



MOBILEHOME AND SPECIAL OCCUPANCY PARK CONSTRUCTION PLAN REVIEW BOOKLET

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MOBILEHOME PARK AND SPECIAL OCCUPANCY PARK CONSTRUCTION PERMIT PROCEDURES

This booklet is provided as a guideline for construction permit applicants to explain the California Department of Housing and Community Development (HCD) procedures and application requirements. Please read through this booklet carefully to see what regulation requirements apply to your project. Procedures for **park construction are found in Part A** and for **park building construction in Part B**. Using this booklet helps you to avoid any omissions. Also, before proceeding you are encouraged to contact the appropriate Area Office (see contact information on the cover page of this booklet) to learn which local or other agency approvals are necessary for HCD to approve your project and to answer any questions relative to your project.

Once you have obtained any necessary local agency approvals and have completed all necessary plans, calculations, engineering, etc., required for processing your application, it is strongly recommended that you contact the appropriate Area Office for additional guidance. The purpose of this contact is to arrange a meeting, preferably at the appropriate Area Office, to review your construction application, plans, and other pertinent documents (project package). At that time, this booklet will be used as a worksheet to indicate if your project package is complete and ready to be submitted for plan check or explanation of what items are remaining to complete your permit package. If the project package is missing information, a second meeting may be recommended prior to submittal of the package for plan checking.

Fees will be charged for these preliminary plan check meetings as a technical service fee (\$238 per hour, \$238 minimum).

In addition to reviewing the completeness of your project package, the Area Office staff will calculate construction and plan check fees. Separate permits are required for grading, utility construction, swimming pools, and buildings. A copy of your worker's compensation insurance coverage must also be provided. Submit your application, two (2) sets of plans with calculations and specifications, and all required fees to the appropriate HCD Area Office **after** the project package is complete. An incomplete or incorrect submission will result in it being returned, additional fees being charged for resubmission, and project delays.

Once the submission is received in the HCD Area Office, it will be logged in and reviewed in the order it was received. Typically, plan review requires 4 to 6 weeks, so please plan accordingly.

If the package is approved as submitted, you will receive your permit and job copy of the plans and documents by mail unless otherwise specified and paid for in advance. If the plan check staff has questions, identifies errors, or finds information is missing from the submission, you will be notified by mail of who to contact and the approval process will be suspended until a satisfactory response is received.

HCD Authorized Representative _____

Phone Number _____ **Email Address** _____

DOCUMENTATION STANDARDS FOR PERMITS TO CONSTRUCT OR RECONSTRUCT MOBILEHOME PARK OR SPECIAL OCCUPANCY PARK UTILITY SYSTEMS, BUILDINGS, AND SWIMMING POOLS

The following checked items are required of a permittee prior to submittal of a permit to construct or reconstruct facilities or buildings in a mobilehome park, special occupancy park (RV park), or campground (California Code of Regulations (CCR), title 25, section 1032). The HCD Area Office will advise on which approvals are required.

- ☐ Obtain approval and signature from the local planning department on the Mobilehome and Recreational Vehicle Park Government Agency Approval form or equivalent document.
- ☐ Obtain approval and signature from the local health department on the Mobilehome and Recreational Vehicle Park Government Agency Approval form, or an equivalent document, for on-site water supply and on-site or private sewage disposal. Local health department approval is also required if there is any public food preparation as part of your development. Pool plans must have the local health department stamp upon them as well as a signature on the Mobilehome and Recreational Vehicle Government Agency Approval form or equivalent document.
- ☐ Obtain approval and signature from the local public works department or engineering department on the Mobilehome and Recreational Vehicle Park Government Agency Approval form or equivalent document for the park surface or subsurface drainage system and encroachments.
- ☐ Obtain approval and signature for fire protection from the local fire protection district on the Mobilehome and Recreational Vehicle Park Government Agency Approval form or equivalent document.
- ☐ Obtain approval and signature from the California Coastal Commission on the Mobilehome and Recreational Vehicle Park Government Agency Approval form or equivalent document for developments within coastal zones.
- ☐ Obtain approval and signature on the Mobilehome and Recreational Vehicle Park Government Agency Approval form or equivalent document from _____ for _____.
- ☐ Obtain approval and signature on the Mobilehome and Recreational Vehicle Park Government Agency Approval form or equivalent document from _____ for _____.
- ☐ Provide "will-serve" letters from gas, electric, water, and sewer providers.

- ☐ Submit a permit application (form HCD MP 50) with two (2) sets of all plans and documents with appropriate fees to HCD after a preliminary plan review meeting has been completed. A separate application form is required for each building, utilities (combined), grading/drainage, etc.
- ☐ Provide written evidence of compliance with the California Environmental Quality Act (Public Resources Code, division 13, commencing with section 21000). Note: this is typically provided on the use permit.

PART A — PARK CONSTRUCTION PLAN REQUIREMENTS

Section 1: Plot-Site Plan / Title Sheet

- ☐ Site location, including vicinity map with north arrow
- ☐ Address of proposed site
- ☐ Name and address of owner
- ☐ Name, address, telephone number, and email of person preparing the plans
- ☐ Index sheets on the title sheet
- ☐ Property lines, mobilehome or RV lot lines and dimensions of all lots
- ☐ Easements and/or right-of-ways, public or private, if any
- ☐ Location and size of all permanent buildings, parking spaces, and storage areas
- ☐ Roadway widths and any required parking signs
- ☐ Method of lot line permanent identification
- ☐ Engineer's stamp and wet signature if required
- ☐ Scale

Section 2: Drainage and Grading Plan

- ☐ General vicinity of the proposed site
- ☐ Property limits and accurate contours of the existing ground and details of the terrain and area drainage
- ☐ Limiting dimensions, elevations, or finish contours to be achieved by the grading, and proposed drainage channels and related construction
- ☐ Detailed plans (2 sets) of all surface and subsurface drainage devices, walls, cribbing, dams, and other protective devices to be constructed with, or as part of the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains
- ☐ The building pads (lots) shall indicate a surface or subsurface drainage gradient of at one (1) percent towards an approved drainage facility

- ☐ The location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent owners which are within 15 feet of the property or which may be affected by proposed grading operations.
- ☐ A geotechnical investigation report (3 copies) must accompany grading plans. This report must include a description of the geology of the site and shall include data regarding the nature, distribution, and strength of existing soils. The report shall include construction and grading requirements if any. Such recommendations and requirements must be noted on the grading plan.
- ☐ Required grading plan notes:
 1. A soils report has been prepared and shall be considered a part of these plans.
 2. All grading practices shall comply with the applicable sections of the current California Building Code.
 3. The design engineer shall provide a letter upon completion that the final grades are in compliance with approved plans and applicable codes.
 4. Total volume of cut material and fill material.
 5. Upon completion of the grading, the soils engineer shall submit a final report. The report shall include all test results certifying that the work is in compliance with the specifications and recommendations contained in the soils reports.
- ☐ All drainage and grading plans and specifications must be signed by a California licensed civil engineer.

Section 3: Electrical Distribution Systems

Specifications

- ☐ Provide manufacturer specification sheets for park service equipment, transformers, substations, secondary distribution panelboards, and lot service equipment.
- ☐ Specify the voltage, ampere and interrupting capacity rating, type, and class of overcurrent protective device in the park service equipment.
- ☐ Specify the voltage, ampere and interrupting capacity rating, type, and class of overcurrent protective device for the primary system feeders and/or transformers.
- ☐ Specify primary and secondary voltages. Specify KVA rating and impedance of transformers.

- ☐ Specify the voltage, ampere and interrupting capacity rating, type, and class, of the overcurrent protective devices for the secondary system feeders.
- ☐ Specify the type of conductors (CU or AL), type of insulation, voltage rating, and temperature rating.
- ☐ If the system is to be installed or owned by a utility company, provide a will-serve letter confirming such service, including information regarding the point of termination. Complete electrical specifications, plans, and calculations are required if the point of termination does not comply with CCR, title 25, section 1184 or 2184.
- ☐ Alternate Approval Application (form HCD MP 511) if lot service equipment will not be terminated on the lot within four (4) feet of the manufactured home or mobilehome (only within mobilehome parks).

Electrical Plans

- ☐ Provide a single line diagram of the park electrical system, including lighting.
- ☐ Indicate the locations of all equipment devices and conductors in the system.
- ☐ Indicate all circuit lengths, conductor sizes and distance to the center of the load.
- ☐ Provide details of all conductor installations.
- ☐ Provide details of equipment installation and mechanical protective barriers if required.
- ☐ Provide details of the correct method of grounding the system and equipment.
- ☐ Provide details of the park lighting installation.
- ☐ Plans for systems exceeding 240 volts require the signature of a California registered electrical engineer.

Electrical Calculations

- ☐ Submit load calculations for all loads served—not to exceed a total combined voltage drop of 5 percent for any total run.
- ☐ Include all buildings in the load calculations.
- ☐ Submit calculations used to determine the interrupting capacity of overcurrent protective devices for each transformer.
- ☐ Submit calculations used to determine the interrupting capacity of overcurrent protective devices for secondary system feeders.

- ☐ Submit park lighting calculations to substantiate compliance with CCR, title 25, section 1108 or 2108.
- ☐ Calculations for systems exceeding 240 volts require the signature of a California registered electrical engineer.

Section 4: Fire Protection Plan

- ☐ Show the locations of the fire hydrants, type and manufacturer of the hydrants, location and type of shutoff valve, and the hydrants' head size.
- ☐ Show the location and design of thrust blocks and provide sizing schedule.

Section 5: Utility Trenches

- ☐ Show details of trenches, including the depth, width, location, and spacing of the utilities in the trenches.
- ☐ Show the types of bedding and covering for utilities, and the protection and backfill of the trenches and frost line.

Section 6: Sewage Disposal System Plan

- ☐ If applicable, show the location and design of the private sewage disposal system, including the sizes of tanks, distribution boxes, and drain fields.
- ☐ Show the size, length, and grade of the sewer lines.
- ☐ Show the type of pipe, manufacturer and pipe identification numbers, fittings, and location of the pipe.
- ☐ Show the location of the vents and (if applicable) cleanouts.
- ☐ Provide details of lot inlets, p-traps (if any), venting and protection of traps, and manufactured home/mobilehome or RV connection details.
- ☐ Indicate the location of the sewer inlet on the mobilehome or RV lot.
- ☐ Provide an engineered design and calculations for any on-site sewage lift or pump stations. Include the manufacturer's pump specifications, gate and backflow valve locations, and alarm details. The stamp and signature of the responsible California registered engineer shall be on all calculations.
- ☐ Provide a design of any sanitary dump station if required or provided.
- ☐ Indicate the location and connection to the public sewer system.

- ☐ A signature and stamp of a California professional engineer is required if the grades of the system are less than specified in CCR, title 25, table 1268-2 or table 2268-2, or if the park drainage system exceeds the fixture unit loading in CCR, title 25, table 1268-1 or table 2268-1 (600 fixture units).
- ☐ A letter from the design engineer stating he/she will verify the grade of all sewer lines on the job site and provide the enforcement agency with a statement that he/she has inspected the grade of the lines.

Section 7. Water Distribution System

- ☐ Indicate the **source** and **pressure** of the water system.
- ☐ Provide the location of the connection to the source, meter size, backflow prevention devices (if required), assemblies and methods, pipe sizes, fittings, and type and material of pipe and fittings.
- ☐ Provide details of service riser to each lot, size, material, valves and backflow prevention devices, assemblies and methods, and mechanical barrier protection if required.
- ☐ Additions to existing systems shall include PSI at point of interconnection to an existing system and existing size of water main at the point.
- ☐ Provide water demand calculations consistent with the California Plumbing Code.
- ☐ Provide the location and design of thrust blocks and a sizing schedule consistent with the California Plumbing Code.
- ☐ Provide a complete single-line diagram of the new and existing system.
- ☐ Provide the locations of service risers for each lot.

Section 8. Gas Distribution System Plan

- ☐ Show the source of the gas supply and pressure and indicate the type of gas: LP or natural.
- ☐ Provide calculations for the demand and pipe sizes (CCR, title 25, section 1230 and 1232, and/or section 2230 and 2232).
- ☐ Show the length of runs, location of runs and shutoff valves in the run. Show size transition locations in the runs. Show the BTUH demands. If adding to an existing system, provide complete demand calculations along with a single line diagram of the existing and the proposed system.

- ☐ Provide a schedule of pipe size, pipe manufacturer and identification numbers of pipe, and protective covering when required.
- ☐ Provide details of the lot service riser, gas shutoff valve, regulator and/or meter installation and supports, and protective barrier location where necessary.
- ☐ If the system is LPG, show the location, method of protection, and size of the tank(s).
- ☐ If the gas system is over 11 inches, water column systems shall be designed by a California licensed professional engineer.
- ☐ Provide details of cathodic protection for metallic gas piping systems.

Park Construction—Part A

Plan Review: ☐ **Complete** ☐ **Incomplete**

HCD Authorized Representative Name _____

Phone Number _____ **Email Address** _____

Signature _____

Date _____

PART B — PARK BUILDING PLAN REQUIREMENTS

Section 1. Plot-Site Plan / Title Sheet

- ☐ Site location including vicinity map with north arrow
- ☐ Address of proposed site
- ☐ Name, telephone number, and address of owner
- ☐ Name, telephone number, email, and address of person preparing the plans
- ☐ Index sheets on the title sheet
- ☐ Show all property lines and dimensions
- ☐ Indicate easements and/or right of ways, public or private, if any
- ☐ Show location and size of the proposed building in relation to the property lines, existing buildings, park lot lines, streets, parking areas, trees, signs, swimming pools, etc.
- ☐ Provide engineer's stamp and wet signature if required and all structural calculations
- ☐ Indicate scale used
- ☐ Provide provisions for grading and drainage
- ☐ Specify occupancy classification of building
- ☐ Specify the fire hazard severity zone

Section 2. Foundation Plan

- ☐ Show dimensions and depth below finish grade or original grade of all walls and post foundations and frost line depth
- ☐ Indicate locations and size of anchor bolts, tie-downs, hold-downs, seismic reinforcement, and under-floor access
- ☐ Show typical sections through footing
- ☐ Indicate soil classification and bearing pressure

Section 3. Elevation Views

- ☐ Show exterior finishes and roof coverings

- ☐ Indicate roof slopes
- ☐ Show significant height dimensions
- ☐ Indicate dimensions of overhangs

Section 4. Floor Plan

- ☐ Indicate the exact and complete dimensions of the structure.
- ☐ Provide identification of the proposed use for all rooms.
- ☐ Indicate location and sizes of all doors, windows, and openings, include glass/glazing requirements. Indicate rating of fire doors.
- ☐ Indicate location of all appliances and fixtures, such as range, oven, washer, dryer, furnace, water heater, air conditioner, sinks, etc.
- ☐ Show type of interior ceiling, wall, and floor finishes.
- ☐ Show change in floor level at all doorways.
- ☐ Designate on the plan the posting of the occupant load in accordance with the California Building Code.
- ☐ Indicate the type of locks or latches installed in the required doors.
- ☐ The minimum scale shall be 1/8 inch = 1 foot, 0 inches.

Section 5. Framing Plan

- ☐ Note design loads on drawings
- ☐ Indicate material type and grade
- ☐ Provide roof framing plan to include mansard or similar structure
- ☐ Provide floor framing plan
- ☐ Provide wall framing plan
- ☐ Provide ceiling joist-framing plan
- ☐ Provide framing details at wall openings
- ☐ Note braced wall lines, braced wall panels, and shear wall locations

- ☐ Provide typical reinforcement details for masonry and/or concrete construction
- ☐ When prefabricated trusses are used, complete details and calculations of the specific truss used shall accompany the plans
- ☐ Show attic separation walls in accordance with the California Building Code requirements and details
- ☐ Indicate size and location of attic access
- ☐ Where roof drains are required, show size and location of overflow drains

Section 6. Details and Sections

- ☐ Provide sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details
- ☐ Provide connection details at bearings of individual members
- ☐ Provide connection details for top and bottom of partition walls
- ☐ Provide connection details to adequately show lateral load transfer
- ☐ Provide details of fireplace construction
- ☐ Provide details of roof covering

Section 7. Electrical Plan

- ☐ Provide location of all panels indicating sizes
- ☐ Indicate type, size and material of all conductor conduits
- ☐ Indicate type and size of all conductors
- ☐ Indicate proposed wiring method
- ☐ Indicate location of all electrical outlets, including lights, plugs, receptacles, and junction boxes
- ☐ Indicate method and location of grounding
- ☐ Show location and rating of all electrical appliances
- ☐ Provide a circuit schedule, indicating the size of overcurrent protection

Section 8. Plumbing Plan

- ☐ Provide a single-line and isometric drawing of the drain, waste and vent system showing sizes, dimensions, types and identification of all fittings and materials
- ☐ Indicate location of all cleanouts
- ☐ Indicate termination of vents
- ☐ Provide a single-line drawing of the water supply system showing sizes, lengths of runs, type of materials, and valves
- ☐ Show available pressure at meter or regulator
- ☐ Indicate type and number of fixtures

Section 9. Mechanical Plan

- ☐ Indicate type of fuel
- ☐ Provide a single-line drawing of the fuel lines, showing size and type of material, and change in pipe sizes
- ☐ Indicate location, type, size, and rating (in BTUH or CFM) of all appliances
- ☐ Show type of flue, indicating location and termination
- ☐ Show combustion air and how it is provided
- ☐ Indicate fire dampers and assemblies
- ☐ Provide details when mechanical ventilation is used to ensure minimum required air changes

Section 10. Disabled Access

- ☐ All park **public** buildings and **public** areas shall comply with disabled access requirements per California Building Code, title 24, chapter 11B. Provide details showing compliance. Note: Park buildings and areas not for the general public are not required to be accessible.
- ☐ **ALL AREAS** of RV parks are required to comply with the disabled access requirements contained in California Building Code, title 24, chapter 11B. Provide details showing compliance.
- ☐ All park offices shall comply with disabled access requirements. Provide details showing compliance with accessibility requirements.

- ☐ All park swimming pools, recreational buildings, and recreational areas shall be required to comply with disabled accessibility requirements if they are offered for rent, lease, rented or leased to, or used by the general public at any time. Show compliance with accessibility requirements where required.

Section 11. Energy Requirements

- ☐ Provide details showing compliance with California Code of Regulations, title 24 and title 25, if the building is heated or cooled.

Section 12. Wildland Urban Interface (Fire Hazard Zone)

- ☐ Submit a completed Wildland Urban Interface Classification form (attached), or an equivalent document to indicate the fire hazard severity zone.

Section 13. Fire Sprinklers

- ☐ Where buildings are required to have sprinklers, provide a single-line drawing of the water supply system showing sizes, lengths of runs, type of materials, water source, type of sprinkler heads, and head locations.

Park Building—Part B

Plan Review: ☐ Complete ☐ Incomplete

HCD Authorized Representative Name_____

Phone Number_____ **Email Address**_____

Signature_____

Date _____

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



MOBILEHOME OR RECREATIONAL VEHICLE PARK GOVERNMENT AGENCY APPROVAL

This form is for use by permit to construct applicants for mobilehome parks, recreational vehicle parks, or additions/improvements as noted below.

The applicant listed below is applying to the California Department of Housing and Community Development (HCD) to construct a project which is located within _____ (city or county). Prior to issuing any construction permits, HCD must be assured that the project has received all required government approvals. Accordingly, HCD has instructed the applicant to obtain signatures from the agencies which are checked below. Comments and conditions of approval may be attached.

Please indicate if your agency wishes to be contacted prior to final inspection approval by checking the box next to "Yes" under your printed name. For agencies requesting final review, this form will be re-circulated prior to final inspection for signature confirming that the project is in compliance.

Project name _____

Project street address _____

Assessor's Parcel # _____

Description of work _____

Applicant / Owner _____ Phone number _____

Address _____

Architect / Engineer / Contractor name _____

Role _____ Phone number _____

Address _____

Contact person name _____ Phone number _____

GOVERNMENT AGENCIES

NOTE: A permit application cannot be processed without the approval signatures from any agency checked below.

☐ **Planning**

A signature here confirms the proposed construction is consistent with local planning requirements.

Signature _____ Title _____

Print name _____ Phone number _____ Date _____

Upon completion, does your agency want to review the project/site prior to HCD finalizing the permit(s)?

☐ Yes ☐ No If yes, this form will be re-circulated prior to the final inspection for your signature below.

Final approval signature _____ Date _____

☐ **Health**

Sign below to confirm the proposed construction is consistent with local health requirements.

Signature _____ Title _____

Print name _____ Phone number _____ Date _____

Upon completion, does your agency want to review the project/site prior to HCD finalizing the permit(s)?

☐ Yes ☐ No If yes, this form will be re-circulated prior to the final inspection for your signature below.

Final approval signature _____ Date _____

☐ **Public Works**

Sign below to confirm the proposed construction is consistent with local public works requirements.

Signature _____ Title _____

Print name _____ Phone number _____ Date _____

Upon completion, does your agency want to review the project/site prior to HCD finalizing the permit(s)?

☐ Yes ☐ No If yes, this form will be re-circulated prior to the final inspection for your signature below.

Final approval signature _____ Date _____

☐ **Fire Protection**

Sign below to confirm the proposed construction is consistent with local fire requirements.

Signature _____ Title _____

Print name _____ Phone number _____ Date _____

Upon completion, does your agency want to review the project/site prior to HCD finalizing the permit(s)?

☐ Yes ☐ No If yes, this form will be re-circulated prior to the final inspection for your signature below.

Final approval signature _____ Date _____

☐ _____

Sign below to confirm the proposed construction is consistent with local _____ requirements.

Signature _____ Title _____

Print name _____ Phone number _____ Date _____

Upon completion, does your agency want to review the project/site prior to HCD finalizing the permit(s)?

☐ Yes ☐ No If yes, this form will be re-circulated prior to the final inspection for your signature below.

Final approval signature _____ Date _____

Comments _____

Applicant Signature _____

Title _____ Date _____

WILDLAND URBAN INTERFACE CLASSIFICATION

The following information is used by the California Department of Housing and Community Development (HCD) in order to determine the correct installation of materials and construction methods for exterior wildfire exposure. Applicants should obtain information as indicated below from the local authority having jurisdiction, and are requested to submit the following information with the HCD MH 415 and/or HCD MP 50 form at the time of permit application to HCD.

Applicant name_____

Date_____ Telephone Number_____

Applicant to complete items 1 through 3

1. Site location of home or structure_____
2. Assessor Parcel Number (if known)_____
3. Mobilehome park name (if applicable)_____

Obtain assistance from local authority having jurisdiction in completion of the following:

1. Fire Department or District_____
2. Contact Person_____ Telephone_____
3. Signature_____

The home or structure described above is or is intended to be located in an area as noted below:

- ☐ State Responsibility Area (SRA)
- ☐ (LRA) Local Agency Very-High Severity Zone

The area/zone is classified as the following (choose one):

- ☐ Very High ☐ High ☐ Moderate ☐ Unzoned

Specify the ignition-resistant construction required by the local authority having jurisdiction for fire protection on this property:

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
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- 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.