



*"Preserving Our Past, Enriching Our Present, Building Our Future"*

33 Broadway, Jackson, CA 95642-2301

(209) 223-1646 / Fax (209) 223-3141

e-mail: [building@ci.jackson.ca.us](mailto:building@ci.jackson.ca.us)

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## **ALTERATIONS/REPAIRS TO MOBILE HOMES & MANUFACTURED HOMES**

Before beginning any work to alter your mobile home, manufactured home, commercial modular, special purpose commercial modular or multifamily manufactured home, you must first obtain a permit from HCD.

When it comes to alterations and repairs the City of Jackson does **NOT** have authority or jurisdiction when it comes to inspections at mobile home parks or privately owned mobile homes or manufactured homes.

If it is an emergency repair posing a threat to health, life, or safety the repairs can be made immediately, and an application to HCD must be submitted the following business day.

Application form HCD MH 415 is attached to this packet. You can also go on-line to [hcd.ca.gov](http://hcd.ca.gov) and fill out the application. You can submit on-line or email to:

[NAOstaff@hcd.ca.gov](mailto:NAOstaff@hcd.ca.gov).

### **WHEN TO APPLY FOR A CITY OF JACKSON BUILDING PERMIT:**

If you are doing any alterations to a detached, stick-built garage adjacent to the mobilehome/manufactured home then you would submit an application to the City.

**IT IS A GOOD IDEA TO PLAN IN ADVANCE FOR ANY WORK TO BE  
CONDUCTED ON YOUR MOBILEHOME. THE PERMIT PROCESS WITH  
HCD CAN BE LENGTHY.**

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev.5/14)

The matrixes below are provided as an informational summary to assist the public in determining what constitutes an alteration to a manufactured home (MH) as well as identify when a permit is, or is not, required; when plans are required; when electrical load calculations are required; and when the plans must be submitted and certified by a California licensed engineer or architect. The matrixes are divided into five classifications consisting of: Electrical, Mechanical, Plumbing, Structural, and Structural (Accessory Structure). If the type of MH alteration work to be performed is not identified in the matrixes, you should contact the nearest field operations office noted below for further assistance.

**NOTE:** When multiple alterations are being done to the same MH such as plumbing, electrical and structural, the alterations may be included on the same Application for Permit (HCD 415). The HCD 415 can be located on the Internet at: <http://www.hcd.ca.gov/codes/mhp/>

Northern Area Field Operations  
9342 Tech Center Dr., Suite 550  
Sacramento, CA 95826  
(916) 255-25 22

Steve Downer, Inspector cell#  
(209) 769-6873

Southern Area Field Operations  
3737 Main Street  
Riverside, CA 92501  
(951) 782-4420

ELECTRICAL				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
<b>Air Conditioning</b>				
Install (Add) – Air Conditioning	Yes	No	*Yes	*Unless home is factory A/C ready. Refer also to Mechanical.
Replace – Air Conditioning	Yes	No	*Yes	*If A/C amperage is increased. Refer also to Mechanical.
<b>Appliance</b>				
Install (Add) – “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
<b>Ceiling Fan</b>				
Install (Add) – Ceiling Fan	Yes	No	No	
<b>Receptacle/Switch</b>				
Replace – Receptacle/Switch	No	No	No	
<b>Misc.</b>				
Change – Electrical System (Upgrade/Downgrade)	Yes	No	Yes	
Install (Add) – Dedicated Branch Circuit	Yes	No	Yes	Furnace, Water Heater, etc.
Install (Add)/Replace – Electrical Panel	Yes	No	No	
Install (Add)/Replace – Electrical Circuit	Yes	No	*	*Load calculations may be required.
Install – Meter Base	Yes	Yes*	No	*HCD detail available.
Replace – Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Transition – Branch Circuits from aluminum to copper	Yes	No	No	Pigtail, receptacles and switches.

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev.5/14)

<b>MECHANICAL</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Air Conditioning / Evaporative Cooler</b>				
Install – Air Conditioning ( <i>New or Replacement</i> )	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
<b>Furnace / Heater / Heat Pump / Stove</b>				
Replace – Furnace ( <i>No system changes</i> )	Yes	No	No	
Replace – Furnace ( <i>Any changes or outside MH</i> )	Yes	Yes	No	
Replace or Install – Heater ( <i>Freestanding Gas or Oil Burning</i> )	Yes	No	No	
Replace or Install – Heat Pump	Yes	No	No	
Replace or Install – Wood or Pellet Burning Stove	Yes	No	No	
<b>Gas Line</b>				
Install/Add to Length/Modify – Gas Line	Yes	Yes	No	
<b>Range, Oven, or Cooktop (Gas)</b>				
Replace – Built-in oven, range, cooktop, or freestanding range.	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
<b>Range Hood</b>				
Replace – Range Hood	*No	No	No	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
<b>Water Heater</b>				
Replace or Install – Water Heater ( <i>Gas or electric</i> )	Yes	No	No	Water heaters installed outside and adjacent to the home, with connections provided from the home and placed in an approved manufactured metal cabinet will not require an Alternate Approval.

<b>PLUMBING</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Drain, Waste and Vent</b>				
Install/Modify – Drain, Waste and Vent ( <i>DWV</i> ) or Water System.	*Yes	Yes	No	*Bathtub, Dishwasher, Lavatory, Shower, Sink, Toilet, Washing Machine, etc.
Repair/Replace – DWV Tailpiece or Trap	No	No	No	
Replace – Kitchen Sink, Lavatory, or Toilet.	*No	No	No	*Provided no alteration to DWV or water system.
Replace – Mechanical Auto Vent	No	No	No	

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev.5/14)

<b>PLUMBING</b> (Continued)				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Load Calculations Required</b>	<b>Comments</b>
<b>Garbage Disposal</b>				
Install ( <i>Add</i> ) – Garbage Disposal	Yes	No	No	
Replace – Garbage Disposal	No	No	No	
<b>Washing Machine</b>				
Install/Replace – Washing Machine	*No	No	No	*Permit required if water supply and/or drain line not present or altered.
<b>Misc.</b>				
Gas Lines				See MECHANICAL requirements.
Water Heater				See MECHANICAL requirements.

<b>STRUCTURAL</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Chassis / Frame</b>				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required.
<b>Doors (<i>Exterior</i>)</b>				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
<b>Floors</b>				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
<b>Roof</b>				
"California Roof"	Yes	Yes	*Yes	*An engineered plan or design is required. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required.
Insulated Roof System*	*Yes	Yes	No	*One inspection required.
Re-Roof* ( <i>Existing roof covering removed</i> )	*Yes	No	No	*Two inspections required ( <i>Underlayment and final</i> ). This does not include coating metal roof with approved roof coating material.
Repair – Rafter or Truss	Yes	Yes	No	
Repair/Replace – Sheathing	Yes	No	No	
Replace – Truss	Yes	Yes	*Yes/No	*An engineered plan or design is required.

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev.5/14)

STRUCTURAL (Continued)				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
<b>Walls</b>				
Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. (Details available for flame spread requirements)
Sidewall or Endwall Opening (New or enlarged)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
<b>Windows</b>				
Replace – Windows (Same size/type)	*Yes/No	No	No	*Permit required when openings are enlarged or reduced; when bedroom egress window is replaced; or when structural change to window framing or header is necessary. <u>No permit required</u> when replacing single pane window with dual pane window or when installation of bay window(s) requires no additional support.

STRUCTURAL (Accessory Structure)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
<b>Structure Attachment</b>				
Attach – *Awning (Wood), Garage, or Porch	**Yes	Yes	***Yes/No	* Awning shall comply with T25, Section 1468. **MH Alteration Permit required from HCD. Awning, Garage, and Porch construction is a separate permit issued by the enforcement agency having jurisdiction. Alternate Approval from HCD <u>may</u> be required for attachment. ***An engineered plan or design is required.



## HCD MH 415 APPLICATION FOR

Alteration    
  Addition or Conversion    
  Alternate Approval    
  Technical Services    
  Inspection To Obtain Insignia

### CONTRACTOR / OWNER-BUILDER DECLARATIONS

*Not required for Special Purpose Commercial Modular*

#### 1. LICENSED CONTRACTORS DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code and my license is in full force and effect.

License Class \_\_\_\_\_ Lic. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

#### 2. OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' License Law for the following reason:

*(Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' License Law Chapter 9 (commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500))*

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.

*(Sec. 7044, Business and Professions Code: The Contractors' License Law does not apply to an owner of property, who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)*

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project

*(Sec. 7044, Business and Professions Code: The Contractors' License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors' License Law.)*

I am exempt under Sec. \_\_\_\_\_, B. & P.C. for this reason:

Owner \_\_\_\_\_ Date \_\_\_\_\_

#### 3. WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

I certify that in the performance of the work, for which this permit is issued, I shall not employ any person in any manner so as to become subject to workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

#### 4. CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name \_\_\_\_\_

Lender's Address \_\_\_\_\_

#### 5. CERTIFICATION

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

### SECTION 1 - UNIT INFORMATION

I / We are requesting services for the following unit(s):  
(Check Appropriate Box)

- Manufactured Home/Mobilehome  
 Multifamily Manufactured Home  
 Commercial Modular (Occupancy Group \_\_\_\_\_)  
 Special Purpose Commercial Modular

Decal Number \_\_\_\_\_

Serial Number(s) / VIN Number \_\_\_\_\_

Manufacturer Name / Model Name \_\_\_\_\_

Year of Manufacture \_\_\_\_\_

Insignia / HUD Label Number(s) \_\_\_\_\_

### SECTION 2 - OWNER / APPLICANT INFORMATION

Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Location Address \_\_\_\_\_

Park Name (If Applicable) \_\_\_\_\_ Park ID# \_\_\_\_\_

Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

Telephone - Applicant \_\_\_\_\_ Homeowner \_\_\_\_\_

*(If Different than Applicant)*

### SECTION 3 - CONTRACTOR, ARCHITECT OR ENGINEER INFORMATION

Contractor's Name \_\_\_\_\_

Address \_\_\_\_\_

Architect / Engineer Name \_\_\_\_\_

Registration No. \_\_\_\_\_

Address \_\_\_\_\_

### SECTION 4 - DESCRIPTION OF WORK / ACTIVITY AND VALUATION

Describe the proposed work / activity in detail. Attach additional pages if necessary. Where structural alterations or additions are proposed, complete plans, specifications, details, and calculations are required to be attached to this form. Provide the make and model of any appliance to be installed and provide complete electrical calculations for any electrical alternations or additions.

Indicate the Total Cost of the Work to be Performed \_\_\_\_\_

### SECTION 5 - SIGNATURE AND CERTIFICATION

I / We hereby make application for the services designated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*DEPARTMENT USE ONLY\*\***

Permit Expiration Date \_\_\_\_\_

APPROVED    
  CONDITIONS (see reverse side)    
  DISAPPROVED (see reverse side)

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Closed / Signature of District Representative \_\_\_\_\_ Date \_\_\_\_\_

DISTRIBUTION: YELLOW - DEPARTMENT     WHITE - AREA OFFICE     PINK - OWNER/APPLICANT

## INSTRUCTIONS:

Inspection to Obtain Insignia: Complete Sections 1, 2, 3, 4, 5 and Contractor/Owner-Builder Declarations. Submit the application and the required fees to one of the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule the inspection date.

Alteration, Addition or Conversion: Complete Sections 1, 2, 3, 4, 5, and Contractor/Owner-Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule the inspection date.

Technical Services: Complete Sections 1, 2, 3, and 5. Submit the completed application and required fees to the appropriate Area Office listed below. Upon return receipt of your processed application (White Copy), contact the designated Area Office to schedule an appointment for services.

Southern Area Office  
3737 Main Street, Suite 400  
Riverside, CA 92501  
(800) 952-8356

Northern Area Office  
9342 Tech Center Drive #550  
Sacramento, CA 95826  
(800) 952-8356

**Alternate Approval:** Complete Sections 1, 2, 3, 4, and 5. Submit the completed application and required fees to: Department of Housing and Community Development, Manufactured Housing Section, P.O. Box 278180, Sacramento, CA 95827-8180. If you have any questions you may contact the Department at (800) 952-8356.

- SECTION 1 -** UNIT INFORMATION: Check one box to indicate the type of unit for which you are requesting services. If Commercial Coach, also indicate the Occupancy Group Code (i.e. B2, E2, A1, etc.) in the space provided. Enter the unit serial number(s). The serial number(s) can be located on the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or on the front cross member of the unit. Enter the year the unit was manufactured. Enter the manufacturer's name and/or trade name. This information can be obtained from the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or may be designated on the outside of the unit itself. Enter the decal or license number. This number is located on the license plate issued by DMV or the decal issued by the Department of Housing. Enter the California Insignia Number(s) or HUD Label Number(s) that were issued for this unit, if known.
- SECTION 2 -** OWNER/APPLICANT INFORMATION: Enter the owner's name(s) and address of the unit. If the address for the owner is different than the location of the unit, provide that information in the "Location Address" area. If the applicant is other than the owner, enter the name, address and telephone number of the applicant. The Department will contact or correspond with the party that is entered as the applicant. If the applicant is the same as the owner, the applicant information is not required to be completed.
- SECTION 3 -** CONTRACTOR, ARCHITECT OR ENGINEER INFORMATION: If the services are being performed by a contractor, enter the contractor's name and address. Also enter the contractor's license expiration date. If requested services involve an Architect or Engineer, enter the architect or engineer's name, address and license number.
- SECTION 4 -** DESCRIPTION OF WORK/ACTIVITY AND VALUATION: Provide a description of the work to be performed (i.e., installing a new roof, installing new windows, etc.) Enter the total cost of the work to be performed (total contact price).
- SECTION 5 -** SIGNATURE AND CERTIFICATION: The signature of the applicant is required along with the date the form is signed. If the application is for a replacement insignia or HUD label, the signature must be of the owner of the unit.

### CONTRACTOR/OWNER-BUILDER DECLARATIONS

Contractor: Contractors proposing construction are required by state law to provide the following information:

- Item 1 - Licensed Contractor Declaration: Enter the contractor's license class, license number, license expiration date and the contractor's signature and date.
- Item 3 - Workers' Compensation Declaration: Place a check mark next to the declaration regarding the workers' compensation coverage that applies to the contractor. If the second declaration is marked, the contractor must also provide the carrier's name and policy number. This item must be signed by the contractor and dated.
- Item 4 - Construction Lending Agency: If there is a construction lending agency for the performance of the work for the service being requested, enter the name and address of the lending agency. If there is no lending agency involved, enter the word "none".
- Item 5 - Certification: The certification must be signed and dated by the contractor or and agent on behalf of the contractor.

Owner-Builder: If the work or activity as described on the application, is being completed by the owner, the owner must complete the following items:

- Item 2 - Owner-Builder Declaration: Place a check mark next to the declaration which is applicable. If the third declaration is marked, enter the section number from the Business and Profession Code which provides the exemption and the reason for the exemption. The owner must also sign and date this section.
- Item 5 - Certification: The certification must be signed and dated by the owner.

### DEPARTMENT USE ONLY

**APPROVAL OF THIS APPLICATION IS CONDITIONED TO COMPLIANCE WITH REGULATIONS OF THE DEPARTMENT:** Any approval issued by the Department pursuant to this application is conditioned upon the applicant's compliance with the applicable provisions of the California Administrative Code, Title 25, Chapter 3, and the Business and Professions Code as it relates to contracting.

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### APPLICATION FOR PERMIT TO CONSTRUCT

(SEE REVERSE SIDE OF FORM FOR INSTRUCTIONS AND ADDITIONAL INFORMATION)

#### CONTRACTOR/OWNER BUILDER DECLARATIONS

Not required for commercial modulars or Recreational Vehicles

##### 1. LICENSED CONTRACTORS DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class \_\_\_\_\_ Lic. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Contractor \_\_\_\_\_ Date \_\_\_\_\_

##### 2. OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5), Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars(\$500.);

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended of offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.)

I am exempt under Sec. \_\_\_\_\_, B. & P.C. for this reason:

Owner \_\_\_\_\_ Date \_\_\_\_\_

##### 3. WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

##### 4. CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec.3097, Civ. C.).

Lender's Name \_\_\_\_\_

Lender's Address \_\_\_\_\_

##### 5. CERTIFICATION

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

#### SECTION 1 - OWNER/APPLICANT INFORMATION

Park Name \_\_\_\_\_

Park Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

Zip \_\_\_\_\_ Unincorporated \_\_\_\_\_ Incorporated \_\_\_\_\_

Park Owner \_\_\_\_\_

APPLICANT \_\_\_\_\_

CONTRACTOR  OWNER  Other \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Architect/Engineer \_\_\_\_\_ Lic. No. \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

#### SECTION 2 - DESCRIPTION OF WORK AND VALUATION

Valuation \$ \_\_\_\_\_

#### SECTION 3 - ACCESSORY BUILDINGS or STRUCTURES

NEW  REINSTALL Standard Plan Approval No. \_\_\_\_\_

Awning  Carport  Porch  Cabana

Other (specify) \_\_\_\_\_

OWNER \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

RESIDENT \_\_\_\_\_ Tel. No. \_\_\_\_\_

Lot No. \_\_\_\_\_

#### SECTION 4 - MANUFACTURED HOME/MOBILEHOME INSTALLATION

Owner \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

Resident \_\_\_\_\_ Lot No. \_\_\_\_\_

Serial Number(s) \_\_\_\_\_

Date of MFG. \_\_\_\_\_ Manufacturer Name/  
Insignia/HUD Model Name \_\_\_\_\_

Label No. \_\_\_\_\_

#### SECTION 5 - PARK OWNER, OPERATOR OR MANAGER SIGNATURE

APPROVED:

(Signature Required) \_\_\_\_\_ Date \_\_\_\_\_

#### DEPARTMENT USE ONLY

ID. No. \_\_\_\_\_

MP  AS  MHI

Closed By \_\_\_\_\_

Date Closed \_\_\_\_\_

#### COLLECTION INFORMATION

Collection # \_\_\_\_\_

Fee Rec'd \_\_\_\_\_

Collection Date \_\_\_\_\_

Assigned To \_\_\_\_\_

Routed By \_\_\_\_\_

Upon Department approval to release, and payment of fees, this permit is issued only for items validated below.

PERMIT # \_\_\_\_\_

MH ACC/S \_\_\_\_\_

MP \_\_\_\_\_

BLDG \_\_\_\_\_

MHI \_\_\_\_\_

MISC. \_\_\_\_\_

TECH SER. \_\_\_\_\_

PLC'K \_\_\_\_\_

S.M.I. \_\_\_\_\_

ISSUE \_\_\_\_\_

TOTAL \_\_\_\_\_

#### DIVISION PROCESS RECORD

Application \_\_\_\_\_

Local Planning \_\_\_\_\_

Local Fire \_\_\_\_\_

Local Health \_\_\_\_\_

Public Works \_\_\_\_\_

Environmental Impact \_\_\_\_\_

Negative Declaration \_\_\_\_\_

School Impact Fees \_\_\_\_\_

Date \_\_\_\_\_

Issued By \_\_\_\_\_

Expires \_\_\_\_\_