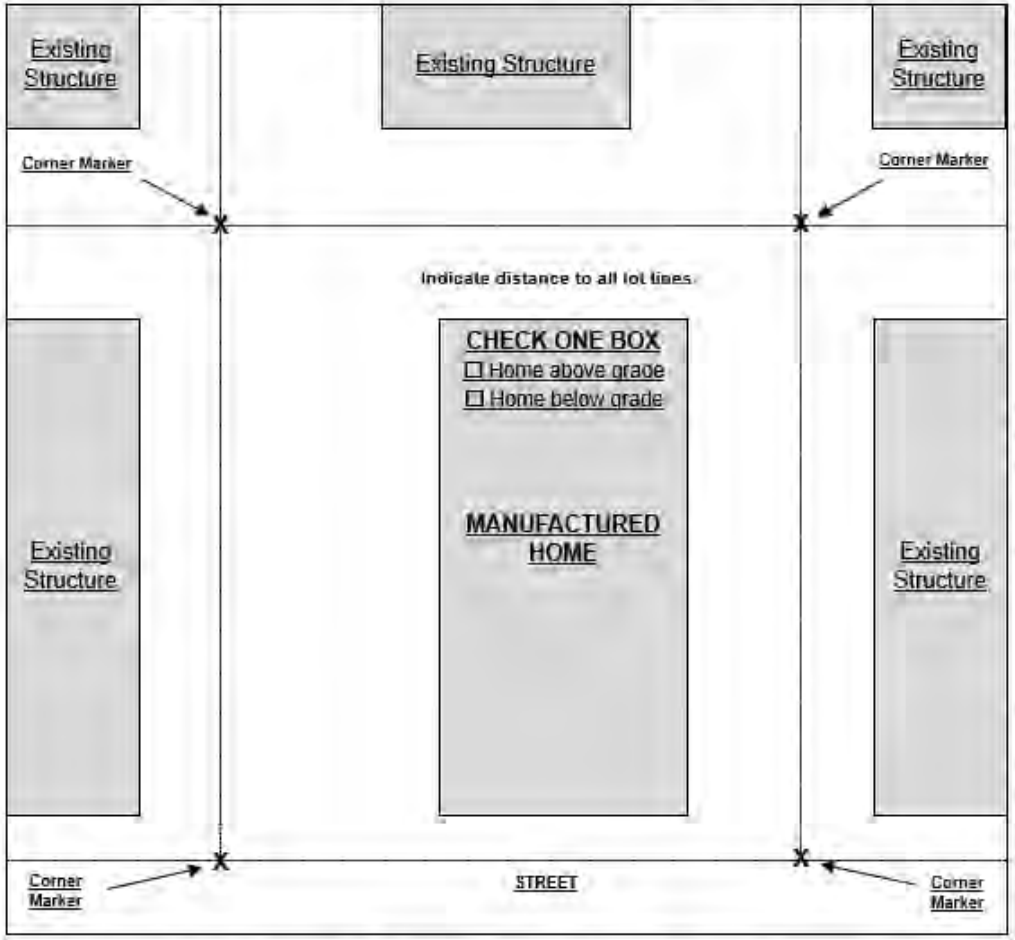
- Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot, do not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.

- 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).

T25CCR, section 2002(f)(8)(J), Lot Plot Plan and Park Information, HCD MP 538 – Proposed Form 03/24

LOT PLOT PLAN AND PARK INFORMATION

ORIGINAL & 2 COPIES REQUIRED WITH THE PERMIT APPLICATION



Width and length of lot: ____ x ____ **Width and length of home** ____ x ____

1. Draw any proposed structure(s) and existing structure(s) 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. Indicate the length and width of the structure.
2. Indicate the exact distances from structures on adjacent lots if located within 10 feet of your lot line.
3. Enter length and width of the manufactured home (including eaves) and length and 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.
5. Identify any slopes greater than 3 feet in height.

HCD MP 538 (Rev. 03/24)

Section 1. PARK AND OWNER INFORMATION

Park Name _____

Homeowner Name _____

Homeowner Address _____ Sp # _____

City _____ Zip _____

Park Owner Email _____

Section 2. DESIGN INFORMATION

Home Amperage _____ Pedestal Amperage _____

Home Voltage _____ Pedestal Voltage _____

Home Roof Load _____ PSF, Roof Load for Locality _____ PSF

Section 3. SNOW AREA

Is the park located in a snow area requiring 30 lb or greater roof loading?

☐ YES ☐ NO

Section 4. LOT LINE CORNERS

The lot line corners at the front and rear are **clearly and permanently marked** pursuant to California Code of Regulations, title 25, sections 1104 or 2104 as described in the following manner:

_____

Section 5. SCOPE OF WORK

_____

_____

STATEMENT OF RESPONSIBILITY

ORIGINAL SIGNATURE REQUIRED

As the park owner or operator, or as his or her authorized representative, I hereby certify under penalty of perjury that the information provided on this plot plant 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 in Section 4.**

_____

Signature of park owner, operator, or manager

_____

Print Name

State of California
Department of Housing and Community Development
Division of Codes and Standards

Northern Area Office
9342 Tech Center Dr., Ste. 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main St., Ste. 400
Riverside, CA 92501
(800) 952-8356

INSTRUCTIONS

DRAINAGE AND GRADING

- Each mobilehome lot or site shall be graded to ensure 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 September 15, 1961, minimum distances from a manufactured home/mobilehome to:

- A permanent building shall be 10 feet, measured from the eaves
- Another manufactured home/mobilehome, installed, including eaves:
  - Side to side 10 feet
  - Side to rear or side to front 8 feet
  - Rear to front or rear to rear 6 feet

Within mobilehome parks constructed prior to September 15, 1961, (verification required) a 6 foot separation to any permanent building or another manufactured home/mobilehome is required.

Manufactured home/mobilehomes or accessory structures shall not be located:

- Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded)
- Over main sewer line clean outs
- Within 5 feet of a septic tank
- Within 8 feet of sewage disposal (leach) fields
- Under overhead insulated electrical conductors, unless 8 feet of clearance is provided
- So as to restrict access to park electrical equipment, indicate clearances
- Over lot gas risers or meters

Additionally, accessory structures shall not be located:

- As to restrict access or ventilation of the lot gas risers or meters
- So as to block:
  - Required light or ventilation in the manufactured home/mobilehome
  - Required egress windows or exit doors in the manufactured home/mobilehome
  - Access to the manufactured home/mobilehome fixed appliances

All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 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 California Code of Regulations, title 25, section 1211 or 2211.

A Flood Plain Ordinance Compliance Certificate (form HCD MP 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 percent 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 does 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 (form HCD MP 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).

T25CCR, section 2002(f)(8)(N), School Impact Fee Certification, HCD MP 502 – Current Form 07/04

Northern Area:
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(916) 255-2501

Southern Area:
3737 Main Street, Suite 400
Riverside, CA 92501
(951) 782-4420

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

SCHOOL IMPACT FEE CERTIFICATION

Government Code 65995 through 65996 and Education Code sections 17620 through 17626 govern school impact fees imposed on mobilehomes and manufactured homes installed in mobilehome parks or additions to existing mobilehome parks where the permit to construct the park was issued after September 1, 1985.

This form is required when installing mobilehomes or manufactured homes in areas where the Department of Housing and Community Development (HCD) is the enforcement agency and responsible for verifying compliance with local school impact fees. The form must be presented to the department official at the jobsite at the time of inspection of the mobilehome or manufactured home installation.

This certification relates to the applicability of or to the satisfaction of School Impact Fees for the property described below:

Mobilehome Park Name:_____
(If Applicable)

Address:_____
(Number and Street or Road)

Lot/Space Number:_____

City:_____, CA _____
(ZIP Code)

County:_____

Check One:

☐ School Impact Fees are either not applicable or have been satisfied with respect to the above-described property.

☐ A demand has been placed into the manufactured home or mobilehome escrow for the School Impact Fee applicable to the above described property. It is understood that the validity of any Statement of Installation Acceptance or Certificate of Occupancy issued by the installation inspection agency will be conditioned to concurrent satisfaction of said demand by the escrow agent.

_____ Date:_____
(Signature of an Authorized Agent of the School District)

Telephone:_____

K 1 2 3 4 5 6 7 8 9 10 11 12
(Please circle grades applicable to this certification and line out those grades to which this certificate does not apply.)

NOTE: Certifications must be completed by as many school districts as necessary to include all grades K through 12.

T25CCR, section 2002(f)(8)(L), School Impact Fee Certification, HCD MP 502 – Proposed Form 03/24

Northern Area Office
9342 Tech Center Drive, Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main Street, Suite 400
Riverside, CA 92501
(800) 952-8356

State of California
Business, Consumer Services and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards
Mobilehome and Special Occupancy Parks Program

SCHOOL IMPACT FEE CERTIFICATION

Government Code sections 65995 through 65996 and Education Code sections 17620 through 17626 govern school impact fees imposed on mobilehomes and manufactured homes installed in mobilehome parks or additions to existing mobilehome parks where the permit to construct the park was issued after September 1, 1985.

This form is required when installing mobilehomes or manufactured homes in areas where the California Department of Housing and Community Development (HCD) is the enforcement agency and responsible for verifying compliance with local school impact fees. The form must be presented to the department official at the jobsite at the time of inspection of the mobilehome or manufactured home installation.

This certification relates to the applicability of or to the satisfaction of School Impact Fees for the property described below:

Mobilehome Park Name: _____
If Applicable

Address: _____
Number and Street

Lot/Space Number: _____

City: _____, CA Zip _____ County: _____

Check One:

☐ School Impact Fees are either not applicable or have been satisfied, with respect to the above-described property.

☐ A demand has been placed into the manufactured home or mobilehome escrow for the School Impact Fee applicable to the above-described property. It is understood that the validity of any Statement of Installation Acceptance or Certificate of Occupancy issued by the installation inspection agency will be conditioned to concurrent satisfaction of said demand by the escrow agent.

_____ Date: _____
Signature of an Authorized Agent of the School District

Telephone: _____

Please circle grades applicable to this certification and line out those grades to which this certificate does not apply.

K 1 2 3 4 5 6 7 8 9 10 11 12

NOTE: Certifications must be completed by as many school districts as necessary to include all grades K through 12.