

GLENN COUNTY
Planning & Community Development Services Agency

225 N Tehama Street
Willows, CA 95988
530.934.6546
www.countyofglenn.net



**MINIMUM REQUIREMENTS FOR OBTAINING A BUILDING PERMIT
FOR A MANUFACTURED HOME **RETROFIT** PERMANENT FOUNDATION
SYSTEM**

Please utilize the following check list when submitting applications for a manufactured home in Glenn County. ***ALL*** items on the check list must be submitted with the plans at the time of submittal unless specifically stated otherwise. ***INCOMPLETE*** plans will not be accepted.

1. Complete building permit application (attached)
 2. Complete all information on the 3 attached forms: HCD 433(a), 433(b) notice to Assessor, & Declaration.
 3. Plot plan (example attached).
 4. Floor plan showing room layout and overall dimensions of the unit
 5. CA approved engineered Tie Down system plans, or foundation plans & calculations designed by a CA licensed engineer.
 6. Copy of property deed with legal description
 7. Mobile home title and registration paperwork
- Other documentation may be required by the Building Official
 - Identification numbers on unit(s) must be accessible to the inspector at time of inspection to verify that the dwelling has not been replaced
 - Retrofit permits are not valid for units installed without permits or units that have been replaced or altered since originally permitted

ALL INFORMATION IDENTIFIED ABOVE IS REVIEWED AND APPROVED BY THE BUILDING DIVISION PRIOR TO ISSUANCE OF A BUILDING PERMIT.



DEVELOPMENT PERMIT APPLICATION

MANUFACTURED HOME – YES NO

PROPERTY OWNER / APPLICANT INFORMATION

LANDOWNER'S NAME: _____ ASSESSOR'S PARCEL #: _____

LANDOWNERS MAILING ADDRESS: _____ PHONE #: _____

APPLICANTS NAME & ADDRESS: _____ PHONE #: _____

PROJECT ADDRESS: _____ # OF EXISTING DWELLINGS: _____

DETAILED PROJECT DESCRIPTION: _____

ELECTRICAL: ____ PLUMBING: ____ MECHANICAL: ____ BUILDING USE: _____ OWNER EMAIL: _____

I HEREBY AFFIRM UNDER PENALTY OF PERJURY THAT THE INFORMATON PROVIDED HEREIN IS TRUE AND CORRECT:

SIGNATURE: _____ DATE: _____

CONTRACTOR INFORMATION

CONTRACTOR NAME: _____ PHONE #: _____

CONTRACTOR ADDRESS: _____ LICENSE #: _____ CLASS: _____

CONTRACT PRICE: \$ _____ EMAIL: _____ WORKERS COMP: YES: ____ NO: ____

APPLICANT TO CONTACT ALL DEPARTMENTS BELOW FOR ANY REQUIREMENTS PRIOR TO APPLYING FOR A BUILDING PERMIT

PLANNING DIVISION

APPLICATION #: _____ FLOOD ZONE: _____ FLOOD MAP #: _____

ZONING: _____ REQUIRED SETBACKS: FRONT: _____ SIDE: _____ REAR: _____ HEIGHT: _____

PLOT PLAN/ SITE PLAN APPROVAL: YES: _____ NO: _____ COMMENT: _____

AGRICULTURAL STATEMENT: YES: _____ NO: _____ COMMENT: _____

PERMITTED USE IN ZONE: YES: _____ NO: _____ COMMENT: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

ENVIRONMENTAL HEALTH DEPARTMENT

PROJECT COMPATIBLE WITH WELL: YES: _____ NO: _____ N.F.A.R.: _____

PROJECT COMPATIBLE WITH SEWAGE DISPOSAL SYSTEM: YES: _____ NO: _____ N.F.A.R.: _____

COMMERCIAL FOOD FACILITY PLANS APPROVED: YES: _____ NO: _____ N.F.A.R.: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

PUBLIC WORKS DIVISION

PROJECT HAS BEEN SUBMITTED FOR REVIEW AND APPLICANT HAS APPLIED FOR THE FOLLOWING PERMITS:

APPLICATION #: _____

ENCROACHMENT: _____ IMPROVEMENT PLAN CHECK: _____ IMPROVEMENT INSPECTION: _____ LANDLEVELING: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

AIR POLLUTION CONTROL DISTRICT

COMMERCIAL CONSTRUCTION AND ANY WORK WHICH WILL EMIT AIRBORNE PARTICULATES MUST BE CLEARED THROUGH THE DEPARTMENT OF AIR POLLUTION CONTROL IN CONNECTION WITH POLLUTION CONTROL REGULATIONS.

APPROVED FOR ISSUANCE BY: _____ DATE: _____

FIRE AUTHORITY

(NAME OF DISTRICT) FIRE DISTRICT HAS REVIEWED AND APPROVED THIS APPLICATION FOR DEVELOPMENT PERMIT

APPROVED FOR ISSUANCE BY: _____ DATE: _____

PRIOR TO APPLYING FOR A BUILDING PERMIT APPLICANT TO CONTACT ALL DEPARTMENTS ABOVE FOR ANY REQUIREMENTS

BUILDING INSPECTION DIVISION

APPLICATION #: _____ PLOT PLAN REQUIRED: YES: _____ NO: _____

OF PLANS TO BE FURNISHED: _____ DESIGN OCC. LOAD: _____ CONST. TYPE: _____ OCCUPANCY: _____

SCHOOL FEES REQUIRED: YES: _____ NO: _____ SCHOOL DISTRICT: _____ AMOUNT: _____

APPROVED FOR ISSUANCE BY: _____ DATE: _____

How do I get a Building Permit?

First – Prepare!

Prior to submitting for a building permit, check with the following departments. If requirements of other departments cannot be met, a building permit will not be issued.

1. Check Planning/Zoning regulations and fees.

Prior to submitting for a building permit, you will need to contact the Planning Department staff in order to determine if your property is zoned for the type of project you want to do and for any permits and fees involved at Planning@countyofglenn.net.

2. Check Environmental Health regulations and fees.

Prior to submitting for a building permit, contact the Environmental Health Department in order to determine if there are regulations that may affect your project and for any permits and fees involved at Environmental@countyofglenn.net.

3. Check Public Works regulations and fees

Prior to submitting for a building permit, contact the Public Works Department to determine if there are regulations that may affect your project and for any permits and fees involved publicworks@countyofglenn.net.

4. Check Air Pollution Control District regulations and fees

Prior to submitting for a building permit, contact the Air Pollution Control District to determine if there are regulations that may affect your project and for any permits and fees involved at APCD@countyofglenn.net.

5. Check with your Fire Authority regulations and fees

Prior to submitting for a building permit, contact your Fire Authority to determine if there are regulations that may affect your project and for any permits and fees involved.

6. Check your flood zone

Check your flood zone at: [FEMA Map Service Center](#) If your project is in a flood zone there will be additional FEMA requirements and costs that may affect your project.

7. Prepare Application Forms, Plans and Supplemental Documents

Prepare a complete building permit application using the **Building Permit Application Completeness Checklist**. All required documents must be submitted together as a **complete package**. **Incomplete submittals will not be accepted**. Contact the Building Department to determine if there are regulations that may affect your project and for any fees involved.

Ready to Apply?

Apply

After contacting the above departments and confirming your project will be able to proceed, you will need to gather the development permit application, plans and all supplemental documents (See #7 above). All plans and supplemental documentation are to be provided digitally to gcbuilding@countyofglenn.net.

Pay intake fees

Once plans have been screened for completeness, building department staff will notify you of the plan review fee cost.

Plan Check Review

County and/or outside agency staff review your project to check that it is complete and complies with code requirements. If being reviewed by the outside agency, instructions will be provided on how and where to download your plans for review. If corrections are required, resubmit your plans and documents as instructed by either the County building division or outside agency.

Final Building Permit payment

Once all county departments have approved the project, building department staff will notify you of the final building permit fees due.

Permit Issuance

Permits may be signed by the property owner (with completion of the Owner-Builder form), the authorized agent for the property owner (with completion of the Owner-Builder form), Licensed contractors and an authorized agents for the licensed contractor (if agents has provided a current letter of authorization from the contractor). Instructions will be given on how to download your approved permit, plans and other documentation.

RECORDING REQUESTED BY:

Glenn County
Planning & Community Development Services Agency

AND WHEN RECORDED MAIL TO:

GLENN COUNTY - PCDSA

NAME
225 N TEHAMA STREET
MAILING ADDRESS
WILLOWS GLENN CA 95988
CITY COUNTY STATE ZIP CODE

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY



STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
MANUFACTURED HOUSING PROGRAM
NOTICE OF MANUFACTURED HOME, MOBILEHOME, OR COMMERCIAL MODULAR
INSTALLATION ON A FOUNDATION SYSTEM

Recording of this document by the enforcement agency indicates compliance with California Health and Safety Code section 18551(a). This document is evidence that the enforcement agency has inspected the installation and issued a Certificate of Occupancy, form HCD 513C, for the manufactured home/mobilehome (MH) or commercial modular described herein, including corrections and/or reporting the removal of a unit from a foundation system, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

Mandatory: Select all appropriate box(es) below:

- New Recordation Correct a Recordation Report a Unit Removed from a Foundation System

ALL INFORMATION BELOW MUST BE ENTERED BY THE ENFORCEMENT AGENCY

PROPERTY INFORMATION

REAL PROPERTY OWNER NAME(S)
MAILING ADDRESS
CITY COUNTY STATE ZIP CODE
INSTALLATION ADDRESS (if different)
CITY COUNTY STATE ZIP CODE

IDENTIFY THE TYPE OF LAND OWNERSHIP:
 FEE-SIMPLE DEED TO THE PROPERTY LONG-TERM LEASE
 RESIDENT-OWNED MH SUBDIVISIONS MH STOCK COOPERATIVES
 MH CONDOMINIUM MOBILEHOME PARKS

OWNER INFORMATION

UNIT OWNER (If also property owner, write "SAME")
MAILING ADDRESS
CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

GLENN COUNTY - PLANNING & COMMUNITY DEVELOPMENT SERVICES AGENCY
ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY
225 N TEHAMA STREET
MAILING ADDRESS
WILLOWS GLENN CA 95988
CITY COUNTY STATE ZIP CODE
530-934-6546
BUILDING PERMIT NO TELEPHONE NUMBER
 EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION PROVIDED/ATTACHED—SEE REVERSE NOTE #2 (Check if applicable)

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL DATE

DEALER INFORMATION

DEALER NAME (If not a dealer sale, write "NONE")
DEALER LICENSE NUMBER
DEALER BUSINESS ADDRESS
CITY COUNTY STATE ZIP CODE

MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR UNIT DESCRIPTION

MANUFACTURER NAME MODEL NAME / NUMBER MANUFACTURE DATE
SERIAL NUMBER(S)
LENGTH x WIDTH CA INSGNIA(S)/HUD LABEL NUMBER(S)
ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL

**NOTICE OF MANUFACTURED HOME, MOBILEHOME, OR COMMERCIAL MODULAR
INSTALLATION ON A FOUNDATION SYSTEM**

GENERAL GUIDE AND INSTRUCTIONS

A building permit is required from the enforcement agency to construct a foundation system (under new units or retrofits to existing units). To apply for a building permit—the owner, dealer, or contractor must comply with certain provisions of the California Health and Safety Code, as follows:

- 1) Provide evidence that the registered owner(s) of the unit(s) to be installed either holds title or is purchasing the real property on which the installation is to be made, or written evidence of ownership in a resident-owned subdivision, stock cooperative, MH condominium mobilehome park, or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause. Written evidence must specify the type of land ownership.
- 2) Provide written evidence that the registered owner(s) owns the unit(s) free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the unit(s) on a foundation system as an improvement to the underlying property.

If the Department of Housing and Community Development's (HCD's) registration and title records for the unit do not match the name of the applicant, the applicant shall correct the recorded information with HCD before the enforcement agency can approve the ownership interest, the unit installation or record this form with the county recorder's office.

Note: An enforcement agency may obtain a title search from HCD's Registration and Titling Program. The information on the title search may be compared to the information shown on the surrendered HCD Certificate of Title or Department of Motor Vehicle (DMV) pink slip(s) and registration card(s) (see below). This will ensure that the most recent ownership and registration documents have been submitted to the enforcement agency and that the registered owner owns the unit(s) free of any liens or encumbrances. Where the title search indicates a recorded legal owner or junior lienholder, or both, evidence should be provided to the enforcement agency that the legal owner or junior lienholder, or both, have been paid in full or that the legal owner or junior lienholder, or both, consent to the attachment of the unit(s) upon the satisfaction of their liens by the registered owner.

- 3) Provide the plans and specifications required by HCD regulations.
- 4) Provide the approved manufacturer's installation instructions or plans and specifications signed by a licensed California architect or engineer covering the installation of the unit(s).
- 5) Pay building permit fees as required by the local jurisdiction issuing the building permit.
- 6) Complete an original and three (3) copies of form HCD 433A with all information available at the time the building permit is issued for the installation of a manufactured home, mobilehome, or commercial modular unit(s).
- 7) Pay a state fee of \$11.00 per transportable section and submit with form HCD 433A.

Reporting Corrections or Removal of Manufactured Home, Mobilehome, or Commercial Modular from a foundation system:

- 1) Mandatory selection of the appropriate recordation type near the top of page 1, to indicate this is a new recordation, correction, or to report that a unit has been removed from a foundation system.
- 2) For correction or reporting unit removal, complete the entire application except for DEALER INFORMATION, unless applicable.
- 3) In the REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL section, explain in detail correction or reasons for removal and final disposition or destination of unit(s). (e.g., rectification, recording errors, re-titled, transferred, salvaged, sold, relocated, theft, destroyed by accident, or natural disaster). Attach form HCD RT 476.6, Statement of Facts, if additional space is needed.
- 4) As appropriate, file this form with HCD, the proper County Recorder, County Tax Assessor, and/or the Local Building Department.

After installation is complete and prior to issuance of a form HCD 513C, Certificate of Occupancy, the following requirements must be met:

- 1) If the unit(s) has been sold to the owner by a dealer, all information not originally available to complete form HCD 433A [*i.e., manufacturer name, serial number(s), date of manufacture, dealer's license number and HCD insignia(s)/HUD label number(s)*] must be completed. Incomplete forms will be returned for completion.
- 2) If the unit(s) is owned by the individual requesting installation, the following items are required to be surrendered to the local building department prior to issuance of a Certificate of Occupancy:
 - Certificate of Title and Registration issued by either HCD or DMV
 - Any license plates or decals issued by either HCD or DMV

CAUTION: DO NOT REMOVE THE HCD INSIGNIA(S)/HUD LABEL(S) THAT CERTIFY THE COMPLIANCE OF THE UNIT(S).

- 3) When form HCD 433A is completed with all required information and all titles, certificates, plates, or decals (*if required*) surrendered, a Certificate of Occupancy may be issued and form HCD 433A recorded with the county recorder. The owner is to be provided with a copy of form HCD 433B—Notice to Assessor by the local building department. The owner is required to complete and submit the Notice to Assessor to the county assessor.
- 4) Within five (5) business days of the issuance of the Certificate of Occupancy, the enforcement agency shall record this document with the county recorder's office.
- 5) Once recorded, the enforcement agency shall transmit all of the following: the recorded copy of form HCD 433A; a copy of the Certificate of Occupancy; fees collected in the amount of \$11.00 per transportable section; and, *if unit currently titled as personal property*, all applicable titles, certificates, license plates, or registration decals to:

Department of Housing and Community Development
Division of Codes and Standards
Registration and Titling Program
P.O. Box 277820
Sacramento, CA 95827-7820

For information on establishing a Requester Account for obtaining title search printouts online or for general information contact HCD at (800) 952-8356 or via email at ContactRT@hcd.ca.gov.



STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS

NOTICE TO ASSESSOR

THIS FORM MUST BE COMPLETED BY THE OWNER OF A MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR AND FORWARDED TO THE COUNTY ASSESSOR UPON COMPLETION OF THE INSTALLATION OF THE UNIT ON A FOUNDATION SYSTEM PURSUANT TO SECTION 18551 HEALTH AND SAFETY CODE.

ORIGINAL PURCHASE PRICE FOR:

- 1. The Basic Unit \$ _____
- 2. Optional Equipment & Upgrades \$ _____
- 3. Subtotal \$ _____
- 4. Accessories & Accessory Structures \$ _____
- 5. Other (Specify) _____ \$ _____
- 6. Delivery & Installation \$ _____
- 7. TOTAL SALES PRICE \$ _____

Type of Exterior Wall Covering: _____
(Metal, Wood, etc.)

Type of Roof Covering: _____
(Metal, Wood, Composition, etc.)

Heating Type: Forced Air Floor or Wall

- Air Conditioning: YES NO Tons _____
- Evaporative Cooler: YES NO
- Built-in Cooktop: YES NO
- Built-in Oven: YES NO
- Built-in Dishwasher: YES NO
- Built-in Wet Bar: YES NO
- Refrigerator: YES NO
- Roof Overhang (Eaves): YES NO _____ inches
- Furniture Included: YES NO Value \$ _____

DOES THE BASIC PRICE INCLUDE:

- The Towbar(s) YES NO
- Tires & Wheels YES NO
- Wheelhubs & Axles YES NO

LIST NUMBER OF ROOMS:

- Bedrooms _____ Dining Room _____
- Baths _____ Family Room _____
- Kitchen _____ Utility Room _____
- Living Room _____ Other Rooms _____

- Carport: YES NO _____ x _____
- Awning: YES NO _____ x _____
- Porch: YES NO _____ x _____
- Garage: YES NO _____ x _____
- Storage Shed: YES NO _____ x _____
- Skirting: YES NO _____ LINEAL FEET

The sales price as shown does not include any amount for any in-place location.

The Assessor's Parcel Number of the installation site is _____.

(Signature)

(Address)

(Telephone)

**DECLARATION REGARDING THE INSTALLATION OF A MANUFACTURED HOME
ON A PERMANENT FOUNDATION SYSTEM IN GLENN COUNTY**

We, the undersigned, declare as follows:

1. We are the sole owners of the herein described manufactured home, mobilehome or commercial coach (hereinafter referred to as "MH"). All persons or entities having any interest, including liens and encumbrances, in the said MH are listed below.

Description of MH: _____

Date Manufactured: _____

Full Names and Addresses of all Owners, Holders of Liens, Encumbrances and Legal Title:

How MH Title is Vested: _____

Date Purchased: _____

Seller's Name and Address: _____

Address of location where MH is to be located on Foundation: _____

2. We have attached to this declaration, evidence that we are the owners, hold title to, are purchasing or are leasing (see H&SC § 18551 (b)(1)), the real property where the MH will be placed on a foundation.

3. All the above-listed owners, lienors, encumbrancers and legal owners consent to the installation of the MH on the foundation system. Evidence of consent is attached to this Declaration.

We declare under penalty of perjury that the foregoing is true and correct. Executed at the places and dates indicated:

Date: _____ Name: _____

Place: _____ Signature: _____

Date: _____ Name: _____

Place: _____ Signature: _____

Date: _____ Name: _____

Place: _____ Signature: _____

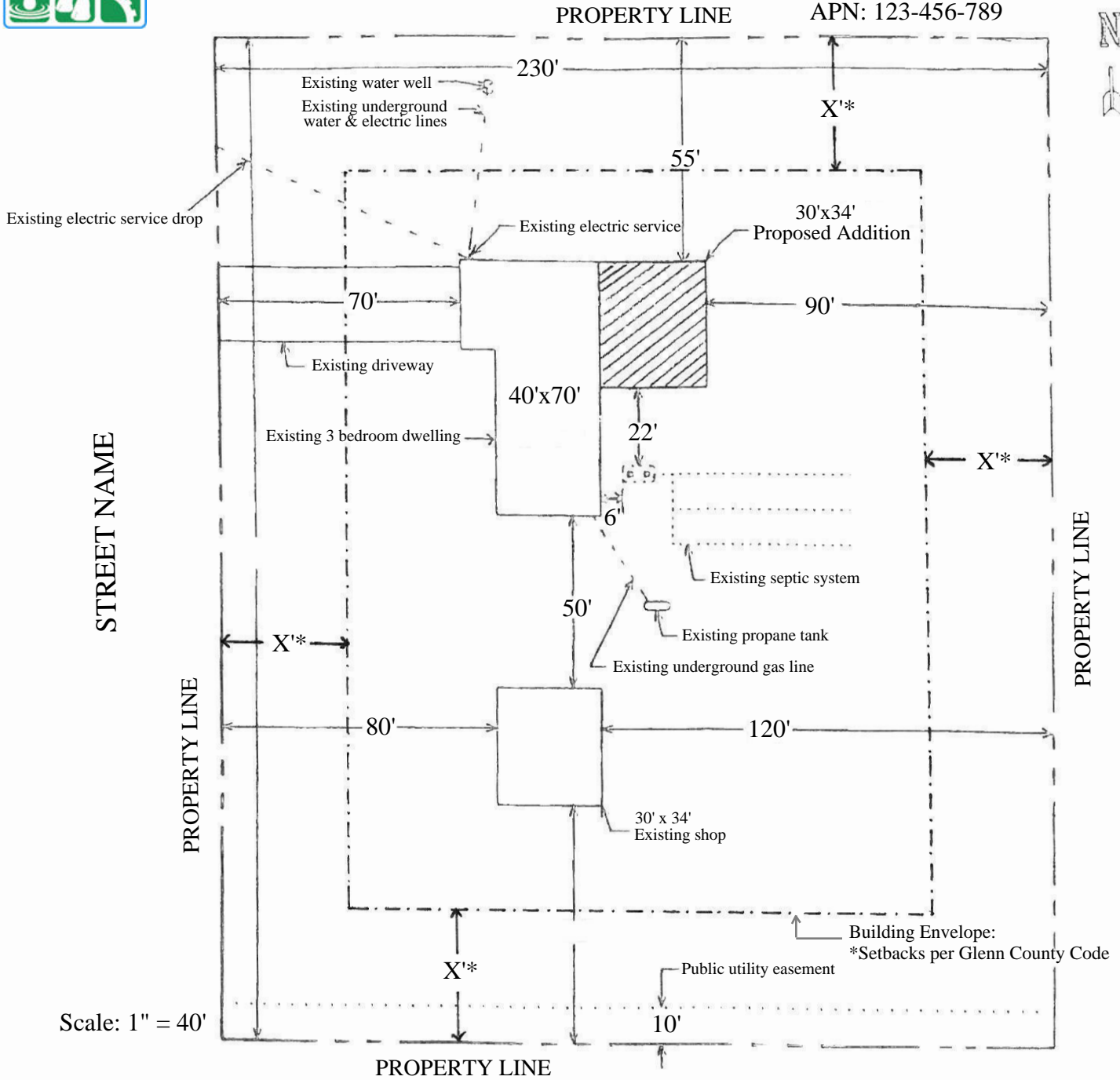
Date: _____ Name: _____

Place: _____ Signature: _____



Plot Plan Example

John Smith
 123 Maple Drive
 Somewhere, CA 55555
 APN: 123-456-789



PLEASE SHOW THE FOLLOWING ON YOUR PLOT PLAN:

- ✓ Location and distance between proposed and existing buildings.
- ✓ Building setback distances from proposed project to all property lines.
- ✓ Building Envelope, with correct setback distances per Glenn County Code.
- ✓ Location of sewage systems (proposed and existing).
- ✓ Water supply or well location.
- ✓ Easements (roads or utilities).
- ✓ North direction arrow.
- ✓ All adjacent street names.
- ✓ Plot plan scale size.
- ✓ Name of property owner.
- ✓ Address of proposed project.
- ✓ Assessor Parcel Number (APN).