Manufactured Homes Permit Intake Requirements

Type of Use (please check the use that applies to your manufactured home)

- Primary Dwelling (first dwelling on property)
- Accessory Dwelling (second dwelling on parcel)
- Agricultural Employee Housing (temporary use allowed with approval of Planning Department with conditions)
- Medical Hardship Dwelling (temporary use allowed with approval of Planning Department with conditions)
- Construction Site Dwelling (for temporary occupancy during construction of dwelling, requires a valid dwelling permit. (Mobile to be removed as a condition of final)
- Construction Site Sales Office (commercial accessibility standards apply).
- Job Site Construction Office (needs only power pole permit if no water or sewer is hooked up).
- Commercial Coach (temp. office space, class rooms, etc. - use commercial intake sheet for necessary information)
- Other (please explain desired use)

Provide Two Sets of the Following Support System Information

- Marriage Line Detail showing spacing of piers and design weights, use RADCO approval of mobile home for statistics. This information is floor plan specific and can be obtained from the manufacturer of the home.
- Foundation Line Drawing ("As-Built" drawing) showing support spacing on girders and marriage line to match as built. Support spacing on girders can be found in the manufactured home builder’s installation manual. Show the location of tie downs, pad sizes, and weights carried on pads for marriage lines only.
- Engineered Support System. This is the product you will use to support this home. The manufacturers have prepared engineering about their products.
- Tie Down System Engineering is required, if tie downs are being used. They are typically required on manufactured home support systems that are not engineered as permanent foundation systems.

Provide two sets of the following documentation for your project

- Plot Plan showing all structures on parcel, setbacks, and setbacks between structures. Show location of well and septic if applicable.
- Fire Letter. A certificate of release from the local Fire District shall be obtained before issuance of a building permit. This will show any conditions required by the Fire Department.
- School Fee Letter. Obtain a school fee letter from the local school district. This will show fees collected or waived by the school district. Note: The form can be obtained from Permit Office staff, who will verify the square footage of the living area in your mobile home, which must be provided to the school.
- Clearances from Other Departments. Our Permit Office staff will route your plans to the other departments to see if they need anything from you or have any further questions about your project. You may hand carry your project to the other departments if you wish, although it is not necessary. We will contact you, if, during the routing, we find that you need to meet with another department.

This is not a complete list of all required submittals, and additional information may be required after plan review. Other departments and agencies may have to review and approve plans before permits can be issued. Environmental Health Division approval is required in Sacramento County for septic systems, water wells, and noise variances for residential pool equipment and air conditioning units.

PERMIT #______________________ COUNTER STAFF INITIALS _______________ DATE ____________

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