

Mobile Home Obtaining a Permit

Obtaining a Building Permit for a Manufactured Home/Mobile Home

1. Building Services permit application requires the following:
 - Complete [the application under forms](#) and sign where applicable (signature must be verified by office personnel). If you are applying as owner-builder, you must be the owner of record and complete part four of the multi part application. If property ownership was recently changed a copy of the grant deed may be required at time of application.
 - When other than the owner or licensed contractor is applying for the permit, the second half of part four of the form must be completed, giving authority to sign as the owner's agent.
 - If the property is within the architecturally controlled area of [El Dorado Hills Community Services District](#) or [Cameron Park Community Services District](#), architectural approval of the plans from the district prior to permit issuance is a requirement. Failure to obtain approval may delay issuance of your permit. Check with your individual association for any restrictions that may affect your construction even though Building Services does not enforce these restrictions.
 - Contractors acting as agent for the owner must have a current active [California state contractors license](#), worker's compensation coverage, and a [current County of El Dorado Business License](#).
2. When served by a public water/sewer district, we must have approval of service from the district prior to permit issuance.
3. When not served by public water/sewer, a percolation test, septic design and a well production report must be submitted to [Environmental Management](#) concurrent with or after the building permit application has been submitted to Building Services. Contact Environmental Management for additional information.
4. If your parcel is located at or above the 4000 foot elevation, a bear resistant garbage enclosure will be required. Contact [Environmental Management](#) for additional information.

5. An Encroachment permit is needed if you are connecting your new driveway to a County-maintained road. See the county [Fire Safe Regulations](#) for driveway information.
6. Written consent of the current modular home owner (i.e. seller dealer etc.) to install the unit(s) on a permanent foundation if the modular home is not currently owned by the property owner or provide proof of modular home ownership (i.e., title, bill of sale.)

Additional Information

All factory provided doors in manufactured housing units must have permanent steps and landings that comply with Chapter 10 of the California Building Code relating to landings, rails, riser and tread ratios and with Chapter 23 for standard construction practice. Doorways that are “temporarily blocked off” are not allowed.

If a future deck or other structure is planned that may conflict with permanent steps at time of final inspection, a final inspection approval may be obtained with:

Installation of permanent fixed steps at door(s) where they are the long range plan, Installation of well built, solidly placed temporary steps at door(s) where decks, etc. are planned and Issuance of a building permit for the planned addition, deck or other improvement.

Building Services will not issue permits for alterations to the modular unit, permits from [California Housing and Community Development \(HCD\)](#) must be obtained for any alteration, repair, addition to or maintenance of the structure and building service equipment within the manufactured home and shall conform to regulations set forth in the Manufactured Homes Standards. Such work which is located outside of the manufactured home shall comply with applicable California codes and local building ordinances and is permitted by Building Services with prior approval from HCD or attachment to the modular home.

Manufactured housing must be designed to resist the snow and wind load as required for buildings located at the same elevations.

When an existing modular home is relocated, the existing load bearing supports may be used provided they are in good condition and evidence is

provided which indicates that these supports were the property of the owner or occupant of the modular home when originally installed.

Manufactured Home/Mobile Home Plan Requirements and Guidelines

Building Services will not accept an Application for a Manufactured Home Permit unless the Minimum Criteria listed below are met.

Submit two complete sets of plans that include the following, **plus** one additional floor plan:

1. **Plot Plan** (minimum scale 1"=20')
 - This plan must show the entire parcel and indicate and identify actual distances from all property lines and/or easements to structures, existing and proposed. Indicate all easements on the plan
 - The plot plan shall also indicate distances between structures.
 - Locate septic system(s), propane tank(s) and any other buildings.
 - Indicate slope of lot.
 - Contour lines (@ 1', 2' or 5' vertical increments) must be shown for the building site and/or disturbed area and extend 20 feet beyond or to the property line, whichever is less. Similar contour lines must also be shown for the full length of a new driveway, if applicable.
 - Driveways are to be shown on the plot/site plans and accompanied by a profile indicating the existing elevation at edge of pavement (top of curb), elevations at all grade-breaks at finish floor of garage and the distance between each given elevation.
 - The proposed method of compliance with [State Fire Safe regulations](#) regarding driveway slope, width, surface, turnouts and fuel modification shall be shown on these plans.
 - Site Design Measures for [Post Construction Storm Water Requirements](#).
 - Any proposed grading is to be delineated in conformance with the [County Design and Improvement Standards Manual](#).
 - If the plot plan, drawn as required above, is too large to fit on a 24" x 36" sheet of paper, a [Site Plan](#)(PDF, 115KB), drawn to a small scale,

shall be provided which locates the area covered by the **Plot Plan** on the parcel.

2. **Title Block** giving: owner's name and mailing address, job site address, and assessor's parcel number. Include a summary of square footage identifying each proposed occupancy.
3. **Plans and specifications for the manufactured housing unit permanent foundation system.**
4. **Plans and specifications of a California State Division of Housing and Community Development (HCD) approved steel tie-down system.**
5. **Additional plans for any other structures** which are to be included such as awnings, porches, decks, garages, etc. will require separate permit applications.

An application missing any items will be deemed incomplete and the plan check will not be scheduled until all the items indicated are received by Building Services. This may affect application fees and codes since the operative date of application will be the date on which a complete application is received.