



**CITY OF SHASTA LAKE**  
**Development Services Department**  
 4477 Main Street, P.O. Box 777  
 Shasta Lake, CA 96019 (530) 275-7430

| <b>APPLICATION FOR MANUFACTURED HOME INSTALLATION CHECKLIST</b> |      |   |   |
|---|------|---|---|
| Type of Installation  | Item | ✓ | Installation address:   |
| New Only  | 1.   |   | One (1) Manufactured Home Installation Manual for all new homes.  |
| ALL   | 2.   |   | One (1) completed and signed Building Permit Application form.  |
| ALL   | 3.   |   | Two (2) sets of foundation plans approved by the State of California or stamped by an engineer licensed in the State of California. <u>And one (1) electronic copy.</u>   |
| ALL   | 4.   |   | Two (2) plot plans (not larger than 11" x 17"). <u>And one (1) electronic copy.</u>   |
| ALL   | 5.   |   | Two (2) floor plans indicating use of all rooms. <u>And one (1) electronic copy.</u>  |
| ALL   | 6.   |   | HCD "STATEMENT OF FACT" submitted and signed by the unit owner(s) (copies not accepted).  |
| ALL   | 7.   |   | Forms 433A and 433B.  |
| ALL   | 8.   |   | Clear, legible copy of the legal description of the property. First page of the deed must show the property owner(s).   |
| ALL   | 9.   |   | a. <b>Check, made payable to HCD</b> (\$11.00 per unit);<br>b. <b>Check, made payable to Shasta County Recorder</b> (\$17.00) \$14.00 for the first page and \$3.00 for every additional page   |
| RELOCATE INSTALL  | 10.  |   | ORIGINAL Certificate of Title. If the unit is to be paid off, then include a letter from the Escrow Officer stating that all Certificates of Title will be surrendered upon close of escrow. If the original Certificate of Title is lost, an "APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE" shall be submitted with the original signature of the unit's legal owner(s).                               |
| RELOCATE INSTALL  | 11.  |   | ORIGINAL registration. If the original registration is lost, then an "APPLICATION FOR DUPLICATE REGISTRATION" from HCD shall be submitted with the original signature of unit's legal owner(s). <i>NO registration on new units.</i> If original registration will be held by escrow officer, a letter stating that the original registration will be surrendered upon close of escrow shall be provided. |
| RELOCATE INSTALL  | 12.  |   | If upgrading an existing unit (retrofit) or replacing an existing unit, submit old septic/water permits that are on file (if applicable). This may require a waiver from Shasta County Environmental Health.  |
| RELOCATE INSTALL  | 13.  |   | Two (2) sets of engineered tie downs, approved by the State of California or an engineer licensed in the State of California.   |
| RELOCATE INSTALL  | 14.  |   | Letter from future lien holder, if applicable, or from the existing lien holder if loan will continue, acknowledging the home will be attached to the real property. If no lien holder, owner shall provide a letter stating the home and land are clear of liens.  |
| RELOCATE INSTALL  | 15.  |   | Manufactured Home Title Search.   |
| COMMERCIAL PROJECTS   | 16.  |   | <ul style="list-style-type: none"> <li>○ Two (2) sets of construction plans. <u>One (1) electronic copy.</u></li> <li>○ Two (2) sets of California Energy Calculations – Signed.</li> <li>○ Two (2) plot plans. <u>One (1) electronic Copy.</u></li> </ul>  |



**PLEASE REVIEW THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING YOUR PERMIT APPLICATION**

(Type or Print legibly in ink.)

California State Law requires that every permit applicant provide specific information and declarations regarding the proposed work. Please read the information below and follow the directions pertaining to your particular permit application. All applicants must provide the information requested. If you are unsure about any item the Building Division will assist you. Fill in ALL information completely and legibly.

**PROJECT INFORMATION**

This section identifies the project location, property owner, applicant, contractor, and architect/engineer. Accurate property identification is very important. Your parcel number can be obtained from your property tax bill, your title report, or Assessor's office.

**CONTRACTOR**

This statement may be signed by the contractor or a corporate officer of a construction company including the President, Vice-President, Secretary, Treasurer, Trustee, or Chairman of the Board. An agent for the contractor may sign only when the Building Division has a letter on file from the contractor authorizing the agent to sign.

**OWNER/BUILDER DECLARATION**

This statement SHALL BE SIGNED BY THE OWNER. In every case, a separate Owner/Builder Verification form MUST ALSO BE SIGNED BY THE OWNER. The owner MUST also sign either the Worker's Compensation Declaration or Certificate of Exemption from Worker's Compensation Insurance.

**WORKER'S COMPENSATION DECLARATION**

This statement is signed by the contractor or owner. At the time the building permit is issued the contractor shall show their valid Worker's Compensation Insurance Certificate to the Building Division. Without this certificate at time of issuance the application WILL NOT be issued into a building permit.

**CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION INSURANCE**

This statement is signed by the contractor or the owner, NOT BY AN AGENT. This section is signed only when the owner or contractor will have no employees on the job.

**CONSTRUCTION LENDER**

This statement may be filled in by anyone having knowledge of the construction lender. If the name of the lending agency is not known the word "UNKNOWN" should be written here.

**THIS APPLICATION (PART I) IS NOT A PERMIT. VALID PERMITS RESULT WHEN PART II IS APPROVED AND A PERMIT IS ISSUED BY THE BUILDING DIVISION. PERMIT FEES MUST BE PAID AND RECEIPT ACKNOWLEDGED.**

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Septic and well or sewer and water clearances are required on all dwellings and manufactured homes before permits can be issued. Septic clearance also is required on bedroom additions, pools, or spas.

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**BUILDING PERMIT CONDITIONS AND LIMITATIONS  
CITY OF SHASTA LAKE MUNICIPAL CODE TITLE 15  
CALIFORNIA BUILDING CODE, CALIFORNIA CODE OF REGULATIONS TITLE 24**

A – Every permit issued by the building official under the provisions of this code shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days. Before such work can be recommenced, a new permit shall be first obtained to do so, and the fee thereof shall be one half the amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work, and provided further that such suspension or abandonment has not exceeded one year. In order to renew action on a permit after expiration, the permittee shall pay a new full permit fee.

B – Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding 180 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. No permit shall be extended more than once.

Temporary electrical and gas services will expire and become invalid by expiration and cancellation or completion of permanent installation. The serving utility company will be instructed to remove any meter.

Fees for renewal are established by City Council Resolution.

**NOTE: THE PLAN CHECK FEES FOR THE CITY BUILDING DIVISION AND THE FIRE PROTECTION DISTRICT WILL BE COLLECTED AT THE TIME OF PLANS & PERMIT APPLICATION SUBMITTAL. THE REMAINING FEES WILL BE COLLECTED AT THE TIME THE BUILDING PERMIT IS ISSUED.**

RECORDING REQUESTED BY:

**CITY OF SHASTA LAKE  
BUILDING DIVISION  
PO BOX 777  
SHASTA LAKE CA 96019**

AND WHEN RECORDED MAIL TO:

NAME **CITY OF SHASTA LAKE**

STREET ADDRESS **PO BOX 777**

CITY, STATE and ZIP **SHASTA LAKE  
CA 96019**

**SPACE ABOVE THIS LINE FOR RECORDER USE ONLY**

**NOTICE OF MANUFACTURED HOME (MOBILEHOME) OR COMMERCIAL MODULAR  
INSTALLATION ON A FOUNDATION SYSTEM**

Recording of this document at the request of the enforcement agency indicated is in accordance with California Health and Safety Code Section 18551(a). This document is evidence that the enforcement agency has issued a certificate of occupancy for installation of the unit described hereon, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

REAL PROPERTY OWNER

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

MAILING ADDRESS

CITY COUNTY STATE ZIP

CITY COUNTY STATE ZIP

INSTALLATION MAILING ADDRESS, IF DIFFERENT

BUILDING PERMIT NO. TELEPHONE NUMBER

CITY COUNTY STATE ZIP

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL DATE

UNIT OWNER (If also property owner, write "SAME")

DEALER NAME (If not a dealer sale, write "NONE")

MAILING ADDRESS

DEALER LICENSE NO.

CITY COUNTY STATE ZIP

**UNIT DESCRIPTION**

MANUFACTURER'S NAME DATE OF MANUFACTURE MODEL NAME/NUMBER

SERIAL NUMBER(S) LENGTH X WIDTH INSIGNIA/LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER

**REAL PROPERTY LEGAL DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HCD FORM 433(A) Rev 3/2006



WHITE—County Recorder    CANARY—HCD    PINK—Applicant    GOLDENROD—Building Dept.



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

**NOTICE TO ASSESSOR**

THIS FORM MUST BE COMPLETED BY THE OWNER OF A MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR AND FORWARDED TO THE COUNTY ASSESSOR UPON COMPLETION OF THE INSTALLATION OF THE UNIT ON A FOUNDATION SYSTEM PURSUANT TO SECTION 18551 HEALTH AND SAFETY CODE.

**ORIGINAL PURCHASE PRICE FOR:**

|                                       |          |   |
|---------------------------------------|----------|---|
| 1. The Basic Unit                     | \$ _____ | Type of Exterior Wall Covering: _____<br>(Metal, Wood, etc.)                                    |
| 2. Optional Equipment & Upgrades      | \$ _____ | Type of Roof Covering: _____<br>(Metal, Wood, Composition, etc.)                                |
| 3. Subtotal                           | \$ _____ | Heating Type: <input type="checkbox"/> Forced Air <input type="checkbox"/> Floor or Wall        |
| 4. Accessories & Accessory Structures | \$ _____ |   |
| 5. Other (Specify) _____              | \$ _____ |   |
| 6. Delivery & Installation            | \$ _____ | Air Conditioning: <input type="checkbox"/> YES <input type="checkbox"/> NO    Tons _____        |
|                                       |          | Evaporative Cooler: <input type="checkbox"/> YES <input type="checkbox"/> NO                    |
|                                       |          | Built-in Cooktop: <input type="checkbox"/> YES <input type="checkbox"/> NO                      |
|                                       |          | Built-in Oven: <input type="checkbox"/> YES <input type="checkbox"/> NO                         |
|                                       |          | Built-in Dishwasher: <input type="checkbox"/> YES <input type="checkbox"/> NO                   |
|                                       |          | Built-in Wet Bar: <input type="checkbox"/> YES <input type="checkbox"/> NO                      |
|                                       |          | Refrigerator: <input type="checkbox"/> YES <input type="checkbox"/> NO                          |
| 7. TOTAL SALES PRICE                  | \$ _____ | Roof Overhang (Eaves): <input type="checkbox"/> YES <input type="checkbox"/> NO    _____ inches |
|                                       |          | Furniture Included: <input type="checkbox"/> YES <input type="checkbox"/> NO    Value \$ _____  |

**DOES THE BASIC PRICE INCLUDE:**

|                   |                              |                             |
|-------------------|------------------------------|-----------------------------|
| The Towbar(s)     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Tires & Wheels    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Wheelhubs & Axles | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

**LIST NUMBER OF ROOMS:**

|             |       |              |       |
|-------------|-------|--------------|-------|
| Bedrooms    | _____ | Dining Room  | _____ |
| Baths       | _____ | Family Room  | _____ |
| Kitchen     | _____ | Utility Room | _____ |
| Living Room | _____ | Other Rooms  | _____ |

|               |                              |                             |                   |
|---------------|------------------------------|-----------------------------|-------------------|
| Carpport:     | <input type="checkbox"/> YES | <input type="checkbox"/> NO | _____ X _____     |
| Awning:       | <input type="checkbox"/> YES | <input type="checkbox"/> NO | _____ X _____     |
| Porch:        | <input type="checkbox"/> YES | <input type="checkbox"/> NO | _____ X _____     |
| Garage:       | <input type="checkbox"/> YES | <input type="checkbox"/> NO | _____ X _____     |
| Storage Shed: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | _____ X _____     |
| Skirting:     | <input type="checkbox"/> YES | <input type="checkbox"/> NO | _____ LINEAL FEET |

The sales price as shown does not include any amount for any in-place location.

The Assessor's Parcel Number of the installation site is

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone



**CITY OF SHASTA LAKE**  
***DEVELOPMENT STANDARDS FOR MANUFACTURED HOMES***  
***INSTALLED ON FOUNDATION SYSTEMS***

The following standard shall apply to all manufactured homes installed on foundation systems:

1. All manufactured homes shall be placed on a permanent foundation system of state-approved design or a permanent foundation system designed by a licensed architect or structural engineer as required by section 65852.3 of the State of California Government Code;
2. The manufactured home shall be certified under the National Mobilehome Construction and Safety Standards Act of 1974;
3. Manufactured homes placed on a foundation system shall not be older than ten years of age measured from the date of manufacture of the unit to the date of building permit application. Except that manufactured homes lawfully installed prior to the effective date of this ordinance which have been certified under the National Manufactured Home Construction and Safety Act of 1974 shall be exempt from the ten-age standard;
4. Manufactured homes shall provide parking in accordance with Municipal Code section 17.30.060 and Municipal Code Chapter 17.86. The exterior wall covering and roof material of any required garage or carport shall be the same as those of the manufactured home;
5. Requirements for building height, lot coverage, side yard setbacks, front yard setbacks, rear yard setbacks and usable open space shall be subject to the same requirements as the zone in which the manufactured home is located;
6. Exterior wall covering materials and roofing materials shall conform to the requirements of the State of California Department of Housing and Community Development (HCD) and the Uniform Building Code for frame constructed dwellings. Exterior wall coverings shall extend (at a minimum) to the top of the perimeter foundation;
7. A foundation enclosure shall be installed between the finish grade and the siding material. Add-on siding needed to extend the exterior siding to the foundation enclosure shall consist of materials similar to the main exterior siding. Venting per the Uniform Building Code shall be required;
8. All roof and gable overhangs shall extend not less than six (6) inches when measured horizontally from the wall. Roof and gable overhangs shall be manufactured or engineered and designed to appear as an integral part of the manufactured home;
9. The roof of the manufactured home shall have a minimum pitch of not less than a nominal three (3) inches of vertical rise for each twelve (12) inches of horizontal run; and,
10. Roof design shall meet the snow load requirements of the City of Shasta Lake, and roofing material shall meet the requirements of a Class A or B fire rating as defined by the currently adopted Uniform Building Code.
11. No ramada or other freestanding structure shall be allowed to be constructed over a manufactured home.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*Adopted by the City of Shasta Lake*  
*City Council on June 20, 2002*  
*Ordinance # CC 02-146*



# MANUFACTURED HOME INSTALLATION INSPECTION CHECKLIST

Date: \_\_\_\_\_

|                                       |                            |
|---------------------------------------|----------------------------|
| <b>Inspection Site Address:</b> _____ |                            |
| <b>Permittee Name:</b> _____          | <b>Permit No.:</b> _____   |
| <b>HUD No(s):</b> _____               | <b>Serial No(s):</b> _____ |

| Item   | Initial and Date | Inspection Subject   | 25CCR or HSC Reference |
|--|------------------|--|------------------------|
| <b>Inspection Number 1</b>   |                  |  |                        |
| 1.   |                  | Lot lines permanently marked with corner markers                               | CCR 1616(b)            |
| 2.   |                  | Setbacks, clearance and lot coverage per plot plan and code                    | CCR 1110, 1330         |
| 3.   |                  | Lot lines not altered without required approvals                               | CCR 1616               |
| 4.   |                  | Lot properly graded for drainage   | CCR 1610(a)            |
| 5.   |                  | Serial, HUD Label or California insignia numbers match those on the permit     | CCR 1020(g)(2)         |
| <b><i>If any of the above items are not approved, the inspection should be terminated. Issue a correction order to the permittee to correct the violation(s). Require a re-inspection with re-inspection fees.</i></b> |                  |  |                        |
| <b>Inspection Number 2</b>   |                  |  |                        |
| 6.   |                  | Lot utilities in the proper location and properly sized to service the home    | CCR 1328, 1354         |
| 7.   |                  | Load bearing supports sized and installed per manufacturer's instructions      | CCR 1334(c), 1335      |
| 8.   |                  | Ridge beam supports properly sized and installed in the appropriate locations  | CCR 1335               |
| 9.   |                  | Tie downs or an ETS properly installed   | CCR 1336.1, 1336.2     |
| 10.  |                  | Load bearing supports mechanically connected to the home and footings          | CCR 1336.4             |
| 11.  |                  | Floor is level   | CCR 1348               |
| 12.  |                  | Proper clearances between the finish grade and chassis and floor joists        | CCR 1344               |
| 13.  |                  | Elevation of chassis and floor structure meets local floodplain requirements   | HSC 18501(e)           |
| 14.  |                  | Floor structure at the marriage line connected per manufacturer's instructions | CCR 1335               |
| 15.  |                  | End wall connections per manufacturer's instructions                           | CCR 1335               |
| 16.  |                  | Ridge beam connected per manufacturer's instructions                           | CCR 1335               |
| 17.  |                  | Doors and windows open and close properly                                      | CCR 1335               |
| 18.  |                  | HVAC, electrical, and plumbing crossovers installed correctly                  | CCR 1335               |
| 19.  |                  | Chimney and appliance vent extensions, caps, spark arresters installed         | CCR 1354               |
| 20.  |                  | Gas piping and connector of proper material                                    | CCR 1356               |
| 21.  |                  | Water flexible connector proper material                                       | CCR 1358               |
| 22.  |                  | Drain piping and connector proper material and installed properly              | CCR 1362(a)            |
| 23.  |                  | Water system passed test   | CCR 1362(a)            |
| 24.  |                  | Gas system passed test   | CCR 1362(a)            |
| 25.  |                  | Drain system passed test   | CCR 1362(a)            |
| <b>Inspection Number 3</b>   |                  |  |                        |
| 26.  |                  | Overhead or underground electrical panel                                       | -                      |
| 27.  |                  | Electrical system passed continuity test                                       | CCR 1362(c)            |
| 28.  |                  | Non-current carrying metal parts bonded to the grounding electrode             | CCR 1362(c)            |
| 29.  |                  | Fire sprinkler system, if any, passed hydrostatic test                         | CCR 4320(a)(4)(5)      |
| 30.  |                  | Home free of substantial defects (obtain correction and report defects to HCD) | HSC 18613(d)           |
| 31.  |                  | Complying stairway and/or porch installed at exits (minimum of one)            | CCR 1368               |
| 32.  |                  | Electrical approval tags attached to electrical services                       | CCR 1364               |
| 33.  |                  | Gas approval tag attached to gas service                                       | CCR 1364               |
| <b>Administrative Completion</b>   |                  |  |                        |
| 34.  |                  | Additional fees collected, if applicable                                       | CCR 1326(c)            |
| 35.  |                  | Forms 433A and B recorded  | -                      |
| 36.  |                  | Certificate of Occupancy issued  | -                      |

**FINAL APPROVAL:** \_\_\_\_\_

**FINAL DATE:** \_\_\_\_\_



## **Manufactured Home Inspection Procedure**

### **GENERAL REQUIREMENTS:**

The inspections listed below shall be performed by the City Building Inspector in the order specified. **Work shall not proceed beyond the point of any required inspection until all elements of that inspection are approved by the City Building Inspector.**

It is the responsibility of the applicant or property owner to request inspections. If inspections are not requested or work proceeds beyond the point of a required inspection, the City Building Official may issue a Stop Work Order halting any further work until the proper inspections can be performed.

If a **Grading Permit** is issued in conjunction with the installation of a manufactured home, the grading shall be completed, inspected, and the grading approved by final inspection before commencing with the installation of the manufactured home. Authorization to proceed with the installation of a manufactured home before grading is completed may be given by the City Engineer or the City Building Official only after a site inspection is performed.

Encroachment permits shall be issued when necessary for driveways and utility connections. All encroachment permits shall be inspected and approved by final inspection by the City of Shasta Lake Public Works Department before a Certificate of Occupancy will be issued for a manufactured home.

### **ORDER OF REQUIRED INSPECTIONS:**

#### **Inspection Number 1**

The **first inspection** shall be requested to verify the following:

1. Property corners are marked and property lines are strung.
2. The manufactured home is placed on the lot as shown on the approved plot plan and meets the required property line setbacks. Double or triple wide units shall not be joined at this time and the state approved or engineered foundation system shall not be installed at this time.
3. Serial numbers and HUD numbers match those provided on the building permit application.
4. The lot drainage verified and lot graded to drain properly.



### **Inspection Number 2**

The **second inspection** shall be requested when the following is completed:

1. A double or triple wide unit has been joined together at the Marriage Line (marriage line must be left open for inspection by City of Shasta Lake Building Inspector. See Mobile Home Development Standards 6 and 7).
2. The foundation system has been installed. The skirting shall not be installed prior to the foundation system inspection.
3. Electric Service installation. A trench inspection is required if the electrical service is supplied underground.
4. Sewer and water line installation. If the manufactured home will connect with the City sewer system, the Public Works Department shall inspect and approve sewer line installation, trenches, and connections from the City sewer system to the property line. The Building Division shall inspect water and sewer line installation and trenches from the property line to the manufactured home.
5. Gas piping pressure test.

### **Inspection Number 3**

The **third inspection** shall be requested when the following is completed:

1. All work has been completed on the interior and exterior of the manufactured home.
2. The electrical system can be inspected for continuity and a hot check of the system may be performed.
3. Steps and landings are completed.
4. Skirting has been installed, allowing for proper ventilation (See Mobile Home Development Standards 6 and 7).
5. Finish grading and drainage has been completed.
6. Final approvals are received from the City Public Works Department, City Electric Department, other agencies, or utilities if required.

A copy of the Manufactured Home Installation Inspection Checklist used by the City is attached for your information in order to help familiarize you with the specific areas that will be inspected on manufactured homes. It is the City's hope that this information will help to insure quality manufactured home installations within our community and provide safe housing for the citizens of Shasta Lake.

If you have any questions, please contact the Building Division at **530.275.7430**.