



INFORMATIONAL BULLETIN

Bulletin No.: 318

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PERMIT REQUIREMENTS FOR MOBILEHOMES AND ACCESSORY STRUCTURES

Introduction: Mobilehomes and mobilehome parks are generally regulated by the State of California Housing and Community Development Department (HCD). HCD allows local jurisdictions to assume some oversight responsibilities. These responsibilities are fairly limited. The City of Irvine, nonetheless, has elected to assume them as a way to more conveniently serve this City resident population living within mobilehome parks.

Purpose: The purpose of this Information Bulletin is to provide general direction for individuals planning to install, relocate, or repair their mobilehome, or improve their mobilehome site.

HCD retains responsibility for overseeing all work done to the interior of a mobilehome and the repair or replacement of exterior siding, roofing and mechanical equipment. For further information regarding HCD permitting requirements, please refer to the HCD document Manufactured Home Alterations and Permit Guidelines available online at <http://www.hcd.ca.gov/codes/mp/> or call (951) 782-4420.

City of Irvine oversight includes design review, permit issuance, and inspection for:

1. Mobilehome installations or relocations
2. Detached accessory structures such as garages, workshops, and fences six feet and higher
3. Attached light weight corrugated metal awnings
4. Porches, raised patios and stairs.
5. Seismic bracing-work must follow a standard plan approved by HCD, or an engineered design subject to plan check review and approval.

Items 1-4 require a plot plan using form HCD 538 and sufficient construction details to verify materials and design requirements are met. Form HCD 538 is available online at: <http://www.hcd.ca.gov/codes/mp/OnlineForms.html> and must be signed approved by the Mobilehome Park owner or designated representative before the City may issue a permit.

Project Checklist

Before committing to any course of action, first determine if the project is feasible by:

- ☐ Discussing the project with your mobilehome park manager
- ☐ Sketching a plot plan showing the size and location of the proposed work using form HCD 538.

If your project is feasible:

- ☐ Obtain formal approval, as required by the mobilehome park manager. (**Note:** a formal approval must be presented to the City of Irvine if a City permit and plan approval is required).

Next Step: Approvals and Permits

Depending on the nature of your project, a permit may be required by the City of Irvine or HCD. The following projects require **permitting and plan approval** from the City of Irvine Community Development Department:

- 1) Mobilehome installations or relocations
- 2) Detached accessory structures such as garages, workshops and fences six feet and higher
- 3) Attached light-weight corrugated metal awnings
- 4) Porches, raised patios and stairs
- 5) Seismic bracing using a non-standard design provided by a licensed engineer

Note Any portion of a structure or fencing within three feet of an adjacent property line, whether subject to a permit or not, are required to be of non-combustible construction.

Exceptions

- a) Seismic bracing following a standard plan approved by HCD requires a City of Irvine **permit only**.
- b) Storage cabinets are exempt from permits, but are subject to floor area limits (combined area may not exceed 120 square feet), material requirements and placement requirements subject to section 1510 of Mobilehome Parks and Installation Regulations available online at: <http://www.hcd.ca.gov/codes/mp/mpRegs.html>.

Plan Approval

If applicable, a signed and approved site plan using form HCD 538 from the mobilehome park manager and sufficient specifications and constructions details will be required to verify materials and design requirements are met.

Permit

For projects not requiring a plan review, a permit may be issued over the counter at the City of Irvine Community Development office, located on the first floor of City Hall, 1 Civic Center Plaza, to a licensed contractor or homeowner. For projects subject to a plan review, plan approval is required prior to permit issuance.

Additional Information, Forms and Contacts

For additional information regarding City plans submittal and application processing, contact the **City of Irvine Community Development Help Desk** at (949) 724-6313.

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Attachment: Form HCD 538 rev 7/04, pages 1 and 2

LOT PLOT PLAN AND PARK INFORMATION			
A) Park Name _____ Homeowner Name _____ Homeowner Address _____ Sp# _____ City _____ Zip _____	B) Design Information: Home Amperage: _____ Pedestal Amperage: _____ Home Voltage: _____ Pedestal Voltage: _____ Home Roof Load: _____ PSF Roof Load for locality: _____ PSF	C) Is the park located in a snow area requiring 30 lb or greater roof loading? ☐ YES ☐ NO	D) The lot line corners at the front and rear are clearly and permanently marked pursuant to Title 25 of the California Code of Regulations, Sections 1104 or 2104 in the following manner: _____
NOTE: Each lot line corner shall be <u>clearly</u> and <u>permanently</u> marked prior to installation and inspection.			
STATEMENT OF RESPONSIBILITY (ORIGINAL SIGNATURE REQUIRED) As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, and all related accessory structure locations and separations and the park and homeowner information is true, accurate and complete. Lot corners have been identified as in item D above.			
Signature of Park Owner, Operator, or Manager _____ State of California Department of Housing and Community Development Division of Codes and Standards			
 Northern Area Office 9342 Tech Center Drive, Suite 550 Sacramento, CA 95826 Southern Area Office 3737 Main St Ste 400 Riverside, CA 92501			

Indicate distances to all lot lines

Existing Structure

Corner Marker

CHECK ONE BOX

☐ Home above Grade

☐ Home below Grade

MANUFACTURED HOME

Existing Structure

Corner Marker

Width and length of lot: _____ x _____

Width and length of home _____ x _____

STREET

1. Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure.
2. Indicate the exact distances from structures on adjacent lots if located within 10 (ten) feet of your lot line.
3. Enter length & width of the manufactured home (including eaves) and length & width of lot.
4. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.

Lot Plot Plan Instructions

DRAINAGE AND GRADING

- Each mobilehome lot or site shall be graded to insure that water cannot accumulate beneath the unit.
- Final grading must be complete prior to final approval.

IMPORTANT INFORMATION

- Within mobilehome parks constructed on or after 9/15/61, minimum distances from a manufactured home/mobilehome to:
 1. A permanent building shall be 10 (ten) feet, measured from the eaves;
 2. Another manufactured home/mobilehome, installed, including eaves,
 - a. Side to side 10 (ten) feet
 - b. Side to rear or side to front 8 (eight) feet
 - c. Rear to front or rear to rear 6 (six) feet
- Within mobilehome parks constructed prior to 9/15/61, (verification required) a 6 (six) foot separation to any permanent building or another manufactured home/mobilehome is required.
- Manufactured home/mobilehomes or accessory structures shall not be located:
 1. Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded).
 2. Over main sewer line clean outs.
 3. Within 5 (five) feet of a septic tank.
 4. Within 8 (eight) feet of sewage disposal (leach) fields.
 5. Under overhead insulated electrical conductors, unless 8 (eight) feet of clearance is provided.
 6. So as to restrict access to park electrical equipment, indicate clearances.
 7. Over lot gas risers or meters.
- Additionally, accessory structures shall not be located:
 1. As to restrict access or ventilation of the lot gas risers or meters.
 2. So as to block:
 - a. Required light or ventilation in the manufactured home/mobilehome.
 - b. Required egress windows or exit doors in the manufactured home/mobilehome.
 - c. Access to the manufactured home/mobilehome's fixed appliances.
- All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 (three) feet from the lot lines (except a lot line bordering a roadway). NOTE: Metal storage cabinets (sheds) with no combustible framing (walls/roof) may be placed up to a lot line, provided there is 3 feet clearance from any structure on the adjacent lot.
- The locations of proposed units or accessory buildings or structures in relation to liquefied petroleum gas (LPG) tanks shall be in accordance with Title 25, section 1211 or 2211.
- A Flood Plain Ordinance Compliance Certificate (HCD Form 547) is required for manufactured home installations where the local government agency has adopted a Flood Plain Management Program.
- For manufactured home/mobilehome installation inspections and accessory buildings or structures that enclose an exit, **ALL** exterior doorways shall be provided with a means of egress (stairway, ramp, etc.) complying with the California Building Code at the time of the home installation inspection.
- The total occupied area of a lot may not exceed 75% of the lot area, including but not limited to the unit, awnings, carports, storage cabinets, storage buildings, porches, stairways and ramps. Driveways, walkways, slabs and similar flat work are not subject to this limitation.
- Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot, do not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.
- A School Impact Fee Certification (HCD Form 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).