

## Mobile Homes

Mobile Homes follow the same basic steps as for a conventional home: permit application, plan check, permit issuance and inspections. The major difference is that the plans are limited to the foundation system, hold-down system, site plan and the basic floor plan (one-line drawing floor plan is sufficient). The foundation system may be a state approved system or you may choose to have a system designed by an architect or engineer of your choice. Please see below "Minimum Plan Information for Mobile Home and Commercial Coach Installation Building Permits" for specific plan requirements, and see below "Mobile Home Inspection Information" for required inspections.

## MINIMUM PLAN INFORMATION FOR MOBILE HOME AND COMMERCIAL COACH INSTALLATION BUILDING PERMITS

As per the International Building Code, Title 2 of the California Administrative Code, Housing and Community Development, and Title 25 the following check list has been developed in relation to minimum information for all plans being submitted for review and issuance of a mobile home or commercial coach installation Building Permit.

To assist in eliminating any additional time delays, applicants seeking advice as to what will be required in the way of documentation in order to obtain a Building permit, should be provided with this informational hand-out developed by the Development Services, Inspection Services Department.

When submitting documents to Inspection Services for plan check and issuance of a mobile home or commercial coach installation Building Permit, they should be advised that approvals will be required from the following Departments: (plans will be routed by Inspection Services to all other CITY DEPARTMENTS for review)

A. Engineering Department, water and sewer connections/Engineering fees.

B. Planning Department, design and set back reviews, Impact fees.

Be prepared to submit to the Building and Safety Division office for plan check:

**Electronically: Application and plans and complete sets of all other minimum documents.**

The applicant for a permit to install a home shall provide plans and specifications to include the following:

A. A plot plan of the site on which the mobile home or commercial is to be installed, which shall indicate the planned location of the home, the locations of electrical, gas, water, and sewer connections on the site. The plot plan shall indicate all required dimensions and setbacks from the lot lines and distances to other structures that may be on the property.

\*\*\*FLOOD ELEVATION INFORMATION SHALL BE INCLUDED, IF IN A FLOOD ZONE, OTHER THAN X, A FLOOD ELEVATION CERTIFICATE FOR CONSTRUCTION SHALL BE PROVIDED AND A NOTE FOR FLOOD ELEVATION CERTIFICATE POST CONSTRUCTION MEETING REQUIRED BOTTOM OF TOP FLOOR AND EQUIPMENT WILL BE REQUIRED.

B. The number of the home's insignia of approval and the serial number of the home, or the year of manufacture and manufacturer's name and the home's serial number, if the home does not bear an insignia.

C. The approved manufacturer's installation instruction for homes bearing the insignia of approval manufactured after October 7, 1973, including the designed roof and horizontal live loads. If the manufacturer's installation instructions are unobtainable, plans may be prepared by a California licensed architect or engineer.

D. If the home manufacturer's installation instructions do not provide for a tie down system, installation instructions for listed tie down assemblies that will be installed as a tie down system in accordance with Title 25 Section 1336.2 or a set of engineered plans and specifications for an engineered tie down system.

E. A plan for the foundation system or support system to be used on the mobile home.

1. Foundation system (permanent) plans may be any of the following:
  - i. A State-approved system complying with Health and Safety Code Section 18551. The manufacturer's installation instructions shall become a part of the foundation system plans.
  - ii. The manufacturer may provide a foundation system plan in its installation instructions. Foundation plans and supporting data may be required to be signed by a California licensed architect or engineer.
  - iii. Plans and specifications signed by a California licensed architect or engineer covering the installation of an individual mobile home may be accepted and approved by the local agency.
2. Support system (temporary) plans may be any of the following:
  - i. Include soils report and detail all soils report requirements on plans.
  - ii. The installation plans included in the manufacturer's approved installation instructions.
  - iii. Homes for which the manufacturer's installation instructions are unobtainable shall have plans showing a support structure under its main chassis beam spaced not more than six (6) feet apart longitudinally, and under any ridge beam supports. Supports shall be designed to support all loads.
  - iv. A support system may be designed by a California licensed architect or engineer.

Once plans have been reviewed by the Development Services Departments, you will be notified of any deficiencies or that your plans have been approved. Once your electronic plans are approved, (2) sets of paper plans and support documents will be requested, and a balance of all remaining fees will be provided in order to pay fees prior to permit issuance. \*The School District shall provide their own fees and School District fees shall also be paid prior to permit issuance, a receipt/certificate provided to the City as proof

## MOBILE HOME INSPECTION INFORMATION

*This guide is intended to provide you with general information regarding the inspection process. To request inspection call our automated system (209)723-2489 and have available the following information: permit number, property address, and inspection code for the type of inspection needed.*

**ATTENTION: The City of Merced transportation permit or a copy must be attached to the front door of the mobile home or attached to the plans or permit. Failure to provide the transportation permit will result in no inspection being made and a re-inspection fee assessed.**

### **Inspection #1:**

For mobile homes on permanent foundation, a foundation inspection is required before concrete is poured. For standard mobile home, start at Inspection #2.

### **Inspection #2:**

All of the following are required to be ready for coach set-up inspection:

1. All piers and pads set
2. All exposed under floor ducts shall be installed a minimum 4" clearance to grade
3. All underground conduits, pipes, etc.
4. Gas line test - home and gas service line to be installed and under pressure test
5. Approved stairs shall be installed at all exterior doors and shall include landings, hand-rails, and guardrails, as required by the California Building Code.
6. Electrical wires and conduit run to electrical service panel
7. Electrical continuity test. Electrical services 30' or more from mobile home will require accessible disconnect and grounding rod at the mobile home.
8. Required hold-downs and tie straps must be in place.
9. If a mobile home set-up certificate is needed, have the following information prepared:
  - HUD label numbers, manufacturer's name, year made and serial number.
10. If the mobile home is located in a flood zone, a completed elevation certificate is required.

**Final Inspection:**

When previous inspections have passed, green tags will be issued for gas and/or electric services, skirting installed. Upon successful completion of a final inspection, occupancy will be granted, which may be in the form of a Certificate of Occupancy.