



Land Use Services Department
Building and Safety Division

GUIDELINES FOR MANUFACTURED HOMES

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I. THE PURPOSE OF THIS GUIDE

This guide provides basic information for the permit application and inspection processes for manufactured homes located on private property outside of mobile home parks in the unincorporated areas of the county. In mobile home parks in the unincorporated area of San Bernardino County, the State Department of Housing and Community Development (HCD) should be contacted for information. If the mobile home park is in an **incorporated** City or Town within the County, the necessary information will be provided by that City or Town. The locations of the Building and Safety and HCD offices are listed in Appendix C of this Guide.

II. DEFINITIONS

A manufactured home is a structure, transportable in one or more sections which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation system. A "manufactured home" includes mobile homes and is subject to the National Manufactured Housing Construction and Safety Act of 1974.

A manufactured home may be installed under the provisions of Health and Safety Code Section 18551 or the California Code of Regulations, Title 25. Health and Safety Code Section 18551 installations are deemed to be a fixture and a real property improvement to the real property to which it is affixed. Either method of installation may be used.

III. WHERE MANUFACTURED HOMES MAY BE INSTALLED

Manufactured homes may be installed on private property on a permanent or temporary basis depending on the land use zoning district of the parcel of land and the intended use of the manufactured home.

A. PERMANENT BASIS

Manufactured homes may be installed on a permanent basis on private property subject to a permit and approval by the Building and Safety Division. Whether a manufactured home is permitted or not is determined by the land use zoning district of the intended location. Before the purchase of a new manufactured home, the following items are recommended:

1. Verify the land use zoning district of the parcel of land with the Building and Safety Division. The parcel must be in a residential district. The land use zoning district will also determine the number of units allowed on the parcel. You will find the address for your local Building and Safety office listed in Appendix C of this guide.
2. Verify the manufactured home will meet the Minimum Residential Construction and Development Code Standards.
3. Verify the manufactured home will meet Overlay District conditions as discussed in Appendix A.
4. Verify the availability of utilities at the site (water, sewer, etc.).

5. Consider deed restrictions. It is possible for a property to have deed restrictions which may prohibit a mobile home or limit their size and appearance. The County does not review deed restrictions or enforce them; that is left to the property owners within the tract or subdivision. Make sure that you comply before you buy.

B. TEMPORARY BASIS

Temporary use of manufactured homes and travel trailers as temporary living quarters while building a home or to temporarily house security personnel who are protecting legally established projects may be permitted. This use is known as a Temporary Structure Permit. Please contact your local Building and Safety office listed in Appendix C of this guide.

All required permits and inspections for manufactured homes (and travel trailers when allowed) are obtained from the Building and Safety Division.

Approval of a separate land use application is required for all temporary uses. Because the specific requirements and levels of review vary for each use, guidelines for these types of uses are contained in other documents which are available online or at all Building and Safety regional offices and webpage are listed in Appendix C of this guide.

IV. MANUFACTURED HOMES OLDER THAN 10 YEARS

Obtain information on this procedure at any Building and Safety office to determine if the ten year age limit affects the manufactured home under consideration. You can find additional information regarding the Compatibility Determination application and apply through our EZ Online Permitting (EZOP) using the following links: <http://wp.sbcounty.gov/ezop/> or <http://wp.sbcounty.gov/ezop/permits/compatibility-determination/>.

V. LICENSED CONTRACTOR

A licensed contractor(s) must be hired to perform all or part of the work. For more information, contact the Contractors' State License Board listed in Appendix C of this guide.

VI. PERMIT REVIEW PROCESS

Each permit application and plan is reviewed by a plans examiner who either approves or issues corrections prior to issuance of the permit.

Conditions may exist which require the proposed location or configuration of the manufactured home, accessories, and/or utilities to be changed. The land use zoning district minimum building setbacks as well as any special conditions are recorded on the permit.

No land disturbing activities, including native plant or tree removal, may occur until after the property has an installation permit issued.

VII. PERMIT APPLICATION

A. WHERE TO APPLY

Permit applications for manufactured home installations are accepted and processed at all Building and Safety offices listed in Appendix C of this guide or you may apply online at <http://wp.sbcounty.gov/ezop/>.

B. WORK INCLUDED IN THE MANUFACTURED HOME INSTALLATION PERMIT

The permit includes the installation inspection of the manufactured home, the sewage disposal system, the electrical service equipment and connections to the manufactured home, fuel gas piping, and the water service piping from the meter or well.

C. OTHER PERMITS AND FEES

A separate permit is required for all accessory structures including, but not limited to, awnings, carports, decks, ramps, patio enclosures, ramadas, cabanas (habitable room additions), storage sheds over 120 square feet in area, and garages. Each application for a manufactured home accessory structure must be accompanied with detailed construction and plot plans.

Grading is subject to separate permit and plan requirements of the California Building Code.

The construction of water supply wells requires separate approval from EHS prior to Building and Safety permits. Hauled water is not permitted without the specific approval of EHS.

Most alterations to manufactured homes require permits, inspections, and approvals from the State Department of Housing and Community Development listed in Appendix C of this guide.

Be advised that other agencies frequently require the payment of fees associated with their services which may have a significant impact on the cost of your project. The most obvious of these are the serving utilities (electric, gas, water, and sewer). The Fire Department may impose conditions that consider access and water availability in response to a fire. In addition, most school districts impose a school impaction fee per square foot of living area of the manufactured home.

In some locations, the County has imposed drainage and road fees or required the installation of curbs and gutters with road dedications, please contact Land Development for pricing and other requirements that may pertain to your parcel at 909-387-8311.

Prior to making the financial commitment to purchase a manufactured home or property, it is recommended that you determine the applicability of these additional fees.

D. APPLICATION DOCUMENTS

The following documents and/or conditions are required to accompany your permit application or required prior to permit issuance for manufactured home installations on private property:

- Plot Plan. See Appendix B for instructions.

- Floor plan. See Appendix B for instructions.
- Grading plans, if required.
- A letter guaranteeing water service to the property from the water company. Any provisions other than public water must be approved in writing by Environmental Health Services, including wells.
- A letter authorizing sewer service or approval for a private sewage disposal system from the appropriate agency.
- Health and Safety Code 18551 and Title 25 installations require an installation manual, a copy of the set down plan or tie down specifications showing chassis pier locations, marriage line pier locations and any other special piers required.
- Health and Safety Code 18551 set downs require an engineered foundation plan with a current approval date.
- Health and Safety Code 18551 installations require additional ownership documentation to show compliance with state law.
- Health and Safety Code 18551 retrofit installations require proof that the mobilehome is owned free and clear or have a notarized letter from the lienholder consenting to placement on a foundation system.
- All new residential structures are required to pay school fees to the school district in their area. The school district will provide a letter stating their requirements have been met which will need to be provided to the Building and Safety Division.
- The property may be located in a Transportation or Drainage Fee Area. Check with Land Development to determine where and when this fee applies at 909-387-8311.
- In some cases, due to safety overlay requirements or other special conditions, additional documents are needed to show compliance. See Appendix A for more information on Overlay Districts.
- Completed Manufactured Certificate of Origin, or formal Title Search from HCD. See Appendix C for contact information.

APPENDIX A

PERMIT INFORMATION SOURCES

A considerable amount of information must be provided on and with the permit application. This section is intended to assist you with obtaining information commonly found to be a problem. You may also access our Residential Development Guide online at:

<http://www.sbcounty.gov/Uploads/LUS/BandS/Handouts/ResidentialDevelopmentGuidance.pdf>

- **Assessor's Parcel Number:** This number identifies the property, consists of thirteen digits and is printed on the property tax bill.
- **HUD Label:** HUD Labels have been issued to all manufactured homes constructed in the United States since 1976 and indicate compliance with federal regulations. The HUD Labels are about the size of a credit card and are usually found mounted on the end of each section of the manufactured home near the left tail light location.
 - If the Label is missing, contact the State Department of Housing and Community Development to arrange for a replacement (office locations and phone numbers are listed in Appendix C of this guide).
 - NOTE: The HUD Label is not the same as the registration sticker, D.O.H. label or V.I.N.
- **Snow Load Capacity:** The snow load or live load of the manufactured home roof is indicated on a sheet called a "Data Plate" which may usually be found mounted on the inside wall of a closet or cabinet in the manufactured home. If this sheet is missing, the information may be obtained from the manufacturer or the State Department of Housing and Community Development. They will need the serial number, make, and model of the manufactured home. This information is essential if the proposed location is in one of the County's mountain areas.
- **Overlay Districts:** Overlay districts may place conditions on how the manufactured home is installed and built. The Fire Safety (FS) Overlay, for example, not only has special requirements on setbacks and building separations, but also has requirements that may affect the construction of the home at the factory such as Class A roofs and fire resistive walls. Some of the required features must be inspected while the home is under construction at the factory, or, if the home has already been built or previously installed, it may have to be modified with a permit from the California Department of Housing and Community Development (HCD). In the latter case, a separate permit and inspections from HCD may be required.
 - The Flood Plain Overlay is another type of overlay that necessitates special features is considered in the installation. Such features may include flood proofing, slope protection and elevation, for example. If there are any questions, regarding this overlay, please contact Land Development for assistance.
- **433A information:** The Local Enforcement Agency's (Building and Safety) is responsible to record form HCD 433A with the County Recorder where the manufactured home is located within 5 days of Certificate of Occupancy issuance.
 - Prior to permit issuance or at issuance of Certificate of Occupancy, the registered owner will need to provide to Building and Safety a copy of MCO (Manufacturer Certificate of Origin) for new homes or for used homes, any title or registration card for the home.

APPENDIX B

PLOT PLAN AND FLOOR PLAN REQUIREMENTS

PLOT PLAN (Suggested Scale - 1/8" = 1'0")

- a) Dimension of property lines, names of streets abutting the property and north arrow.
- b) Owner's name, assessor's parcel number, and job address.
- c) Use, size (in square feet), and dimensioned location of existing and proposed structures on property, including retaining walls (vertical square feet). Pad elevation of structures and drainage away from the structure, to the street and or appropriate drainage basin.
- d) Location of existing and/or proposed sewage disposal systems.
- e) Location of existing and/or proposed utilities.
- f) Location of existing and/or proposed easements, roads, alleys, paving, right of way, and drainage courses.
- g) Distance from lot lines (property lines) to proposed and existing structures.
- h) Location of all existing trees and other native vegetation.
- i) Location of driveway, approach, parking area, and any required surfacing or covered parking space.
- j) Site layout and existing type of construction.
- k) Provide site drainage on the plot plan or provide a separate site drainage plan with contour lines and path of drainage.
- l) Erosion control measures must be installed at all perimeter openings and slopes. No sediment is to leave the job site. Indicate location of all erosion control measures on site plan. Please contact Land Development for erosion control requirements.

FLOOR PLAN (Suggested Scale - 1/4" = 1'0")

- a) Dimensioned floor plan with gridlines for each floor showing use of rooms.
- b) Porches, balconies, breezeway, carports, garages, etc.
- c) Door and window sizes, locations and types. Size of headers.
- d) Size, spacing and direction of floor, ceiling joists.
- e) Location of plumbing fixtures.
- f) Location and type of heating and air-conditioning system.
- g) Complete electrical layout (lights, plugs, switches, etc.) and location and size of main service panel.

APPENDIX C

SAN BERNARDINO COUNTY BUILDING AND SAFETY DIVISION OFFICE LOCATIONS

SAN BERNARDINO
385 N. ARROWHEAD AVENUE, FIRST FLOOR
SAN BERNARDINO, CA 92415
(909) 387-8311
MON-FRI
8:00 A.M. - 4:30 P.M.

HESPERIA
HIGH DESERT GOVERNMENT CENTER
15900 SMOKETREE STREET, FIRST FLOOR
HESPERIA, CA 92345
(760) 995-8140
MON-FRI
8:00 A.M. - 4:30 P.M.
CLOSED 12:00 P.M. – 1:00 P.M. FOR LUNCH
JOSHUA TREE
63665 29 PALMS HWY
JOSHUA TREE, CA 92252
(760) 995-8140
WEDNESDAY ONLY
8:00 A.M. - 4:30 P.M.
CLOSED 12:00 P.M. – 1:00 P.M. FOR LUNCH

WEBSITES

Land Use Services:
<http://cms.sbcounty.gov/lus/Home.aspx>

EZOP Online Permitting:
<http://wp.sbcounty.gov/ezop/>

CSLB Contractor's State License Board:
<http://www.cslb.ca.gov/>

HCD Housing and Community Development:
<http://www.hcd.ca.gov/manufactured-mobile-home/index.shtml>

County Fire:
<http://www.sbcfire.org/Default.aspx>

BIG BEAR
477 SUMMIT BLVD.
BIG BEAR LAKE, CA 92315
(909) 387-8311
TUESDAY ONLY
8:00 A.M. - 4:30 P.M.
CLOSED 12:00 P.M. - 1:00 P.M. FOR LUNCH
TWIN PEAKS
26010 STATE HIGHWAY 189
TWIN PEAKS, CA 92391
(909) 387-8311
MON, WED, THURS & FRI
8:00 A.M. - 4:30 P.M.
CLOSED 12:00 P.M. – 1:00 P.M. FOR LUNCH

LOCAL AGENCIES CONTACT INFORMATION

EHS ENVIRONMENTAL HEALTH SERVICES
SAN BERNARDINO REGIONAL OFFICE
385 N. ARROWHEAD 2ND FLOOR
SAN BERNARDINO, CA 92415
(800) 442-2283

**HCD STATE OF CALIFORNIA
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT
SOUTHERN AREA REGIONAL OFFICE**
3737 MAIN STREET, #400
RIVERSIDE, CA 92501
(951) 782-4420
**FOR MANUFACTURED HOMES
REGISTRATION ONLY: (951) 782-4431**

CONTRACTOR'S STATE LICENSE BOARD
9821 BUSINESS PARK DRIVE
SACRAMENTO, CA 95826
(800) 321-2752