

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

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LAND USE & COMMUNITY DEVELOPMENT | PUBLIC WORKS & FACILITIES | PARKS

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MANUFACTURED HOMES

BUILDING PERMIT SUBMITTAL REQUIREMENTS

NOTE: A separate Demolition Permit may also be required. See Demolition Handout.

GENERAL REQUIREMENTS FOR ALL PERMIT SUBMITTALS FOR MANUFACTURED HOMES

- PLANS ARE REQUIRED TO BE LEGIBLE AND BE SUBMITTED AS EITHER BLUE PRINT PROCESS OR PHOTOCOPY.
- PLANS ARE REQUIRED TO BE WET SIGNED AND DATED IN INK BY THE PREPARER OF EACH SHEET PRIOR TO ISSUANCE.
- PLAN SUBMITTALS ARE REQUIRED TO INCLUDE THE SITE ADDRESS (JOB ADDRESS) ON THE FIRST SHEET OF THE PLANS.
- PLANS ARE REQUIRED TO BE DRAWN TO AN APPROPRIATE SCALE AND SIZE.
- PLANS THAT REQUIRE CALCULATIONS AND/OR SPECIFICATIONS ARE REQUIRED TO BE WET STAMPED AND SIGNED BY A LICENSED PREPARER.

1. COMPLETE SITE PLANS (10 COPIES)

- A total of ten (10) copies of a complete site plan are required for which six (6) shall be attached to the building/construction plans and four (4) sets shall remain separate. **See *Complete Site Building Plans handout*.**

2. COMPLETE SET OF FOUNDATION PLANS (2 COPIES)

- Two (2) sets of State approved foundation plans with current date. If using Manufactured Home awning or carports you will need the State approved plans with the current date. **NOTE: Other foundation systems must be designed by a licensed professional.**

3. TITLE 25 COMPLIANCE CERTIFICATIONS (2 SETS) (CALIFORNIA TITLE 25 – CALIFORNIA MOBILEHOME PARKS ACT)

- If the project is a manufactured residential unit and will be installed on a foundation, the certificates that accompany each modular unit are required to be filed and recorded with the County Assessor. You may submit the certificates and the accompanying fees at the Permit Center. **HCD 433 (A) & HCD 433 (B), HCD 513 (C).**

THIS DOCUMENT IS INTENDED ONLY AS A GUIDE. SPECIFIC REQUIREMENTS OR DOCUMENTS MAY DIFFER BASED UPON YOUR SPECIFIC APPLICATION AND THE BUILDING CODE.

It is unlawful to alter the substance of any official form or document of Monterey County.