



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:		Type of Accessory Building or Structure:	DEPARTMENT USE ONLY
Accessory Building or Structure		Awning Garage	Collection No. _____
Foundation System		Ramada Cabana	Date _____
Engineered Tiedown System		Enclosure Other	Application Fee \$ _____
Service Requested:		Porch Carport	Renewal Fee \$ _____
New Application	Revision	Storage Building	Resubmission Fee \$ _____
Renewal	Resubmission		Revision Fee \$ _____
Change of Name/Ownership			Change of Name/ Ownership \$ _____
Type of Unit:			Plan Approval Fee (First Hour) \$ _____
Manufactured Home/Mobilehome			Other _____
Commercial Modular			TOTAL _____
		Drawing Number: _____	
		Model Number: _____	
		Product Name: _____	
		Standard Plan Approval Number: (If previously issued by the Department)	

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: _____

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.