



YOLO COUNTY BUILDING INSPECTION DIVISION

292 W. Beamer Street Woodland, CA 95695 (530) 666-8775 Fax (530) 666-8156

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Building.Division@yolocounty.org

Form #
RES - 010

CHECKLIST for RESIDENTIAL MANUFACTURED HOMES SUBMITTALS

Design Criteria:

- ◆ Seismic Zone D or provide analysis and calculations from California Registered Engineer
- ◆ Basic velocity 110 mph 3 second gust exposure C or provide wind speed calculations from California Registered Engineer
- ◆ 2013 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2013 Energy Standards (Title 24) EnergyPro 6.4, Title 25 HCD, and Health and Safety.
- ◆ Climate Zone 12

Drawing Criteria:

Drawing sizes shall be a minimum of 18" x 24" to a maximum of 30" x 42" inches and all pages shall be the same size. Plans must be clear and legible; non-legible plans **will not be accepted**. Scale shall be 1/4" inch per foot for structural and architectural; 1" inch = 20 feet for site plans.

Plans must be wet-signed by the preparer on each page. Architects/ Engineers must affix their seal and wet-sign (cover sheet of supporting documents to be wet-signed).

Setback Criteria:

Assessor's Parcel Number: _____ - _____ - _____

Setback information obtained by Planning Division: Front: _____ Rear: _____ Sides: _____

Setback information obtained by Environmental Health Department: _____

Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner
- Licensed General Contractor
- Structural Plans Included – Stamped and Signed (original) by a California Registered Engineer

FOR OFFICE USE ONLY

- Permit Application Completed and Signed
- Owner Builder Form
- Flood Elevation Certificate & Floodplain permit
- Well permit notification letter (Must hand carry to Environmental Health Department)
- Proof of manufacture date for used manufactured homes

Construction Plans: 2 Sets

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| <ul style="list-style-type: none"> <input type="checkbox"/> 2 sets of legible plans and specifications <input type="checkbox"/> Site plan with drainage direction arrows <input type="checkbox"/> Foundation plan with: <ul style="list-style-type: none"> ✓ The type of HCD (18551) approved engineered system, or ✓ Stamped and signed foundation design of a licensed Professional, or ✓ Show all engineered tie-down locations if no perimeter Stem wall is used, or ✓ Design using the manufacturers' installation instruction | <ul style="list-style-type: none"> <input type="checkbox"/> Floor plan with total square footage & dimensions <input type="checkbox"/> 4 exterior elevation views <input type="checkbox"/> Approved marriage line support details <input type="checkbox"/> Manufacturers' installation instructions <input type="checkbox"/> Fire sprinklers plan <p>Fire Sprinkler is required to be installed in new manufactured Homes including attached garages.</p> <p>Exception:
Effective January 11, 2008; Only homes previously Installed under a permit in Yolo County are exempted from the fire sprinkler requirement in Yolo County</p> |
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This is not a complete list of all required submittals, and additional information may be required to facilitate plan review. Other County departments and/or public agencies may have to review the plans before permits can be issued.

I understand that an incomplete plan check submittal may result in delays in my plan check. I have also been informed that these are submittal fees for the review of my application and additional fees will be applicable at issuance of my permit and that my permit application submittal will expire if it is not issued within 180 days of approval or if I fail to respond to plan review comments within (6) weeks of notification.

Applicant Signature

Staff Signature

Date

RESIDENTIAL MANUFACTURED HOMES

Specific Information on the Construction Drawings:

General Information/Building Analysis (cover sheet):

- Project name and address as well as project owner's name, address, and phone number (contact person)
- Name, title, address, and phone number of architect or engineer of record
- Assessor's parcel number (APN)
- Total square footage of building and improvements
- Zoning
- Vicinity map, location, and north arrow
- Stamp and wet signature of design professional (all sheets) if applicable
- Condition floor area
- Electrical service equipment size

Plot/Site Plan:

- Lot dimension showing whole parcel and property lines
- Building footprint (provide dimensions to property lines and adjacent buildings)
- Identify structure orientation with north arrow
- Direction arrows showing drainage from and on property
- Grading plan with new and existing elevations
- Show location of:
 - Electric meters/service
 - Septic system
 - Location of well
 - Easements, right-of-away, etc.
 - Other structures on property
 - Driveway
 - Gas meters
 - Propane tank
 - Mandatory requirements of Planning Division and/or use permit

Architectural and Structural Plans:

- Foundation plan
- Floor plan (show each floor drawn to scale and fully dimensioned):
 - Show size of all openings/swings of doors
 - Identify uses of all rooms
 - Show location and size of electric service panel
- Floor/wall/roof framing plans
- Exterior elevations (north, south, east and west)

Additional State of California Requirements:

When a manufactured home or commercial coach is installed on a State approved or engineered foundation, Housing and Community Development Department (HCD) FORM 433 (a) **must be recorded unless a chattel set is requested.**

- Completed copies of HCD Forms 433(a), 433(b), and 513(c) must be submitted with the application. These forms are available at the Permit Center.
- A copy of the deed with legal description of the property.
- On a moved or existing modular, the original title, registration, license plate, or insignia must be surrendered to the Building Division.
- Evidence that the owner owns, holds title, or is purchasing the real property.
- On an existing or moved mobiles or manufactured homes, evidence that the home's registered owner is the titleholder.
 - If the home's registered owner is not the title holder, the registered owner must provide an original letter from the title Holder stating that the titleholder will allow the modular to be installed on a foundation.
 - If the registered owner is not the title holder and the title holder will not surrender the title, the owner must submit to the Building Division:
 - An original letter stating that the owner has in their possession the original title from the California Housing and Community Development Department and provide a photocopy of the original title document,
 - The title company's name and escrow number, and
 - A statement from the titleholder when the title will be surrendered. Note: Surrender date to be no later than seven (7) working days from escrow.
- A check for \$14 made payable to Yolo County for the recording fee. Add \$3 for additional pages.
- A check for \$11 for each transportable section of the modular made payable to the State of California.

Fees:

In an effort to keep you well informed on fees applicable to your project, please consider contacting the following Departments and Agencies for fees in effect. Please contact the Building Division at (530) 666-8775 to obtain contact information to the Agencies and Divisions that may be applicable to your project. The Building Division can also provide you with a Fee Estimate on fees that may be applicable to your project if you provide the necessary information to us, such as, type of structure and construction, square footage, assessors parcel number, and the construction valuation. Below is a list of the following fees that may apply:

Planning & Public Works

292 West Beamer Street, Woodland, CA 95695

Ph #: (530) 666-8775

Fees due at Submittal:

- Planning Division Site Plan Review Fee
- Public Works Division Review Fee
- Storm Water Review Fee
- Building Division Plan Check Review Fee
- Application Fee
- Flood Zone Review Fee
- Flood Plain Permit Fee
- Elevation Certificate Review Fee
- Addressing Fee
- Environmental Health Review Fee
- Fire Sprinkler Review Fee
- Business License Inspection Fee
- Technology Fee @ 6%-based on project.

Fees due at Issuance:

- Building Permit Fees
- Installation Permit Fee
- Electrical Permit Fees
- Plumbing Permit Fees
- Mechanical Permit Fees
- Permit Issuance Fees
- Grading Fees
- Records & Storage Archive Fee
- Seismic Fee
- Storm Water Permit Fee
- Encroachment Permit Fee
- General Plan Recovery Fee
- Esparto Bridge Development Impact Fee
- County Facilities and Authorization Fee
- Technology Fee @ 6%-based on project.
- Building Standards Commission Fee

Environmental Health Department

137 North Cottonwood, Woodland, CA 95695

Ph #: (530) 666-8646

Fees due at Issuance:

- Domestic Well Permit Fee
- Septic Permit Fee

Local Fire, School & Service District

(see Information Bulletin #'s 161 & 162)

Fees due at sign off (approval):

- Fire District Fees
- School District Impact Fees
- Service District Hook-up fees (if on septic / or well)

Pacific Gas & Electric

242 North West Street, Woodland, CA 95695

Ph #: (530) 661-5651

Fees:

- Deposit Fees
- Contract Fees
- Additional Fees based on the scope of work.