

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF CODES AND STANDARDS**

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From TDD Phones 1-800-735-2929  
[www.hcd.ca.gov](http://www.hcd.ca.gov)



February 24, 2017

**INFORMATION BULLETIN 2017 – 02 (SPA, MP, SOP)**

**TO: MP/SOP Local Enforcement Agencies (LEAs)  
Local Building Officials  
Manufactured Home Installers  
Approved Testing and Listing Agencies  
Division Staff  
Approved Standard Plan Approval (SPA) List**

**From:**  **Richard Weinert**

**SUBJECT: NOTICE OF CHANGES TO THE REFERENCED CALIFORNIA BUILDING STANDARDS CODE AFFECTING DEPARTMENT APPROVED STANDARD PLAN APPROVALS**

The 2016 California Building Standards Code became effective January 1, 2017. This compilation of codes, including the 2016 California Building Code and 2016 California Residential Code, apply to Department of Housing and Community Development (HCD) approved Standard Plan Approvals (SPA) for accessory buildings, structures, foundation systems and tie-downs.

Changes in these codes may affect the design of past HCD approved SPAs for accessory buildings and structures (e.g., awnings, carports, cabanas, private garages, porches, decks, ramadas, etc.), foundation systems, engineered tie-down systems and may necessitate plan revisions. The codes effective January 1, 2017, will not affect Earthquake Resistant Bracing Systems (ERBS). HCD is required by law to notify those entities having an approved SPA when changes to the law or regulations affecting SPAs have occurred. This is necessary so that SPA plans can be updated, if necessary. Provisions relating to the design of these structures may have changed due to the new codes which may affect their renewal or continued use beyond 180 days of this notice.

Title 25, Chapters 2 and 2.2, Sections 1020.9 and 2020.9, respectively, provide the requirements in order to obtain SPA approvals for accessory structures and buildings, foundations and tie-downs. Such approval(s) can only be obtained from HCD. SPA allows for repetitive installation or construction of these structures and systems without additional plan review provided the design of the device or structure meets local site conditions.

Foundation systems, currently approved by HCD, shall be accepted by every enforcement

agency as approved for the purpose of obtaining a construction permit when the design loads and conditions are consistent for the locality. HCD requires foundation system plans and supporting data be signed by an architect or engineer.

All SPAs currently approved and on file with HCD must comply with the 2016 CBSC within 180 days of this notice in one of two ways: 1) a stamped letter issued to HCD by a California licensed professional engineer or architect with a statement(s) verifying the SPA plan complies with the 2016 CBSC without amendment; or 2) submit the amended plans to HCD for review and approval.

All SPA plans requiring HCD approval must be submitted 180 days from date of this notice or earlier if current SPA expires before February 24, 2017. Any SPA plans either not certified by a licensed professional engineer, architect or not amended and re-submitted for HCD approval will be canceled at the end of the 180 days. HCD anticipates receiving a large volume of amended SPA plans; therefore, applicants are advised to submit revised plans or verification letters to HCD as soon as possible to avoid delay.

Applicants are required to complete and submit the attached form HCD 520, "*Application for Standard Plan Approval*" dated 7/04, for each SPA, along with a \$203 fee for each amended SPA plan. The form is also available on HCD's website <http://www.hcd.ca.gov/codes/mp/OnlineForms.html>.

Any questions concerning the SPA process should be directed to HCD's Northern Area Field Operations Office at (916) 255-2501. Plans, calculations, testing data and the completed HCD application form(s) and minimum fee(s) may be hand delivered or mailed to:

Department of Housing and Community Development  
Northern Area Office  
9342 Tech Center Drive, Suite 550  
Sacramento, CA 95826

Questions regarding the Mobilehome Parks Act, contained in the Health and Safety Code, commencing with section 18200, or Special Occupancy Parks Act, contained in the Health and Safety Code, commencing with section 18860, should be directed to the Mobilehome and Special Occupancy Parks Program at (916) 263-4681.

The 2016 California Building Standards Code is available from the California Building Standards Commission website at [www.bsc.ca.gov](http://www.bsc.ca.gov). The publications are also available at many local and internet bookstores.

Copies of the Mobilehome Parks and Installations and Special Occupancy Parks regulations are available on the HCD website at [www.hcd.ca.gov/codes/mp](http://www.hcd.ca.gov/codes/mp) or you may contact Barclays at <http://www.barclaysccr.com/>, or at (800) 328-4800 to purchase a copy of these laws and regulations.

Enclosure





## APPLICATION FOR STANDARD PLAN APPROVAL

(SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM)

### SECTION 1.

Standard Plan Approval (SPA) Requested:

Check appropriate box(es):

Type of Accessory Building or Structure

- |  |                                 |                                    |   |
|--|---------------------------------|------------------------------------|---|
| <input type="checkbox"/> Accessory Building or Structure | <input type="checkbox"/> Awning | <input type="checkbox"/> Cabana    | <input type="checkbox"/> Porch            |
| <input type="checkbox"/> Foundation System               | <input type="checkbox"/> Garage | <input type="checkbox"/> Enclosure | <input type="checkbox"/> Carport          |
| <input type="checkbox"/> Engineered Tiedown System       | <input type="checkbox"/> Ramada | <input type="checkbox"/> Other     | <input type="checkbox"/> Storage Building |

Service Requested:

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> New Application | <input type="checkbox"/> Renewal                  | <input type="checkbox"/> Resubmission |
| <input type="checkbox"/> Revision        | <input type="checkbox"/> Change of Name/Ownership |                                       |

Type of Unit:

- |   |   |
|---|---|
| <input type="checkbox"/> Manufactured Home/Mobilehome | <input type="checkbox"/> Commercial Modular |
|---|---|

Drawing Number: \_\_\_\_\_

Model Number: \_\_\_\_\_

Product Name: \_\_\_\_\_

<b>Standard Plan Approval Number</b> <i>(If previously issued by the Department)</i> _____
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### DEPARTMENT USE ONLY

Collection No.	_____
Date	_____
Application Fee \$	_____
Renewal Fee \$	_____
Resubmission Fee \$	_____
Revision Fee \$	_____
Change of Name/ Ownership \$	_____
Plan Approval Fee (First Hour) \$	_____
Other	_____
<b>TOTAL</b>	_____

### SECTION 2. APPLICANT INFORMATION

Applicant Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Architect/Engineer Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

License/Registration Number \_\_\_\_\_

### SECTION 3. APPLICANT CERTIFICATION

I hereby certify: (1) that the information I have provided is correct; (2) and that I will ensure that the manufacture and/or construction of this system is in compliance with the approved plan and the applicable provisions of Title 25, California Code of Regulations, Division 1, Chapter 2. or 2.2. I understand that failure to comply with the terms of approval shall be cause for cancellation of the Standard Plan Approval.

Executed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ (Date) (City) (State)

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

NOTE: Standard Plan Approval is valid only when the design is suitable for the locality. Two (2) copies of the approved plan shall be provided with each foundation system or engineered tiedown system sold, for the purpose of obtaining a permit to construct from the enforcement agency.

### DEPARTMENT USE ONLY

Date Approved \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Standard Plan Approval Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approved By: \_\_\_\_\_

The Approved plans have been:  Returned to the applicant  Withheld pending payment of fees  Other \_\_\_\_\_

Comments: \_\_\_\_\_

## INSTRUCTIONS

Complete sections 1, 2, and 3. Submit this application with three (3) copies of the plan and two (2) copies of the calculations and appropriate fees as specified in Title 25, California Code of Regulations, Division I, Chapter 2, and/or 2.2, to the following address:  
(Fees Due with this Application Are Not Subject to Refund)

Department of Housing and Community Development  
Division of Codes and Standards  
9342 Tech Center Drive, Suite 550  
Sacramento, CA 95826

### Section 1 - Accessory Building or Structure, Foundation System, or Engineered Tiedown System Information

Standard Plan Approval Requested: Check the appropriate box to indicate the type of plan approval you are requesting; Accessory Building or Structure (Health and Safety Code §§18213 and/or 18862), Foundation System (Health and Safety Code §18551) or Engineered Tiedown System (Health and Safety Code §18613.4).

Service Requested: Check the appropriate box to indicate the type of service you are requesting. The following is a definition of the services provided:

- New Application - This is an application for a standard plan approval which is submitted for the first time.
- Renewal - This is an application for a renewal of a standard plan for which the Department has previously approved and issued a Standard Plan Approval number.
- Resubmission - This is an application that upon original submission was rejected and is now being resubmitted.
- Revision - This is an application to request a change or revision to an approved standard plan.
- Change of Name/Ownership - This is an application to report a change of the name of the applicant or the company from the name submitted on the original application for a Standard Plan Approval.

Type of Unit: Check the appropriate box to indicate if the Standard Plan Approval is being requested for Manufactured Home/Mobilehome, or Commercial Modular.

Drawing Number: Enter the drawing number as assigned by the applicant, manufacturer, distributor, etc.

Model Number: Enter the model number as assigned by the applicant, manufacturer, distributor, etc.

Product Name: Enter the name under which the product will be marketed.

Standard Plan Approval Number: If this application is for a renewal, revision or change of name/ownership, enter the Standard Plan Approval number previously issued by the Department.

### Section 2 - Applicant Information

Enter the name, address and telephone number of the applicant. The applicant is the party that is requesting the Standard Plan Approval (Manufacturer, Distributor, Contractor, etc.). Also enter the name, address and telephone number of the architect or engineer of record that designed the system. Enter the architect's California license number or engineer's California registration number.

### Section 3 - Applicant Certification

Enter the date, city and state where this document is completed and signed. The applicant is required both to print and to sign his/her name.

Upon receipt of the submitted plans, calculations, required fees and the Application for Standard Plan Approval (HCD 520), the Department will review and either;

1. Reject the application. If the application is rejected, the Department will return the submitted plans, calculations and Application for Standard Plan Approval (HCD 520) along with a notice advising the applicant of any necessary corrections for approval (one copy of the plans will be retained by the Department).
2. Approve the application. If the application is approved, the Department will return the submitted plans and the applicant copy of the Application for Standard Plan Approval (HCD 520). The HCD 520 will indicate the date the standard plan was approved, the Standard Plan Approval number, and the date the approval will expire. The plans returned to the applicant will bear a departmental stamp indicating the date of approval, date of expiration, Standard Plan Approval number and the signature of a Department representative.