



"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.

APPLICATION FOR INSTALLATION OF MANUFACTURED HOME

JOB SITE ADDRESS _____ CITY _____ ZIP _____ LOT _____ SUBDIVISION _____	NEAREST CROSS STREET _____ APN _____ - _____ - _____	
OWNER NAME _____ <u>MAILING ADDRESS</u> _____ CITY, STATE _____ ZIP _____ PHONE (____) _____ FAX (____) _____ EMAIL ADDRESS _____	CONTRACTOR NAME _____ MAILING ADDRESS _____ CITY, STATE _____ ZIP _____ PHONE (____) _____ FAX (____) _____ CONTRACTORS LICENSE # _____ CLASS _____ WORKERS COMP? <input type="checkbox"/> YES <input type="checkbox"/> NO EMAIL ADDRESS _____	
APPLICANT NAME _____ MAILING ADDRESS _____ CITY, STATE _____ ZIP _____ PHONE (____) _____ FAX (____) _____ EMAIL ADDRESS _____	CONTACT NAME _____ MAILING ADDRESS _____ CITY, STATE _____ ZIP _____ PHONE (____) _____ FAX (____) _____ EMAIL ADDRESS _____	
MANUFACTURED HOME DATA MANUFACTURER: _____ MODEL: _____ SQUARE FOOTAGE: _____ YEAR: _____		<input type="checkbox"/> SEPTIC <input type="checkbox"/> SEWER <input type="checkbox"/> WATER DISTRICT <input type="checkbox"/> WELL <input type="checkbox"/> FIRE HAZARD AREA <input type="checkbox"/> WILLIAMSON ACT <input type="checkbox"/> FLOOD ZONE
STATE INSIGNIA NUMBER: _____ SERIAL NUMBER: _____ Unit 1 _____ Unit 1 _____ Unit 2 _____ Unit 2 _____ Unit 3 _____ Unit 3 _____		
BY SIGNING & DATING APPLICATION, APPLICANT ACKNOWLEDGES: 1) PERMIT AND APPLICATION FEES ARE NON REFUNDABLE BEGINNING 180 DAYS AFTER FEE PAYMENT. 2) ONLY A PROPERTY OWNER OR LICENSED CONTRACTOR (NOT A TENANT OR LESSEE) MAY BE ISSUED A PERMIT APPLICANT'S SIGNATURE _____ DATE _____ THIS APPLICATION SHALL EXPIRE 180 DAYS FROM THE APPLICATION DATE		
REC'D BY _____		

CITY OF JACKSON – MANUFACTURED HOME APPLICATION CHECKLIST

This checklist is to provide you with a guide to the documents and quantities of documents, which will be needed to process your application. This list may not be all-inclusive as each project is unique within itself. If you have any questions or would like personal assistance with this form, please call (209) 223-1646 Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m.

All plans except site plan are to be drawn to a minimum ¼" scale on 11" x 17" or larger unlined non grid paper.

A SEPARATE PERMIT WILL BE REQUIRED TO CONVERT TO REAL PROPERTY UNLESS ALL DOCUMENTATION FOR RECORDING IS RECEIVED WITH INITIAL SUBMITTAL

**OFFICIAL
USE
ONLY**

Items Required For Submittal

Site Plan Drawn To Scale – Show Complete Parcel with all Dimensions; Location of Proposed Work; Driveway Location and Width; Easements; The Direction North; Well Location; Existing and proposed Septic System; All Setbacks from: Property Lines, Existing Structures, Pools, Septic System, Etc. (3 Sets)	
Floor Plan - Label use of all rooms (3 Sets)	
Foundation Plan - Engineered Tie-Down or Foundation System (2 sets)	
Elevations - Front, Both Sides and Back (2 sets)	
Marriage Line Details – For Multiple Units (2 sets)	
Grant Deed - Recorded copy that shows the parcel split date and legal description – All pages	
Assessor Records – complete copies. These may be obtained from Amador County Assessor's Office (209) 223-6399	
Property Owner's Package – Required to be completed for all owner/builder permits	
Flood Zone Area – Provide elevation certificate	
Williamson Act land owner statement	

To Convert Manufactured Home From Personal Property to Real Property

All items listed above and items listed below must be submitted for manufactured home to be real property

Site Plan Drawn To Scale – Show Complete Parcel with all Dimensions and Easements; Location of manufactured home, All Setbacks from: Property Lines, Existing Structures, Pools, Etc. (3 Sets) OR recent original building permit number	
Assessor's Statement of Status – This can be obtained from City of Jackson Building Dept.	
Forms 433 A & B - This can be obtained from City of Jackson Building Dept. Recording fee: \$11 per Section	
Current Title, Registration or Manufacture Certificate of Origin (MCO) – This must contain both the serial and insignia numbers for each unit and the manufactured home owners name must match parcel owners name	

BELOW FOR OFFICIAL USE ONLY

By signing below, I am acknowledging that I understand the items marked in the above shaded area are still required to process my building permit application. Processing and/or Department reviews may be incomplete or delayed until the items marked above are submitted.

Print Name

Signature

Title

Date



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PROPERTY OWNER'S PACKAGE

Disclosures & Forms for Owner-Builders Applying for Construction Permits

IMPORTANT! NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated.** An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____2. I understand building permits are not required to be signed by property owners unless they are *responsible* for the construction and are not hiring a licensed Contractor to assume this responsibility.

____3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless *all* work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

___8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

___9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

___10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

___11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

___12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Signature of property owner _____ Date: _____

Print Signature Name _____

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): _____

Project Location or Address: _____

Name of Authorized Agent: _____ Tel No: _____

Address of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. **Note: Original notarization of this form is required to be presented when the permit is issued to verify the property owner's signature.**

Property Owner's Signature: _____ Date: _____

Property Owner's Tel No: _____



STATE OF CALIFORNIA
 BUSINESS, TRANSPORTATION AND HOUSING AGENCY
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 DIVISION OF CODES AND STANDARDS
 MANUFACTURED HOUSING PROGRAM

THIS SPACE FOR RECORDER USE ONLY

ONLY THE ENFORCEMENT AGENCY MAY RECORD THIS DOCUMENT

RECORDING REQUESTED BY:
 City of Jackson Building Official
 Building Department

Building Permits Division

WHEN RECORDED MAIL TO:

NAME

Building Inspector

ADDRESS

33 Broadway

CITY, STATE, ZIP CODE

Jackson, CA 95642

**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 unit 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

OWNER INFORMATION

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

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

City of Jackson Building Department

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

33 Broadway

MAILING ADDRESS

Jackson Amador CA 95642
 CITY COUNTY STATE ZIP CODE

BUILDING PERMIT NO.

(209) 223-1646
 TELEPHONE NUMBER

EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION PROVIDED/ATTACHED – SEE REVERSE

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'S 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 & INSTRUCTIONS

Prior to installation a building permit to construct a foundation system and install a unit(s) must be obtained from the enforcement agency. To apply for a building permit the owner, dealer or contractor must comply with certain provisions of the California Health and Safety Code Section 18551 as follows:

- 1) Provide evidence that the registered owner 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 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.
- 2) Provide written evidence that the registered owner 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.

Note: An enforcement agency may obtain a title search from the Department of Housing and Community Development (HCD), 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 plans and specifications required by HCD regulations.
- 4) Provide the approved manufacturers 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 copies of the form HCD 433A with all information available at the time the building permit is issued for the installation of a manufactured home or commercial modular unit(s).
- 7) Pay a state fee of eleven dollars (\$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(have) been sold to the owner by a dealer, all information not originally available to complete the 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(are) 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:
 - o Certificate of Title and Registration issued by either HCD or DMV.
 - o 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 the 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 the form HCD 433A recorded with the county recorder. The owner is to be provided with a copy of the 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) On the day the Certificate of Occupancy is issued, the enforcement agency shall record this document with the county recorders office.
- 5) Once recorded, the enforcement agency shall transmit all of the following: the recorded copy of the form HCD 433A; a copy of the Certificate of Occupancy; fees collected in the amount of eleven dollars (\$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
Post Office Box 2111
Sacramento, CA 95812-2111

For information on establishing a requestor account for obtaining title search printouts on-line, call (916) 323-9229 or submit a request via the internet at <http://www.hcd.ca.gov/codes/rt/>. For general information or questions, call (916) 445-3338.



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	\$ _____	Type of Exterior Wall Covering: _____ (Metal, Wood, etc.)
2. Optional Equipment & Upgrades	\$ _____	Type of Roof Covering: _____ (Metal, Wood, Composition, etc.)
3. Subtotal	\$ _____	Heating Type: <input type="checkbox"/> Forced Air <input type="checkbox"/> Floor or Wall
4. Accessories & Accessory Structures	\$ _____	
5. Other (Specify) _____	\$ _____	
6. Delivery & Installation	\$ _____	Air Conditioning: <input type="checkbox"/> YES <input type="checkbox"/> NO Tons _____
		Evaporative Cooler: <input type="checkbox"/> YES <input type="checkbox"/> NO
		Built-in Cooktop: <input type="checkbox"/> YES <input type="checkbox"/> NO
		Built-in Oven: <input type="checkbox"/> YES <input type="checkbox"/> NO
		Built-in Dishwasher: <input type="checkbox"/> YES <input type="checkbox"/> NO
		Built-in Wet Bar: <input type="checkbox"/> YES <input type="checkbox"/> NO
		Refrigerator: <input type="checkbox"/> YES <input type="checkbox"/> NO
7. TOTAL SALES PRICE	\$ _____	Roof Overhang (Eaves): <input type="checkbox"/> YES <input type="checkbox"/> NO _____ inches
		Furniture Included: <input type="checkbox"/> YES <input type="checkbox"/> NO Value \$ _____

DOES THE BASIC PRICE INCLUDE:

The Towbar(s)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Tires & Wheels	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Wheelhubs & Axles	<input type="checkbox"/> YES	<input type="checkbox"/> NO

LIST NUMBER OF ROOMS:

Bedrooms	_____	Dining Room	_____
Baths	_____	Family Room	_____
Kitchen	_____	Utility Room	_____
Living Room	_____	Other Rooms	_____

Carpport:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Awning:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Porch:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Garage:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Storage Shed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Skirting:	<input type="checkbox"/> YES	<input type="checkbox"/> 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