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 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 (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 / HUB Label #(s):_____

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

Print Name_____

_____

Park Signature—Required Date

DEPARTMENT USE ONLY

Park ID No.

☐ MP ☐ AS ☐ MHI

Closed by_____

Date closed_____

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 ACC/S_____

MP_____

BLDG_____

MHI_____

MISC_____

TECH SER_____

PL'K_____

SMI_____

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_____

DISTRIBUTION: WHITE—DEPARTMENT, BLUE—APPLICANT, PINK—ASSESSOR

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.