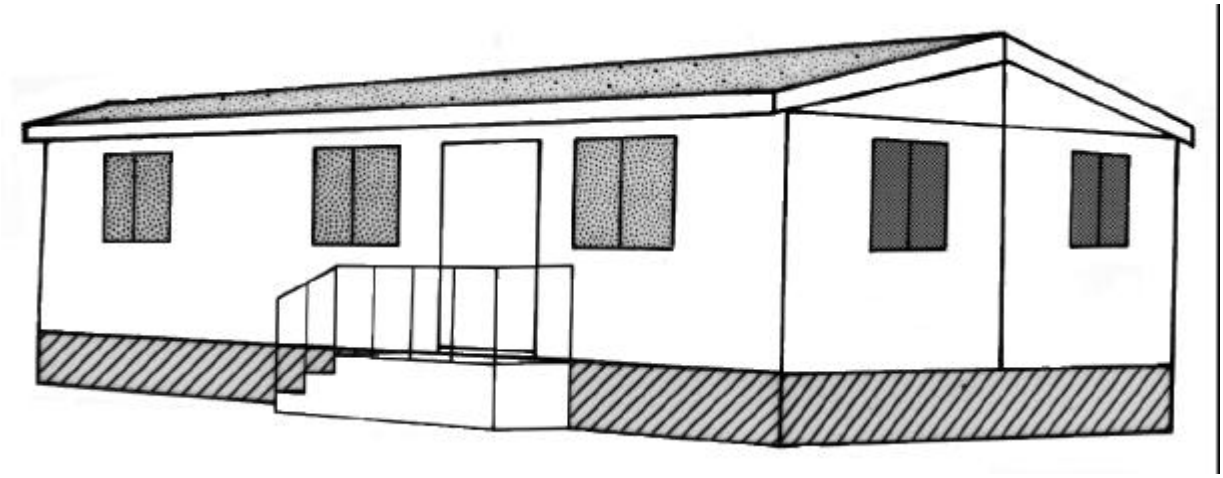
Mobile Homes

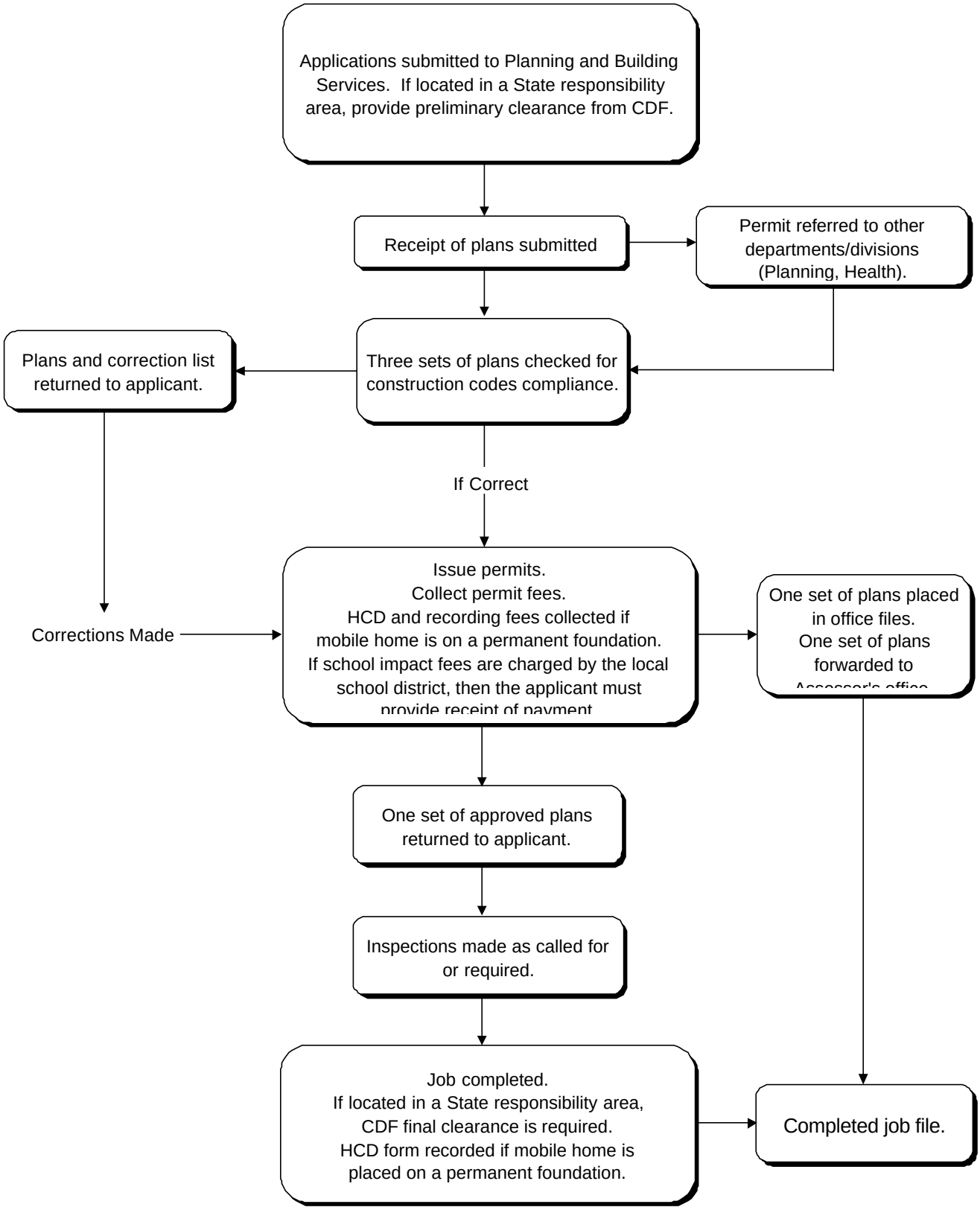
Permits, Installation, Inspections, And Zoning Requirements



Mendocino County Planning and Building Services
501 Low Gap Road, Room 1440
Ukiah, CA 95482
707-463-4281

Mendocino County Planning and Building Services
790 South Franklin Street
Fort Bragg, CA 95437
707-964-5379

MOBILE HOME PERMIT PROCESS



1. Permits are required when:

a. Any trailer coach 8’ x 40’ or larger, mobile home, manufactured home, and modular home installed in Mendocino County on private land requires a permit and inspections from the Mendocino County Building Department.

b. Any trailer under 8’ x 40’ is a travel trailer and requires an administrative permit from the Planning Division to temporarily be used as a dwelling when in conjunction with the construction/establishment of a mobile home or residence (A valid building permit must be in effect for the administrative permit to be valid.)

c. Mobile home may need to be certified under the 1974 Mobile Home Safety Standards Act. See page 8 for details

2. Permit Application for Temporary Foundation Installations:

a. A permit application is required to be completed and submitted along with clearance from the California Division of Forestry if applicable. See example A

b. For new mobile homes, manufactured, or modular homes on a temporary foundation, provide two copies of the mobile home installation manual and two copies of a State approved engineered tie down system submitted with the permit application.

c. For older mobile homes, manufactured, or modular homes on a temporary foundation, where an installation manual is no longer available, the foundation is to be installed per Building Department guidelines which are available at the Building Department based on Section 1342 Chapter 2, Title 25.c. See Example B.

d. Prior to issuance of a permit, owner or applicant must submit to the Building Division, a letter of developer fee payment (school impact fee) from the appropriate school district.

3. Permit Application for Permanent Foundations:

a. For mobile homes, manufactured homes, and modular homes which are to be installed on a permanent foundation, three copies of plans stamped by a California State Licensed Engineer or Architect or State approved plans along with three copies of an 8 ½ x 11 plot plan and clearance from the California Division of Forestry if applicable.

b. Prior to issuance of a permit, owner or applicant must submit to the Building Division, a letter of developer fee payment (school impact fee) from the appropriate school district.

c. At the time the permit application is submitted, the owner/applicant must also submit completed Housing and Community Development (Division of Codes & Standards) forms.

d. Prior to accepting an application for a manufactured home, mobile home or commercial coach on a permanent foundation the following information shall be provided by applicant.

   i. Applicant provides written evidence that the manufactured home, mobile home or commercial coach owner owns, holds title to, or is purchasing the real property where the home or coach is to be installed on a foundation system.

   ii. Written evidence that the registered owner owns the home or coach free of any liens or encumbrances or, in the event that the legal owner is not the registered owner, or liens and encumbrances exist on the home or coach written evidence provided by the legal owner and any lienors or encumbrances that the legal owner, lienor, or encumbrancer consents to the attachment of the home or coach upon the discharge of any personal lien, which may be conditioned upon the satisfaction by the registered owner of the obligation secured by the lien.

e. Fees (per the Housing and Community Development requirements) must be submitted to the Planning and Building Services Department prior to issuance of the permit.

   i. Fees are in the amount of $11.00 per unit (plus $3.00 per each additional page if needed). Applicant must go to County Clerk Recorders office to record the Housing Community Development form 433.

4. Additional Permits:

a. All structures, awnings, carports, garages, decks, deck covers, ramadas, cabanas, and storage buildings require additional permits.

b. For homes placed in Brooktrails Community Services District: see Brooktrails design standards.

5. Alterations or Repairs to Mobiles:

c. Alterations or repairs to mobile, modular, or manufactured homes require a permit through the State and will be inspected by the State (916) 255-2501. Proof of permit and final inspection from the State is required to be submitted to the Building Department.

6. Inspections:

a. You are allowed three (3) separate inspection dates to complete your installation requirements and to have a final on your home.

b. If the installation requirements are not met after the third inspection, a re-inspection fee may be required before any further inspections can be conducted.

7. Inspections Required:

NOTE: NO INSPECTIONS SHALL BE PREFORMED WITHOUT THE APPROVED INSTALLATION MANUAL, PLANS, AND PERMIT ON SITE.

a. Block or Foundation.

i. This inspection is per the mobile installation manual, Mendocino County Building Division requirements, or stamped California Licensed Engineer or Architect drawn plans, or State approved plans submitted and approved by the Mendocino County Building Division.

b. Frame Inspection.

i. This inspection is per approved plans for cripple walls used with permanent foundation systems.

c. Ridge Connection on Mobile, Modular, or Manufactured Homes:

i. This inspection is per mobile installation manual or Mendocino County Building Division requirements.

d. Gas test on mobile.

NOTE: DO NOT OVERPRESURIZE THE FUEL GAS PIPING SYSTEM. PRESSURIZATION BEYOND THE MAXIMUM SPECIFIED MAY RESULT IN DAMAGE TO VALVES, REGULATORS, APPLIANCES, ETC.

i. This inspection requires the owner or applicant supply and have test ready at time of inspectors arrival.

ii. The mobile home fuel gas piping system shall be tested before it is connected to the gas supply for the mobile home. The mobile home gas piping system shall be subjected to a pressure test with all appliance shut-off valves, except those ahead of fuel gas cooking appliances, in the open position. Appliance shut-off valves ahead of fuel gas cooking appliances shall be closed.

The test shall consist of air pressure at not less than 10 inches nor more than a MAXIMUM of 14 inches water column. (Six ounce to a MAXIMUM eight ounce psi). The system shall be isolated from the air pressure source and maintain this pressure for not less than two minutes without perceptible leakage. Upon satisfactory completion of the test the appliance valves ahead of fuel gas cooking appliances shall be opened and the gas cooking appliance connectors tested with soapy water or bubble solution while under the pressure remaining in the piping system. Solutions used for testing for leakage shall not contain corrosive chemicals. Pressures shall be measured with either a manometer, slope gauge, or gauge calibrated in either water inches or psi with increments or either one-tenth inch or one-tenth psi, as applicable. Upon satisfactory completion of the test, the mobile home gas supply connector shall be installed, and the connections tested with soapy water or bubble solution.

Gas appliance vents shall be visually inspected to insure that they have not been dislodged in transit and are securely connected to the appliance.

e. Exterior gas line to mobile (LPG).

1. This inspection requires that owner or applicant supply and have test ready at time of inspectors arrival.

2. The gas test can be an air test with ten pounds psi holding for ten minutes or a manometer at fourteen ounces or water column at four inches holding for ten minutes. Test to be on exterior pipe only and not connected to mobile.

3. This test should be on exterior line only. It may cause damage to mobile home valves, regulators, appliances, etc.

f. Continuity test (mobile grounding).

1. This inspection requires that owner or applicant supply the necessary continuity tester and have test ready to perform at time of inspectors arrival.

2. The electrical wiring and power supply feeding assembly of the mobile home shall be tested for continuity and grounding. The electrical wiring system of the mobile home shall not be energized during the test. A mobile home equipped with a power supply cord shall not be connected to the lot or site service equipment. A mobile home equipped with a feeder assembly shall have the flexible metal conduit of the feeder assembly connected to the lot or site service equipment; however, the supply conductors, including the neutral conductor, shall not be connected.

   The continuity test shall be made with all mobile home interior branch circuit switches or circuit breakers and all switches controlling individual outlets, fixtures and appliances in the “on” position. The test shall be made by connecting one lead of the test instrument to the mobile home grounding conductor at the point of supply to the feeder assembly, and applying the other lead to each of the supply conductors, including the neutral conductor. There shall be no evidence of any connection between any of the supply conductors and the grounding conductor. In addition, all noncurrent-carrying metal parts of electrical equipment of the mobile home, including fixtures and appliances, shall be tested to determine continuity between such equipment and the equipment-grounding conductor.

   Upon completion of the continuity test, the power supply cord or feeder assembly shall be connected at the lot or site service equipment. A further continuity test shall then be made between the grounding electrode and the chassis of the mobile home.

g. Water test on mobile.

1. Required test to be performed by owner or applicant at time of inspection.

   a. This inspection requires owner or applicant to have water pressure to mobile so all plumbing fixtures, drain lines, and sewage lines can be inspected for leaks.

2. The water distribution system of the mobile home and the supply connections shall show no evidence of leakage under normal operating pressures. If water at normal operating pressure is not available, the mobile home water distribution system shall be tested

by a 50 pound per square inch air pressure test for a period of not less than 15 minutes without leaking.

3. The mobile home drainage piping system shall be connected to the lot or site drain inlet, and tested by allowing water to flow into all fixtures and receptors, including the clothes washer standpipe, for a period of three minutes. If water under pressure is not available, the drainage piping system shall be tested by letting at least three gallons of water into each fixture and receptor. There shall be no visible evidence of leaks.

h. Stairway inspection.

1. Permanent steps or stairways are required at all exterior doors if rise between grade and threshold is more than eight inches.

2. If a stairway has two or more risers (steps) then an approved handrail on one side of stairway is required.

3. Handrails must be between 30”to 34” above the nosing of the treads and have a gripping surface of between 1 ¼ inches to 2 inches and project 1 ½ inches from wall face to guardrail to allow grip of hand.

4. All handrails must end in newel post, safety terminals, or return to post.

7. Post Permanent Address:

a. Post on mobile if it can be seen from the road.

b. Post at the end of driveway if mobile cannot be seen from road.

c. Address numbers should be 3” minimum attached horizontally on contrasting color with background.

d. This should be done before calling for an inspection so inspector can find your site for inspection.

9. Final Inspection:

a. Provide a copy of California Department of Forestry final if applicable.

10. Recording:

a. Forms 513B and 513C are to be completed by the County building inspector for every manufactured home installed (permanent foundation or not) that has been finaled. Copies are provided to owner and dealer.

ZONING REQUIREMENTS

Sec. 20.172.015 Development Standards - Individual Mobile Homes.

The following regulations shall apply to the placement of a mobile home on a lot not within a mobile home park.

(A) In the R-R, R-1, R-2, R-3, R-C, S-R, C-1 and C-2 Districts, mobile homes shall conform to the following regulations:

(1) Be certified under the National Mobile Home Construction and Safety Standards Act of 1974;

(2) Has not been altered in violation of applicable codes.

(3) Be occupied only as a residential use type in compliance with all applicable regulations.

(4) Be subject to all provisions of this Division applicable to residential structures.

(5) Have a minimum of seven hundred twenty (720) square feet.

(6) Have roof and siding of nonreflective material, except that crushed rock of any kind may be used for roof surfacing. The exterior cover material shall extend to the ground, except that when a solid concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation.

(B) In the U-R, A-G, R-L, F-L and T-P districts, mobile homes shall conform to the following regulations:

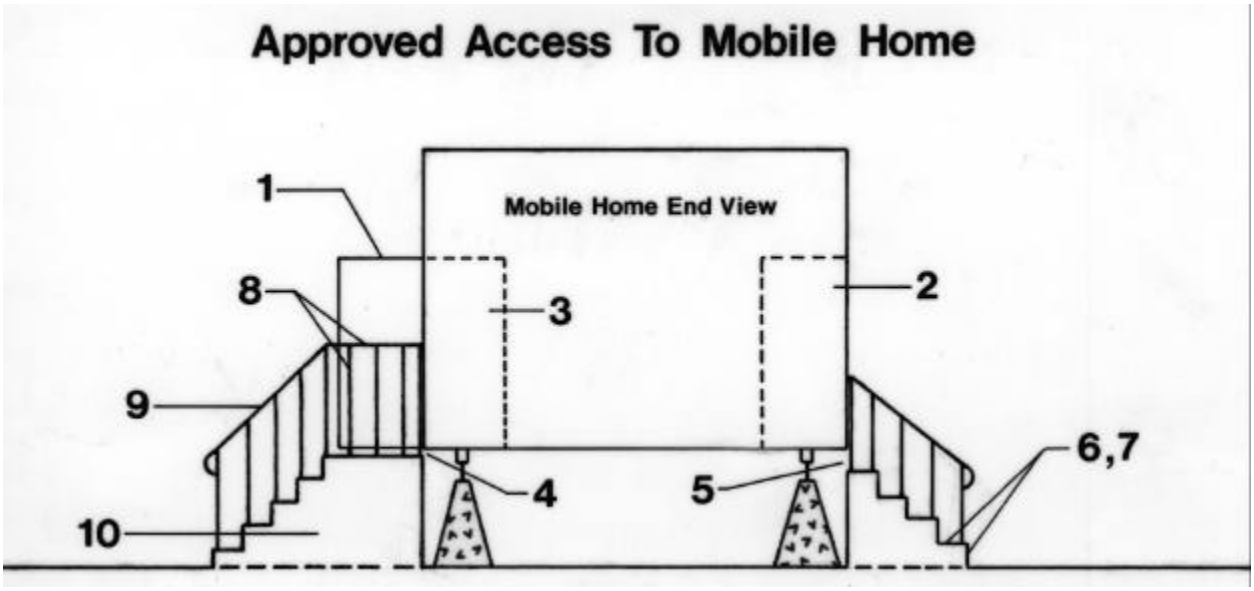
(1) Has not been altered in violation of applicable codes;

(2) Be occupied only as a residential use type in compliance with all applicable regulations;

(3) Be subject to all provisions of this Division applicable to residential structures.

(4) Exterior cover material (siding) shall extend to the ground except that when a solid concrete or masonry perimeter foundation is used, the exterior cover material need not extend below the top of the foundation.

(C) Exemptions. Trailer coaches permitted for (1) temporary family care units (Section 20.168.045), (2) occupancy while constructing a dwelling (and other uses permitted in Section 20.168.040) or (3) farm employee housing (Section 20.016.015) shall not be subject to the standards contained within this Chapter. *(Ord. No. 3639 (part), adopted 1987)*



NOTES:

1. If exit door swings out (in the direction of exit travel), it must open onto a landing of at least the same width and length as the door when open at least 90 degrees. Section 1498(c).
2. If door opens in, or is a sliding door, a landing is not required. Section 1498(d).
3. When door opens in, landing or top step may not be more than 1 ½" below the floor level. Section 1498(d).
4. When door opens out, landing may not be more than 1" below the floor level. Section 1498.
5. Where there is no landing, and the door opens in and the occupant steps directly onto the top step, the distance from the floor to the top step shall be the same required for the stair risers. (Stairway risers shall not exceed 8" in height and the maximum variation shall not exceed 3/8") Section 1498 (e).
6. The maximum variations in the height of risers and the width of treads shall not exceed ¼". Section 1498 (e).
7. Stairway risers shall not exceed 8" in height and treads shall not be less than 9" in width. Section 1498 (e).
8. Landings and porches more than 30" above grade shall have railings not less than 36" in height above the floor and intermediate rails in open type rails shall be spaced not more than 9" apart. Section 1502.
9. Stairways having two or more risers shall have handrails not less than 30" nor more than 34" as measured vertically from the nosing of stair treads. Section 1504.
10. Stairways may be supported on piers in lieu of continuous footings. Individual load bearing footings for piers may be placed on the surface of the ground, but they shall be placed level on firm cleared soil or compact fill. Individual load bearing footings for piers shall be adequate in size to withstand tributary dead and live loads. Precast or poured in place concrete footings not less than three and one-half (3 ½") inches in thickness. Section 1500.

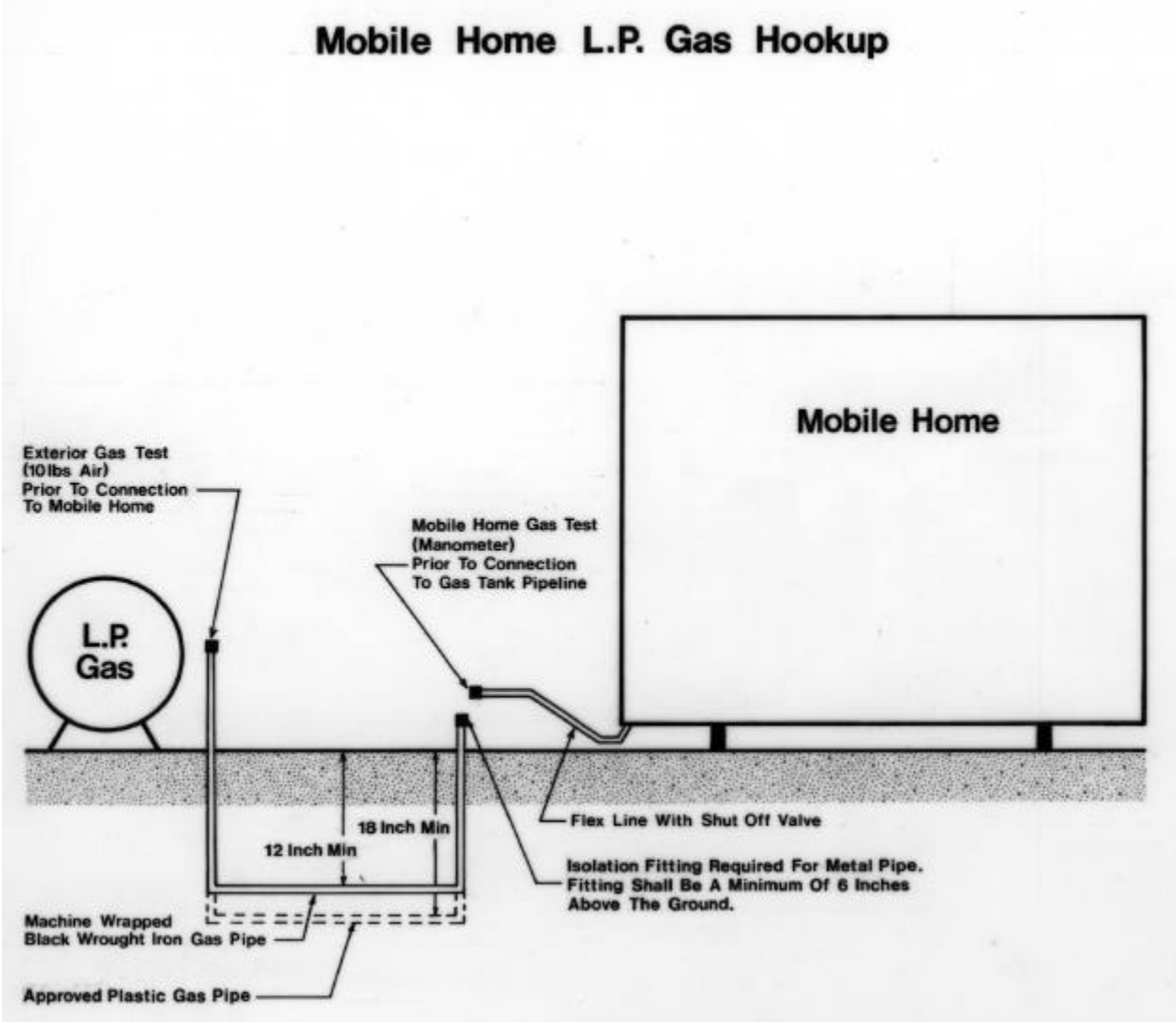


Table No. 82.105

Container Capacity (U.S. Gallons)	Minimum Distance*
Less than 100	5 Feet
100 to 500	10 Feet
500 to 1200	25 Feet
Over 1200	50 Feet

* "Minimum Distance" refers to the minimum distance the container can be placed to property lines, public right of ways, and buildings.

APPLICATION FOR BUILDING PERMIT

COUNTY OF MENDOCINO
BUILDING INSPECTION DIVISION

501 LOW GAP ROAD, Room 1440 · UKIAH, CA 95482
PHONE (707) 463-4391
790 SOUTH FRANKLIN · FORT BRAGG, CA 95437
PHONE (707) 964-5379

APPLICATION NUMBER_____ ACCEPTED BY_____ DATE_____

Example A

TO BE COMPLETED BY APPLICANT

PROJECT STREET ADDRESS:
CITY | STATE: | ZIP CODE:

OWNER'S NAME:
MAILING ADDRESS:
CITY: | STATE: | ZIP CODE:
TELEPHONE NUMBER:

CONTRACTOR'S NAME:
MAILING ADDRESS:
CITY: | STATE: | ZIP CODE:
TELEPHONE NUMBER:
LICENSE NUMBER: | TYPE OF LICENSE:

DESIGNER'S NAME:
MAILING ADDRESS:
CITY: | STATE: | ZIP CODE:
TELEPHONE NUMBER:

CONTACT PERSON:
MAILING ADDRESS:
CITY: | STATE: | ZIP CODE:
TELEPHONE NUMBER:

LENDING AGENCY:

DESCRIPTION OF PROJECT:

ASSESSOR'S PARCEL NUMBER:
PARCEL SIZE:_____ AC/SQ. FT.
UNDER 1 ACRE : ☐ YES ☐ NO

CHECK APPROPRIATE BOXES:

☐ NEW ☐ ADDITION ☐ ALTERATION/REPAIR ☐ DEMOLISH
☐ COMMERCIAL ☐ INDUSTRIAL ☐ SINGLE FAMILY ☐ DUPLEX
☐ MULTIFAMILY ☐ ACCESSORY BUILDING ☐ CLASS K ☐ GRADING
☐ MOBILEHOME ☐ MH/FOUNDATION ☐ OCCUPANCY CHANGE
☐ AG EXEMPT OTHER_____(Please Specify)

IF MOBILE HOME, STATE: | YEAR:
MAKE: | MODEL:
SIZE (LENGTH AND WIDTH): | SERIAL NUMBER:
LICENSE NUMBER: | INSIGNIA NUMBER:

IDENTIFY WATER SOURCE: | IDENTIFY SEPTIC OR SEWER DISTRICT:

TOTAL NUMBER OF BEDROOMS:
PROPOSED: | EXISTING:

SIZE OF STRUCTURE:
SQ. FT.

ARE THERE ANY OTHER BUILDINGS ON THE SITE? IF SO, PLEASE DESCRIBE:

DRIVING DIRECTIONS AND NEAREST INTERSECTION:

LIST ADJACENT PROPERTIES OR PROJECTS UNDER YOUR OWNERSHIP:

THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT I HAVE 6 MONTHS FROM THE DATE OF SUBMISSION TO OBTAIN A BUILDING PERMIT. AFTER 6 MONTHS THE APPLICATION WILL BE CANCELLED AND THE APPLICANT WILL BE RESPONSIBLE FOR PAYING ANY PLANCHECK FEE. PLANS LEFT WITH THE BUILDING DEPARTMENT IN EXCESS OF 1 YEAR ARE DESTROYED.

SIGNATURE:_____

DATE:_____

FOR OFFICE USE ONLY

CDP#: | VIOLATION#:

AGENCY	REVIEWED BY	APPROVED	CONDITIONAL APP. (Y/N)	DATE
ENVIRONMENTAL HEALTH				
AIR POLLUTION				
FIRE DISTRICT				
BLDG. DEPT. PLANCHECK				
OUTSIDE PLANCHECK				
PLANNING DEPT.				

ZONING: | PARCEL SIZE:
USE OF STRUCTURE OR LAND:
RELATED FILES:
SETBACKS: | FRONT: | SIDE: | REAR:
DENIED/HELD:
OTHER INFORMATION:
URBAN/RURAL (C2): | MARKET AREA (C2):
SUPERVISORS DISTRICT:
FIRE DISTRICT:
SCHOOL DISTRICT:

PLANCHECK FEE PAID: $_____
RECEIPT #: _____

MANUFACTURED / MOBILE HOME INSTALLATION SETUP

For mobile homes manufactured prior to October 7, 1973 or mobile homes which do not have the manufacturers installation manual.

Mobile Home Manufacturer _____ Owner _____

Width _____ Length _____ Address _____

Date of Manufacture _____ Permit Number _____

Footing Design & Layout

Type of Footing - check one

☐ Wood

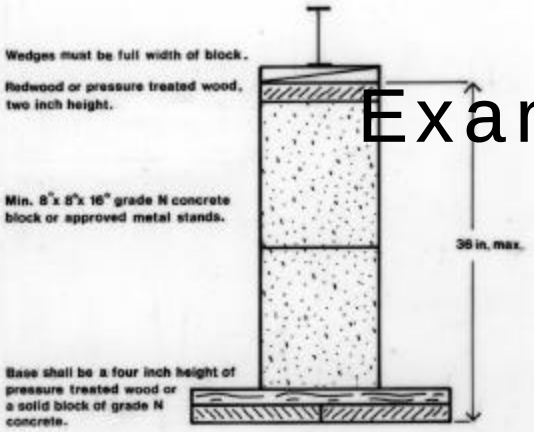
☐ Other - describe _____

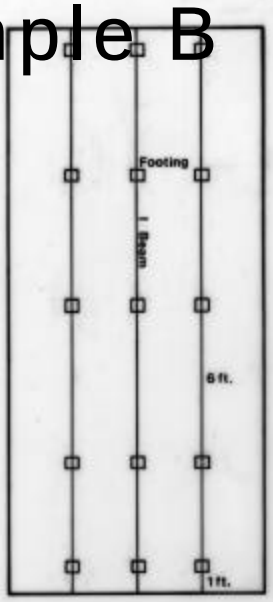
Type of Support - check one

☐ Concrete block

☐ Other - describe _____

Example B





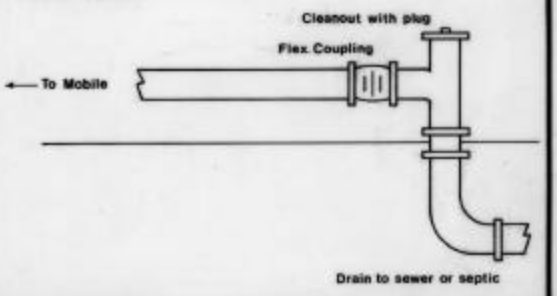
Max. spacing between footings along I beams shall be six feet.

Max. overhang beyond footings shall be one foot.

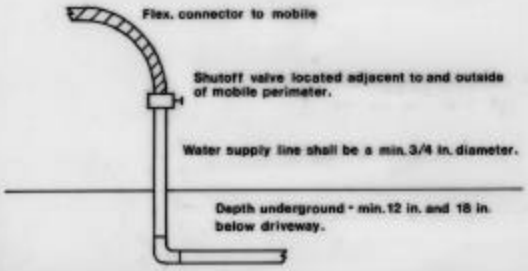
Width of Home	Footing Base - Min. Size
8 ft.	16"x 16"
10 ft.	18"x 18"
12 ft.	20"x 20"
14 ft.	22"x 22"

Note: All marriage line piers on double wide units shall have a footing base with a min. size of 26"x 26".

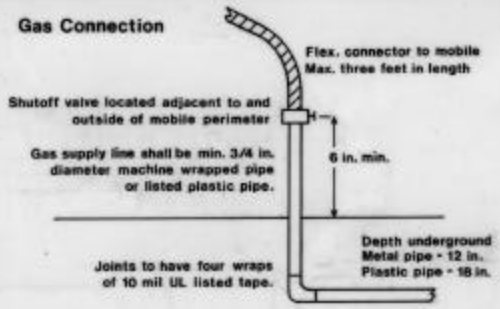
Sewer Outlet



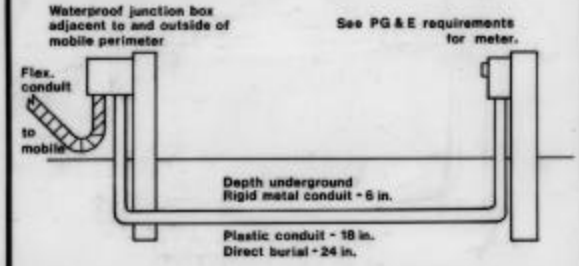
Water Connection



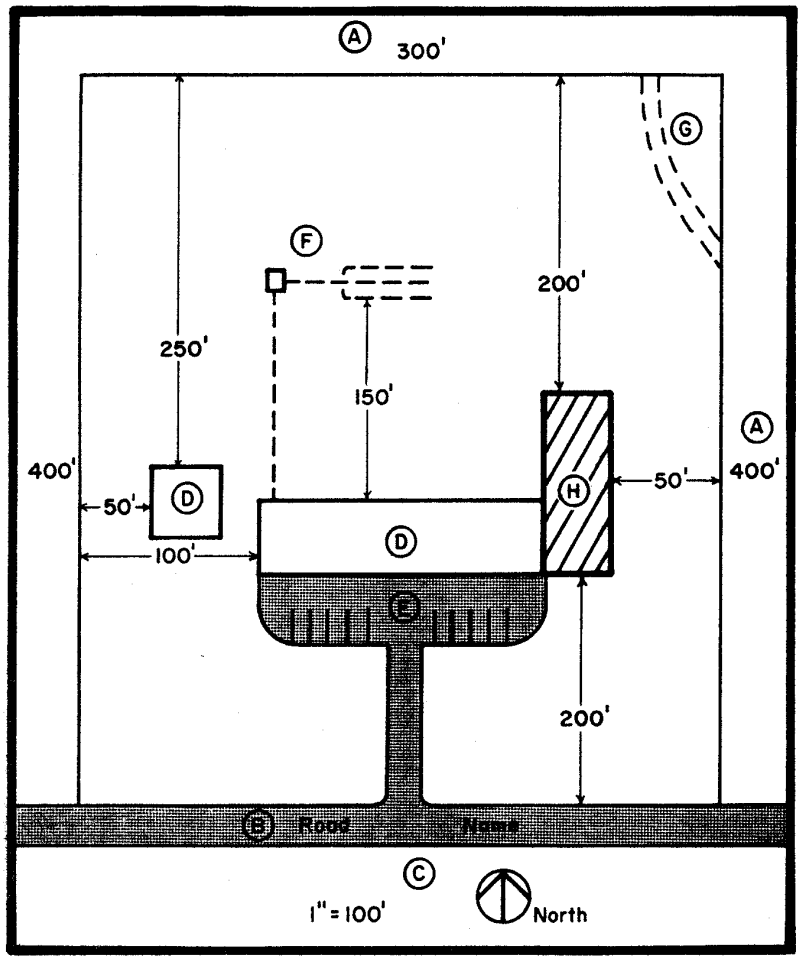
Gas Connection



Electrical Connection



Sample Plot Plan



A. Parcel Shape and Dimensions.

B. Adjacent Streets.

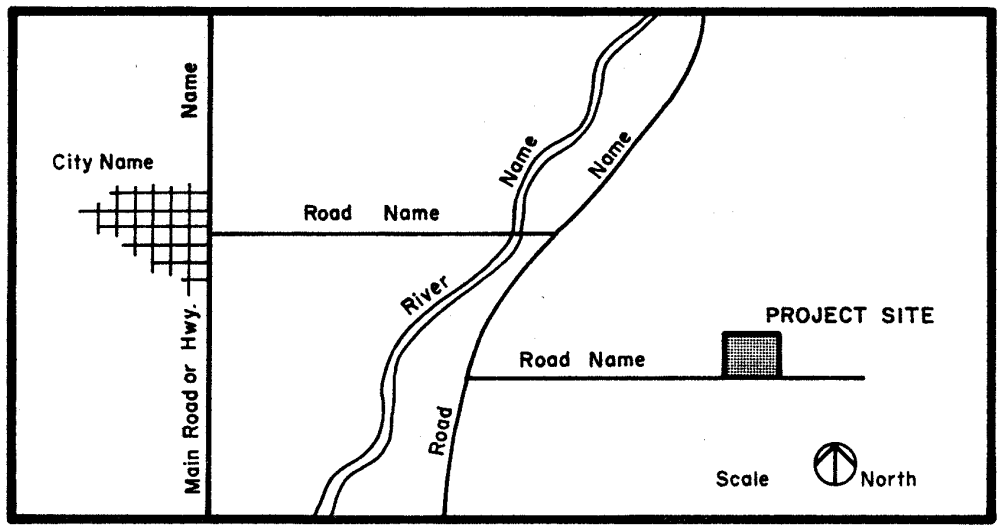
C. North Arrow and Scale.

D. Existing Buildings including distance from property lines.

E. Driveways, Parking and Loading Areas.

F. Existing and proposed septic system and wells including distances from structures.

G. Easements and Utility lines (power, sewer, water etc.).

H. Proposed structure or addition including distance from property lines.

Sample Location Map