



COUNTY OF RIVERSIDE

DEPARTMENT OF BUILDING AND SAFETY



User Guide for Installing Manufactured Homes, Mobilehome, or Commercial Coaches on FOUNDATION SYSTEMS

NOTE: It is recommended that you do not purchase a mobilehome with the intent of placing the unit on a residential lot in the unincorporated area of Riverside County until you are assured the installation will comply with all applicable regulations.

COUNTY CLEARANCES:

1. Attached is a copy of Building & Safety. "Mobilehome Application Worksheet." Complete the shaded portions of the application.
2. Obtain from Land Use personnel a listing of all clearances required other than the below listed Building and Safety requirements. These include clearances from Environmental Health, the Transportation Department, your School District, and the County Fire Department.
3. Manufactured Home on a permanent foundation System on a lot zoned for a conventional single-family residential dwelling must comply with the following requirements:
 - A. **Roofing Material. Any roof material permitted under Ordinance 457, except metal roofing, maybe utilized.**
 - B. **Siding Material. Any siding material permitted under Ordinance 457, except metal siding, may be utilized.**
 - C. **All manufactured homes shall be no less than 750 square feet.**
 - D. **The requirements of this section shall not apply if the manufactured home is already in place on a lot for which the permit is sought and was approved pursuant to a permit previously issued by the County of Riverside.**

STATE REQUIREMENTS:

NOTE: Once installed on a foundation system, a manufactured home, mobilehome or commercial coach becomes a fixture and an improvement to the real property to which it is attached. Prior to obtaining a building permit to construct the foundation system and install the unit, the owner or contractor must comply with certain legal requirements set forth in Section 18551 of the State Health and Safety Code. These requirements are spelled out in detail on the reverse of the Mobilehome Application Worksheet. (These requirements are to be accomplished at the time of applying for the Permanent Foundation permit.) In summary, it will be necessary to:

1. Obtain a printout from the Department of Housing and Community Development (HCD) showing that the unit is owned by the applicant free and clear of any liens and encumbrances. If not clear, a notarized statement is also required from the legal owner, lien or, or encumbrancer along with the HCD printout. If the title search at HCD shows no record of title, two items may be substituted: a copy of a completed HCD Form 480, "Application for Duplicate Certificate of Title," bearing the HCD receipt number and clerk's signature, along with an accompanying signed statement stating under penalty of perjury that you are the legal owner of the unit and that it is free from any liens and encumbrances.
2. Obtain written evidence that the applicant and registered owner of the unit to be placed on a foundation system, either owns, holds title, is purchasing the real property on which the installation is to be made, or possesses a transferable lease on the real property with a term of 35 years or more. If the term of the lease is for less than 35 years, the term must be mutually agreed to by the lessor and lessee and the lease may not be revocable by the lessor, except for cause; and obtain a notarized statement that the legal owner of the real property concurs with the placement of a mobilehome on a fixed foundation on that property.

3. Complete HCD Form 433(A), attached, and submit when applying for the mobilehome installation permit. These State forms must be typed or printed with black ink only, and will be signed by the building inspector after final installation inspection.

FOUNDATION SYSTEMS

PLANS:

Four sets of plans (construction and plot plans) shall be submitted for plan review. The foundation system shall be constructed and the mobilehome installed in accordance with the plans and instructions provided by one of the following:

- a. The manufacturer of the mobilehome.
- b. A California licensed engineer or architect for an individual mobilehome where manufacturer's installation instructions are not available. Plans must have original signature of engineer or architect (no reproductions accepted).
- c. A Standard Plan Approval (SPA) from the Department of Housing and Community Development (HCD). If the SPA from HCD is submitted, it must indicate the specific coaches covered by the approved plans. There is no plan check fee for SPA submittal.

PERMITS:

For installing a mobilehome on a foundation system, three distinctly different permits are required:

- a. A site preparation permit, which covers the inspection of the installation of all the utilities, such as: electrical connection from the service to the mobilehome junction box; water service piping; sewer connection (or septic tank/leach field system); and gas service piping. All new unit installations will require this permit.
- b. Permanent foundation permit, which covers the plan check and field inspections during the construction of the foundation system and the connection of the foundation to the mobilehome. (For an existing mobile home, this may be the only permit required.)
- c. Installation permit, which covers the inspection of: connection of all the utilities to the mobilehome; "ring-out" of the mobilehome electrical system; and miscellaneous requirements such as house numbers, final lot grading and porch/steps and handrails.