



COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

MOBILE HOME CHECK LIST

Mike Lara
Director

Mobile Home Site Prep (permanent or tie-down):

- Completed application
- 3 Copies of site/plot plan
- Health approval is required if a septic system will be installed
- Acknowledgement of grading options (see application)

Permanent Foundation Permit:

- Valid mobile home install permit PMT# _____
- Completed application
- 3 Copies of site/plot plan
- 2 copies of foundation plan (Engineered or state approved plans are required)
- Serial Number of the Mobile Home (required to verify recording fee amount)
- Copy of conditions
- Developer Impact Fee Receipt (DIF Fee)
- Transportation Uniform Mitigation Fee (TUMF Fee)
- Open Space Fee

Mobile Home Install permit:

- Valid site prep permit PMT# _____
- Completed application
- 3 Copies of site/plot plan
- Manufactures Certificate of origin (identifying the legal owner)
- School fee receipt
- Copy of conditions
- Grant Deed
- If the Grant deed is not in the applicants name, then a “notarized letter” from the legal property owner is required
- Mobile Home title search from Housing and Community Development\
- If the title search or certificate of origin is not in the applicants name then a “notarized letter” from the legal owner will be required.
- 433 form completed

Permanent Foundation to Existing Mobile Home:

- ❑ Valid mobile home install permit PMT# _____
- ❑ Completed application
- ❑ 3 Copies of site/plot plan
- ❑ 2 copies of foundation plan (Engineered or state approved plans are required)
- ❑ Grant Deed
- ❑ If the Grant deed is not in the owner's name, then a "notarized letter" from the legal owner is required
- ❑ 433 form completed
- ❑ Mobile Home title search from Housing and Community Development
- ❑ If the title search or certificate of origin is not in the applicants name then a "notarized letter" from the legal owner will be required.

Mobile Home Install on Tie Down System:

- ❑ Completed application
- ❑ 3 Copies of site/plot plan
- ❑ Grant Deed
- ❑ Manufactures Certificate of origin or title search
- ❑ 2 Copies of an approved "tie down System"
- ❑ Open Space

NOTES:

1. These requirements meet Sec.18551 of the State Health and Safety Code and Sec. 3282.205 (Certification Requirements) of Title 25 State Code.
2. Permanent Foundations must be issued with the mobile home install or prior to the mobile home install permit.
3. Any of the mitigation fees referenced above cannot be created for payment until all required permits have been issued.
4. A Mobile Home "Title Search" must be current (dated within 30 days of application).
5. Purchase Orders will not be accepted as proof of ownership.

(REV 8/09)