

GLENN COUNTY

Planning & Community Development Services Agency

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



MINIMUM REQUIREMENTS FOR OBTAINING A BUILDING PERMIT MANUFACTURED HOME ON A **PERMANENT FOUNDATION SYSTEM** (PFS)

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. A plan check fee payable to the Glenn County Building Department will be required at the time of submittal of the complete permit application package.
2. Three copies of a plot plan showing the location of the proposed manufactured home and all other structures and improvements on the property, indicate dimensions between structures and from each structure to all property lines. (Sample attached).
3. Three copies of the Manufactured Home's floor plan showing overall dimensions of the home.
4. Two sets of a state approved Permanent Foundation System plan, or foundation plans designed by an engineer or architect licensed by the State of California.
5. Two Manufactured home set-up manuals and two sets of plans showing the type, size and spacing of main beam and/or perimeter supports and footings. (MH Support Data form attached).
6. Two sets of original plans (or designed by licensed engineer) showing the loads of the marriage line columns, and the type, size and location of the marriage line footings.
7. Gas demand of the home in BTU's per hour (MH Installation Data form attached).
8. Three copies of the details/plans for the exit stairs, landings, handrails to be installed on the Manufactured Home.
9. Approval from the **Glenn County Planning Division**, for zoning, plot plan approval, setbacks, 2nd dwellings, and any special requirements that may apply.
10. Approval from the Glenn County Environmental Health Department regarding sewage disposal system and domestic well permits.
11. Encroachment Permit as required by the **Glenn County Public Works Department**. Applications are available at 777 North Colusa Street, Willows. Application and payment due at the time of submittal of plans.
12. Impact Fees. Development impact fees will be collected per Glenn County Resolution 2007-71.

School District Development fee forms will be filled out by the Building Division at time of plan submittal and given to the applicant if installation is in an area where **Developer Fees** are required. The fees are to be paid directly to the appropriate school district listed below and copies supplied to the building department prior to issuance of the building permit:

Hamilton City - District Office Located: NE corner of Hwy. 32 (Sixth St.) and Co. Rd. 203, H.C. 826-3261

Orland - District office Located: 1320 6th Street (Hwy. 99) in Orland; 865-1200

Willows - District office Located: 334 W. Sycamore Street in Willows; 934-6600;

13. ___ _Complete a County “**APPLICATION for a Development Permit**” form.
14. ___ _Complete all information on the 3 attached forms: HCD 433(a), 433(b), & Declaration.
15. ___ _Provide a copy of deed complete with description of the property.
16. ___ _Provide 3 separate checks at time of permit issuance for:
 - Fee to record HCD 433(a) form payable to the **Glenn County Recorders Office**. The fee will be \$89 for the first page plus \$3 for each additional page recorded. (Building Division staff will determine cost)
 - State fee of \$11 per transportable unit, payable to the **California Dept. of HCD**. (\$11 for single wide units, \$22 for double wide, \$33 for triple wide, etc.).
 - The building permit fee payable to the **Glenn County Building Department**.
17. ___ _Provide a copy of a “Manufactured Home Purchase Order and Federal Disclosure Statement” or a sales receipt.
18. ___ _Provide a copy of the “Manufacturers Certificate of Origin” (MCO) prior to building final. If the MCO is not available, please provide a copy of the State of California Department of Housing and Community Development registration card.
19. ___ _Review the additional information attached:
 - MH Installation - Final Inspection Requirements
20. ___ _Additional Information and documentation as required by the building official.

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

COUNTY OF GLENN – APPLICATION – DEVELOPMENT/BUILDING PERMIT

MANUFACTURED HOME? YES ___ NO ___

PROPERTY OWNER/APPLICANT INFORMATION

LANDOWNER'S NAME: _____ ASSESSOR'S PARCEL #: _____
LANDOWNER'S MAILING ADDRESS: _____ PHONE #: _____
APPLICANT'S NAME: _____ PHONE #: _____
APPLICANT'S MAILING ADDRESS: _____
PROJECT ADDRESS: _____ # OF EXISTING DWELLINGS: _____
DETAILED PROJECT DESCRIPTION: _____
ELECTRICAL: _____ PLUMBING: _____ MECHANICAL: _____ BUILDING USE: _____
I DECLARE THAT UNDER "PENALTY OF PERJURY" THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT.
SIGNATURE: _____ DATE: _____

CONTRACTOR INFORMATION

CONTRACTOR NAME: _____ PHONE #: _____
CONTRACTOR ADDRESS: _____ LICENSE #: _____ CLASS: _____
CONTRACT PRICE: _____ EMAIL: _____ WORKERS COMP: YES: ___ NO: ___

FOR OFFICE STAFF USE ONLY

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: _____

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: _____

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: _____



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)

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MANUFACTURED HOME INSTALLATION DATA

1. Owner's Name: _____
2. Assessor's Parcel No.: _____
3. Installer's Name: _____
4. Is the site currently under permit? Yes No Permit No. _____
5. Is the site an existing site? Yes No (If yes, furnish three plot plans).
6. What is the electrical rating of the MH unit? _____ Amperes
7. What is the MH site circuit breaker rating? _____ Amperes
8. What is the electrical rating of the MH site? _____ Amperes
9. Is the main service remote from the MH site? Yes No
If it is, what is the rating? _____ Amperes
10. Is there any other electric load to be served by the MH site electric service (i.e. well, garage, etc.)?
Yes No If yes, please identify the load and size:
 - a) The MH site:
Load _____ Amperes _____
 - b) The main service:
Load _____ Amperes _____
11. Type of gas service at MH site: Natural Propane None
12. Size of gas pipe at the MH site from the meter or tank: _____ inches
13. What is the gas pipe length from the meter or tank to the MH? _____ feet
14. What is the MH gas demand? _____ B.T.U.*
*(This information is not required if the pipe length is less than 6 feet on natural gas or less than 50 feet on propane.)

**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: _____

RECORDING REQUESTED BY:

COUNTY OF GLENN
PLANNING & COMMUNITY DEVELOPMENT SERVICES AGENCY

AND WHEN RECORDED MAIL TO:

NAME

STREET
ADDRESS

GLENN COUNTY - PCDSA
225 N TEHAMA ST
WILLOWS, CA 95988

CITY,
STATE
and ZIP

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, 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.

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
- RESIDENT-OWNED MH SUBDIVISIONS
- MH CONDOMINIUM MOBILEHOME PARKS
- LONG-TERM LEASE
- MH STOCK COOPERATIVES

OWNER INFORMATION

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

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 INSIGNIA(S)/HUD LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION

**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.

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.

MANUFACTURED HOME SUPPORT DATA

MH Manufacturer: _____ Manufacture Year: _____

If other than single wide, furnish Setup Model Number: _____

Width: _____ ft. Length: _____ ft. Tagalong or Expando Size: _____ ft. x _____ ft.

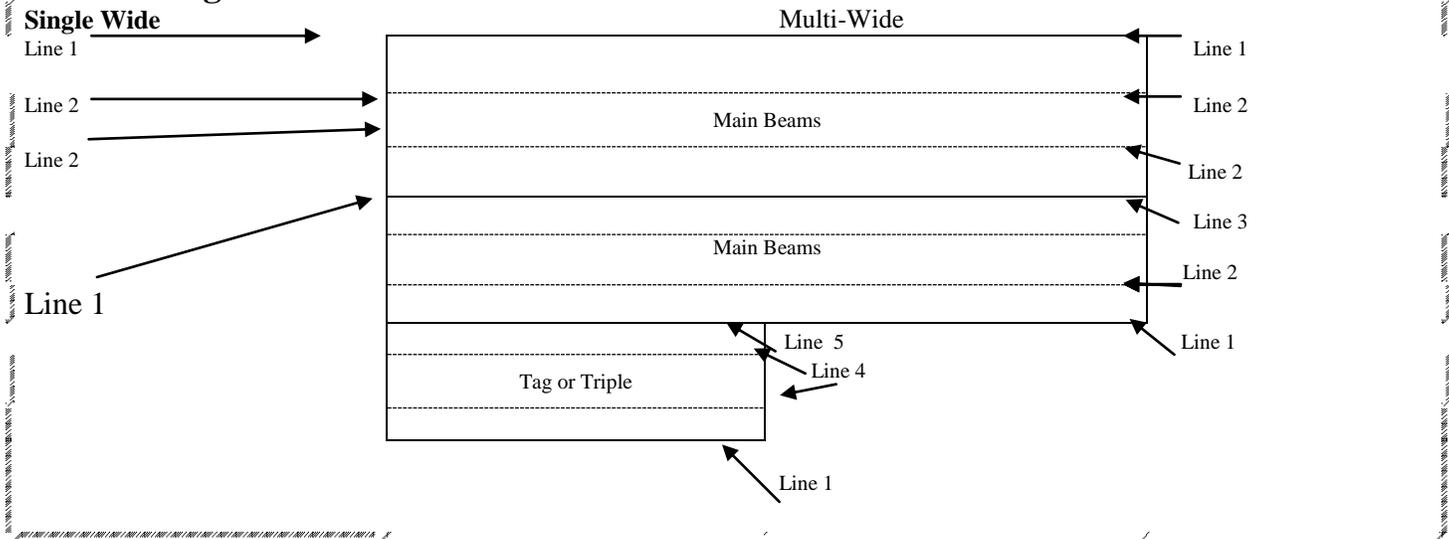
On all MHs units manufactured after October 7, 1973, furnish manufacturer's installation manual and structural setup sheets.

FOOTINGS: Wood pressure treated or foundation grade () Other: _____

SUPPORTS: Concrete block () Other: _____

Provide Tie Down Specification for all MHs: _____

Pier Footings Sizes and Location



Line 1 Piers:

Size minimum: [] X []
 Spacing maximum: [] X []
 From ends-maximum: [] X []

Line 1 Openings:

Size minimum: [] X []
 Each side of openings: [] X []
 With width over: [] X []

Line 2 Piers:

Size minimum: [] X []
 Spacing maximum: [] X []
 From ends-maximum: [] X []

Line 4 Piers:

Size minimum: [] X []
 Spacing maximum: [] X []
 From ends-maximum: [] X []

Line 3 Roof Loads:

Size minimum: [] X []
 Location (from rear): [] X []

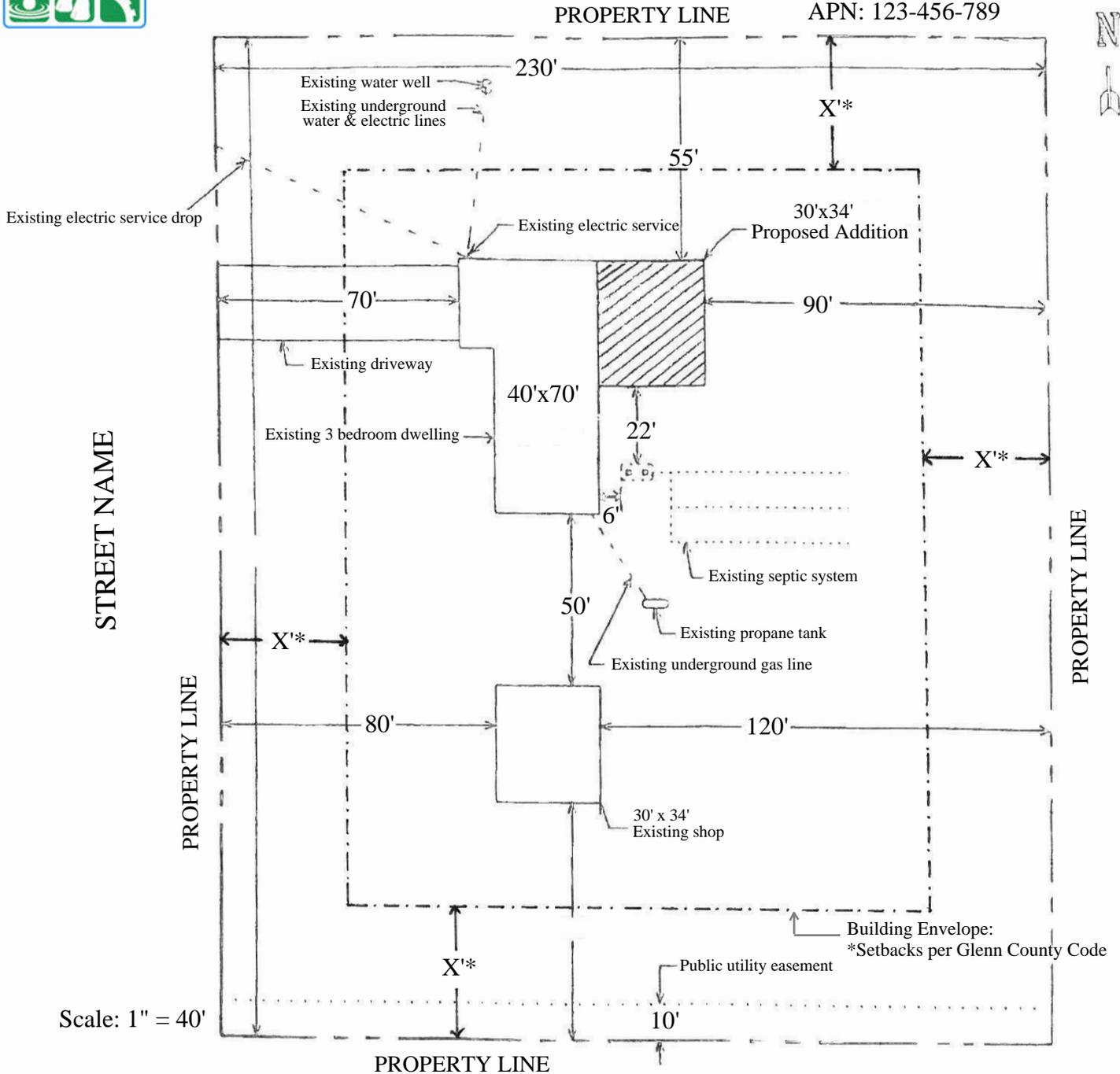
Line 5 Roof Loads:

Size minimum: [] X []
 Location (from rear): [] X []



Plot Plan Example

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



Scale: 1" = 40'

PLEASE SHOW THE FOLLOWING ON YOUR PLOT PLAN:

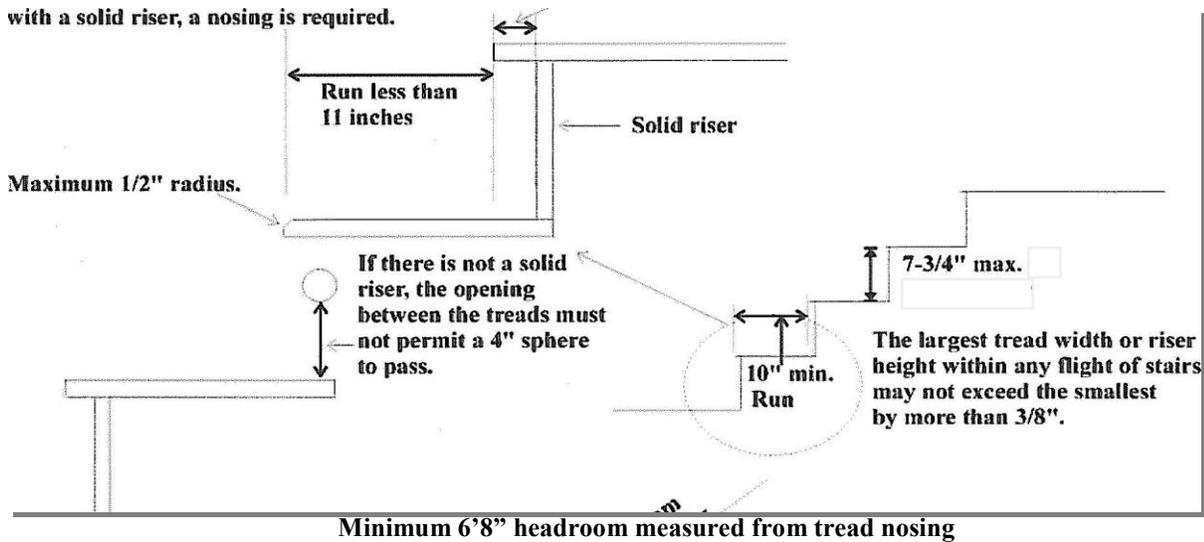
- ✓ Location and distance between proposed and existing buildings.
- ✓ Building setback distances from proposed project to all property lines.
- ✓ Building Envelope, with correct setback distances per Glenn County Code.
- ✓ Location of sewage systems (proposed and existing).
- ✓ Water supply or well 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).



Residential Stairways and Landings
 Building Division

When the run is less than 11 inches

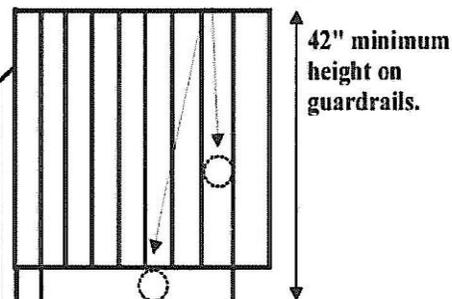
Nosing 3/4" to 1-1/4"



Handrails must be set at a height of 34"-38" measured from the nosing of the stairway tread. The guardrails on the side of stairways consisting of vertical or horizontal rails spaced so a 4-3/8" sphere cannot pass through.

The ends of handrails must be returned to the wall or terminate in a post or safety terminal.

On landings and decks and similar platforms more than 30" above grade, the vertical or horizontal rails must be spaced so a 4" sphere cannot pass through



Guardrails are required at the open sides of stairways and landings which are more than 30" above grade.

Triangular openings formed by the riser, tread, and bottom of guardrail shall be sized so a 6" sphere cannot pass through.

GLENN COUNTY

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MANUFACTURED HOME INSTALLATION

FINAL INSPECTION REQUIREMENTS

The following installation requirements that must be completed prior to the issuance of a Certificate of Occupancy and/or recording of the HCD Form 433(A), within the unincorporated areas of Glenn County, please note the following:

1. Connection to an approved sewage disposal system.
2. Connection to an approved potable water source.
3. Connection to a permanent electrical supply by the local utilities company.
4. Connection to natural gas or L.P.G. supply system established, (a gas inspection “green tag” will not be released until final inspection requirements are met).
5. Stairway(s) must be completed and meet the requirements of the 2016 California Residential Code, Chapter 3 for permits issued for construction of a porch/patio meeting exit requirements. Any stairs in excess of the minimum standards set forth in the CBC, Chapter 3 will require a building permit.
6. The finished construction flood elevation certificate form must be submitted to this office for projects located in a flood zone requiring certification.
7. Completion and approval of Public Works Encroachment requirements or acceptable arrangements by the same.

Should you have any questions regarding this or any related matter, please feel free to contact the Glenn County Building Division at (530) 934-6546.
