



## **Environmental Health – Land Use Services**

### **Building and Safety**

(909) 387-8311

(760) 995-8140

[www.sbcounty.gov/ehlus](http://www.sbcounty.gov/ehlus)

#### **PROCESS FOR PERMITTING MANUFACTURED HOMES**

##### **SECTION 18551 MOBILEHOME SETDOWN (CONVERTING TO REAL PROPERTY)**

1. When you call or come into the Building and Safety Department, please provide your ASSESSOR PARCEL NUMBER. We cannot write permits or research property without it.
2. Mobilehomes must meet minimum residential construction standards as established by San Bernardino County. The Office of Building and Safety has a booklet defining these standards.
3. You will be required to obtain plan review, setdown and either Erosion Control or a Preconstruction Inspection Report depending on your particular parcel. The Building and Safety staff will advise you which is appropriate as well as provide you with zoning and setback requirements. Your property must be in a residential district (zone).
4. Prepare a plot plan which includes a diagram of your parcel, the location of the home and distances from property lines to structure. Prior to obtaining permits for plan review and setdown, the surveyor Department must review the plot plan for curb, gutter and offer of dedication requirements and indicate in writing that you have met their requirements.
5. Provide an INSTALLATION PACKAGE. This package should be provided at the time of purchase of the mobilehome. The dealer or manufacture is the provider.
6. An engineered foundation plan is required with current date stamp.
7. A will serve water letter is required from the water district. If water is to be provided by some other method, you will need approval from Environmental Health Services prior to permit. This includes: wells, tanks and water haulers. Contact that department for requirements. If sewer is available, you will be required to hook up to the sewer line. If no sewer is available you will be required to install a private sewage disposal system, e.g. septic tank and cesspool or leach bed. Your local Building and Safety office can provide the requirements for private sewage disposal.
8. The mobilehome must have an insignia affixed by the State of California.
9. You must submit an application to the local fire jurisdiction and obtain clearance in writing.
10. All residential structures are required to pay school fees to the school district in their area. Most districts are charging per square foot of habitable living area. You must pay this fee prior to obtaining permits. The school district will give you a letter stating you have met their requirements which you will in turn provide to Building and Safety.

11. Your property may be located in a Transportation or Drainage Fee area. Check with your local Building and Safety Office to determine this in advance.
12. Provide proof the mobilehome is owned free and clear OR HAVE A LETTER FROM THE LIENHOLDER ACKNOWLEDGING THIS IS A REAL PROPERTY LOAN.

**TITLE 25 MOBILEHOME ON PIERS (NOT CONVERTING TO REAL PROPERTY)**

1. When you call or come into the Building and Safety Department, please provide your ASSESSOR PARCEL NUMBER. We cannot write permits or research property without it.
2. Mobilehomes must meet minimum residential construction standards as established by San Bernardino County. The Building and Safety Division has a booklet defining these standards.
3. You will be required to obtain plan review, setdown and either Erosion Control or Preconstruction Inspection Report permits; Building and Safety will advise you " which is appropriate when they do your property lookup. The property must be in a residential district (zone).
4. Prepare a plot plan showing the location of your home on your parcel. Accurate setbacks can be obtained from the office of Building and Safety. The Office of the Surveyor must review this plot and determine if curb, gutter or offer of street dedication is required; they will sign the plot plan or write a memo indicating requirements have been met.
5. Provide an INSTALLATION PACKAGE. This package should be provided at the time of purchase of the mobilehome. The dealer or manufacturer is the provider.
6. A will serve water letter from the water district is required. If you are obtaining water by some other method, you will need clearance from Environmental Health Services prior to permit. This includes: wells, tanks, water haulers. Contact that department for requirements.
7. If sewer is available, you will be required to hook up to the sewer line and provide a will serve letter. If no sewer is available you will be required to install a private sewage disposal system, e. g. septic tank and cesspool or leach bed. Your local Building and Safety office can provide the requirements for private sewage disposal.
8. The mobilehome must have an insignia affixed by the state of California.
9. You must submit an application to the local fire jurisdiction and obtain written clearance for setdown.
10. All new residences require that school fees be paid to the school district in the area. Most districts are charging \$1.65 per square foot of habitable living area. You must pay this fee prior to obtaining permits.
11. Your property may be located in a Transportation or Drainage Fee area. Check with your local Building and Safety Office to determine this in advance.