

State of California
Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards



MOBILEHOME PARK INSPECTION RESIDENT INFORMATION BOOKLET

- * *Contains Important Information For Residents of Mobilehome Parks Regarding Inspections, Violations and Code Requirements.*

- * *Please read about the planned inspection of your mobilehome park and lot.*

- * *Save this Booklet until after the inspection of your mobilehome park is completed.*

Violations and Code Requirements

California Health and Safety Code Section 18400.1, amended and effective 1/1/2000, requires all agencies to enter and inspect mobilehome parks to ensure enforcement with that Act. The California Department of Housing and Community Development, Division of Codes and Standards will be conducting an inspection of the general areas, buildings, equipment, and utility systems of your mobilehome park, and each individual lot. A NOTICE OF PLANNED INSPECTION has been posted in a conspicuous location within the mobilehome park. The inspection will be conducted within 30 to 60 days of the "Date Posted" shown on the NOTICE OF PLANNED INSPECTION. At least 30 days prior to the inspection of the mobilehome park, an individual written notice of the inspection will be provided to each resident. Your park operator or other representative has been provided with an inspection orientation video tape and is available upon request.

Using this Booklet

The Department issues this booklet to park operators or their representatives for distribution to residents prior to the Department's inspection and contains important information about the inspection, violations, and related issues. The Department encourages residents of mobilehome parks to review the information on how to inspect your own lot for possible violations, many of which can be easily corrected by the resident before the Department's inspection.

Note: The terms "Unit" and "MH-unit" used throughout this booklet are the new referenced terms for manufactured homes, mobilehomes, multi-unit manufactured housing, and recreational vehicles as defined in the California Code of Regulations, Title 25, Division 1, Chapter 2, Article 1, Section 1002. For clarity they are reprinted below.

MH-unit: A manufactured home, mobilehome, or multi-unit manufactured housing.

Unit: A manufactured home, mobilehome, multi-unit manufactured housing, or recreational vehicle.

Scope of Inspection

The inspection will include the park's commons areas, buildings, equipment and utility systems for proper maintenance and code compliance. Inspection of your lot will include utility connections, accessory structure maintenance, separation and setback requirements, use of extension cords, fire hazards, rubbish and other health and safety issues. The inspection may also include a check for current registration of your MH unit.

Request to Accompany Inspector

Upon request and approval by the assigned park inspector, one park representative and one resident representative may accompany the inspector during the initial inspection. The privilege of attending the inspection is at the sole discretion of the inspector.

Interior Inspections

Under normal circumstances, the Department will not be entering your home while conducting the inspection. The inspector may request entry only when conditions observed from the exterior of your home suggest that a potential hazard and or substandard condition exist within the home. However, the decision to grant or refuse entry into your home is yours.

If the inspector requests entry and you permit the inspector to enter, you will be asked to sign a statement acknowledging your permission. The permission will authorize only the inspector to enter your home on the date you specify. If you refuse entry, the inspector may seek a search warrant in order to gain entry based on the possible existence of a hazard or substandard condition.

Preparing for Inspection

In preparation for the inspection you should take the following steps:

1. Display evidence on the exterior of your MH unit of current registration or Local Property Taxation status. If exterior decals or plates are unavailable please provide current registration documents to the inspector for review or temporarily display current registration documents inside a window until the inspection of your lot or park is complete.
2. Fix all leaking plumbing.
3. Fix damaged awning structures.
4. Remove unapproved electrical wiring.
5. Remove all debris, rubbish, and combustible material stored around or under the home.
6. When repairing stairs or steps, do so in compliance with the illustrations in the back of this booklet.
7. Read about common violations beginning on page 4.

Notice of Violation

If the Department's inspection discovers a violation on your lot or home, you will receive a Notice of Violation by U.S. mail listing the violations to be corrected. The park operator will only receive a copy of the "*Final Notice of Violation*", listing those violations that remain uncorrected at your lot after a sixty (60) day correction period.

Time Allowed for Correction

The Notice of Violation will allow sixty (60) calendar days to correct most violations. Violations that present an imminent health and safety hazard representing an immediate risk to life, health, or safety will be required to be corrected immediately.

Re-inspections

After the expiration of the time allowed for correction, the Department will conduct a re-inspection to verify compliance with any issued Notice of Violation.

A Final Notice of Violation will be issued for remaining violations.

Inspector Identification

The Department of Housing and Community Development Inspector will be wearing a blue vest bearing the Department logo, which incorporates the State Seal as shown on the cover of this booklet. The Department's inspectors also carry identification cards with their facial photograph. To ensure your privacy and safety, you may ask the inspector entering your lot for identification.

Legal Actions

Legal action to obtain a misdemeanor conviction for failure to comply with an issued Notice of Violation is avoidable. Such action is taken only when a resident refuses to make corrections of conditions presenting hazards to occupants of the home, adjacent homes, or the general public.

Items For the Park Resident to Inspect

Prior to the Department's inspection, park residents may eliminate many violations by inspecting their lots and facilities. The Department will cite the following conditions if found to endanger life, limb or health and safety of the public and occupants. Use the following information as a guide for your inspection.

1) Power Cords

A unit that is powered through a large rubber-coated type electrical cord should be inspected to insure that:

- a. The covering on the cord is not cracked or deteriorated.
- b. The area of the plug is not damaged or pulling away from the cord.
- c. The cord has not been cut and spliced.
- d. The power cord plug has not been removed and the cord is not directly wired to the park electrical service.
- e. The power cord is listed and approved for manufactured home/mobilehome or recreational vehicle use.
- f. The cord is not buried in the ground or encased in concrete.
- g. The unit does not have more than one power supply cord.
- h. An approved adapter (not more than 12 inches in length) in use prior to July 7, 2004 will be allowed its continued use provided it is installed and maintained in a safe operating condition.

- i. The power cord is not rated less than the electrical load of the unit. Example: The units cord is rated at 30 amperes and the unit load is 50 amperes.

2) Feeder Assemblies

A unit that is electrically connected to the lot electrical service by a flexible metal conduit (feeder assembly), should be inspected to insure that:

- a. The conduit is not buried or in contact with the ground.
- b. The conduit provides continuous, complete protection of the electrical conductors inside.
- c. No more than one “feeder assembly” is utilized to supply power to your unit.

3) Wiring Methods

The general electrical conditions affecting the unit should be inspected to insure that:

- a. Extension cords are not used in lieu of permanent wiring. If there are appliances or other equipment installed outside a unit which require continuous electrical power, an approved wiring means must be provided.
- b. The cables and conductors for electrical wiring installed outside a unit are protected against physical damage by installing materials such as conduit.
- c. The electrical equipment installed outdoors is approved for wet or damp locations.
- d. All the parts or components of the electrical equipment of the unit, or equipment for accessory uses, are installed so that no energized parts are exposed.
- e. The lot electrical service equipment is accessible. Remove any storage or permanent construction which obstructs access. Unobstructed working clearance of at least 30 inches wide by 30 inches deep and 78 inches high in front of the lot electrical service equipment is required.
- f. The unit is electrically grounded to prevent electrical shock.

Note: If you believe that one or more of the above conditions affect the electrical system of your unit, it is recommended that you consult a professional for assistance and correction of the condition. Permits are required prior to the installation of any electrical wiring.

4) Debris and Combustible Storage

The area under and around the unit is to be inspected, and any accumulation of rubbish, combustible debris or stored material or accumulation of paper, leaves, dry grass, scrap wood material, etc., is to be removed.

5) Appliances

Appliances installed outside of a unit are to be located out of direct weather, such as placed under an awning. Electrical power to an outdoor appliance is to be provided only through a permanent wiring means; extension cords are not permitted.

6) Emergency Exiting

To assure safe exiting during an emergency, remove any obstruction which would prevent the exterior doors from opening. Hasps and padlocks that are installed on the exterior of your home are to be removed; exit doors which are locked from the outside cannot be opened trapping you inside.

7) Multiple Units on a Lot

Only one unit may be installed on an individual lot. Exception: A self-propelled recreational vehicle or truck-mounted camper may be parked on the lot when it is used as a means of transportation. The self-propelled unit may not be connected to any utilities or interconnected to the other unit on the lot. A camper, intended for truck mounting, may not be removed from the truck and placed on the lot. A truck camper shell is not considered a camper.

8) Mobilehome or Recreational Vehicle Setbacks From Lot Lines

A unit must have the required three (3) foot clearance from a lot line. If the unit is placed within three (3) feet of a lot line, relocation may be required.

Exception: A unit may border a roadway within the park.

9) Registration

A MH-unit is to be currently registered and is to display the appropriate registration, license plates, or local property taxation decal. Display evidence of the current registration or local property taxation status or provide evidence to the park management or to the Department of Housing and Community Development inspector.

10) Approval Insignia Required on Rented Homes

A manufactured home or mobilehome offered for rent, sale or lease must bear either a HUD Label or a state insignia issued by the Department. Replacement verification for HUD labels on manufactured homes constructed after June 15, 1976, may be obtained through HUD's Office of Manufactured Housing Programs at (202) 708-6423 or e-mail at <http://www.hud.gov/offices/hsg/sfh/mhs/mjslabels.cfm>. If the unit constructed between September 1, 1971 and June 15, 1976, the owner of the mobilehome must apply to the Department for an inspection of the mobilehome to obtain a state insignia. The label or insignia represents that the unit has met the minimum construction requirements in effect at the time of manufacture. The label or insignia may be found at the rear of the unit or in the area near the front door.

Note: A Recreational vehicle or park trailer which is rented or leased must bear a label or insignia indicating the manufacturer's compliance with the appropriate ANSI Standard, or a

Department insignia issued prior to January 1, 1999. It will not be possible to obtain a replacement insignia for a recreational vehicle, or park trailer, or obtain an insignia by inspection from the Department for a recreational vehicle manufactured on or after January 1, 1999.

11) Substandard Manufactured Home/Mobilehome or Recreational Vehicle (Unit)

A unit in substandard condition may be ordered removed from a park unless the substandard conditions are repaired. Substandard conditions include but are not limited to:

- a. Structural hazards such as deteriorated floors, buckled walls, deteriorated roof members, etc.
- b. Electrical hazards such as bare wires, unprotected cables/conductors, open splices, etc.
- c. Improper plumbing such as leaking fixtures.
- d. Mechanical hazards such as un-vented or improperly vented gas appliances.
- e. Faulty weather protection including leaks in the roof, broken windows, damaged siding, etc.

12) Animals

Domestic animals shall not roam free in the park and the lot maintained reasonably clean of domestic animal waste.

13) Gas Meter

The gas meter provided on the lot must be accessible and in a well-ventilated location.

14) Gas Connectors

The condition of the gas system connector should be inspected. It should be a single flexible gas connector not over six (6) feet in length, listed for exterior use, and must not be buried or otherwise in contact with the ground.

15) Propane Gas Tanks

When a unit is supplied gas by external liquefied petroleum gas (LPG) tank(s), the tank(s) should be inspected to insure that:

- a. The total of all tanks on the lot do not exceed one hundred twenty-five (125) US gallons. If the total exceeds one hundred twenty-five (125) US gallons, the more restrictive provisions of the Unfired Pressure Vessel Safety Orders, California Code of Regulations, Title 8, Chapter 4, Subchapter 1, would apply.

- b. LPG vessels are secured to prevent accidental over turning. Provide an approved method to secure and support LPG containers and vessels. (e.g. secured to the unit's hitch, support post, or other approved means)
- c. There is adequate clearance around the LPG vessel installed on the lot. Minimum clearances from the filling connection or vent to sources or ignition, direct vent appliances, and mechanical ventilation air intakes shall be:
 - 1. Ten (10) feet for purposes of filling.
 - 2. Five (5) feet to pressure relief valve and the valve must be directed away from the openings in building below the valve.
 - 3. The tank may not be located in areas less than 50% open or under the unit.

Note: Lot electrical service is not considered a source of ignition.

- d. LPG vessels are not stored inside or beneath the unit, or a habitable accessory building, or an accessory structure that is not open more than 50% for ventilation.

16) Gas Lines

If the gas piping system has been extended to reach the park's gas inlet, the extension pipes must be supported. Support the pipe with metal hangers at maximum intervals of four (4) feet.

17) Water Heaters

The water heater of the unit should be inspected for minimum safety requirements to insure that:

- a. The gas water heater is properly vented to the exterior of your home.
- b. Access to the water heater is unobstructed.
- c. The water heater compartment is weather tight.
- d. The water heater has a functional pressure temperature relief valve. Valve piping shall be extended to the underside of the MH unit with galvanized or copper pipe the same size as the valve opening.
- e. There are adequate openings into the compartment for combustion air.
- f. The water heater has the required clearances from its vent and water heater sides to any combustible walls.

Note: If you believe there is a problem with your water heater or its installation, it is recommended that you refer to the water heater manufacturer recommendations or consult a professional.

18) Permits

If any of the following changes have been performed without a valid permit, you are encouraged to obtain a permit prior to the Department's park inspection in order to avoid possible penalties:

- a. Installation, construction, or alteration of:
 - (1) any building, structure, or accessory building;
 - (2) any electrical, mechanical, or plumbing equipment;
 - (3) any fuel gas equipment;
 - (4) any fire protection equipment within the unit.
- b. Any alteration to an MH-unit requires a permit from the Department of Housing and Community Development.
- c. Installation of a MH unit within the park requires a permit from the enforcement agency.

19) Sewer Drains

The sewer drain connector on the unit should be inspected to insure that the system is:

- a. gas tight and leak free;
- b. sloped to drain a minimum of one eighth (1/8) inch per foot;
- c. supported at four (4) foot intervals;
- d. constructed of minimum schedule 40 ABS plastic, approved for drain and waste.
- e. Recreational vehicles which are connected to a lot drain in a park for more than three (3) months must have a sewer drain connection consisting of a minimum of schedule 40 ABS plastic piping approved for drain and waste. Flexible hose type drains for recreational vehicles are only acceptable for temporary connections and are not approved as a permanent connection.

20) Water Supply Connector

The fresh water supply connector on the unit should be inspected to insure that it is leak free and made of a flexible material approved for potable water such as soft copper tubing not less than 1/2 inch interior diameter.

21) Guardrail for Porches/Decks

The guardrails for a porch or deck that is at least 30 inches or more above grade; should be inspected to insure that:

- a. The rail is installed at least 36 inches in height above the floor.
- b. The openings between intermediate rails are not more than nine (9) inches or more than four (4) inches for porches constructed after July 7, 2004.

- c. The railings must be structurally sound.

22) Handrails for Stairs

Any stairway to an MH-unit or accessory structure (deck, porch, room addition, etc.), more than 30 inches above grade should be inspected to insure that the handrails comply with the following:

- a. Stairs serving porches having the floor more than 30 inches above grade shall be equipped with intermediate rails spaced not more than nine (9) inches or more than four (4) inches for stairs constructed after July 7, 2004.
- b. Handrails shall be not less than 30 inches, nor more than 34 inches in height, as measured vertically from the nosing of stair treads, or not less than 34 inches, nor more than 38 inches in height if constructed after July 7, 2004.
- c. Handrails and intermediate rails shall be structurally sound. Secure any loose rails.

23) Skirting

The skirting of a MH unit should be inspected to insure that the enclosed area under the unit or accessory structure complies with at least the minimum following ventilation and access requirements:

- a. A minimum 1 1/2 square feet of ventilation is required for each 25 linear feet of skirting. The openings for ventilation shall be provided on at least two opposite sides as close to the corners as possible.
- b. Where wooden materials are used for skirting, any wood in contact or within six (6) inches of the earth must be decay and insect resistant wood, such as redwood.
- c. When skirting is installed, an underfloor access panel is required. The panel must be a minimum of 18 x 24 inches, unobstructed by pipes, ducts, or other equipment that may impede access.

24) Stairways

The stairways at each required exit door are required to be safe and stable and should be inspected to insure that:

- a. The stairway risers are a minimum of four (4) inches and do not exceed eight (8) inches in height and all risers must not vary by more than 3/8 inch.
- b. The stairway treads are not less than nine (9) inches in depth and all treads must not vary by more than 3/8 inch.
- c. The stairway width shall not be less than the width of the door and any new construction must comply with the California Building Code.

25) Stairway Landings

A stairway landing is required when an exterior door of a MH unit swings outward and should be inspected to insure that:

- a. The landing, when required, is no lower than one (1) inch below the bottom of the home's door.
- b. The landing width and length size is not less than the door width.

26) Awning or Carport Enclosure

Awning enclosures are permitted for recreational use only, and any combustible components must be a minimum of three (3) feet from a lot line, except a lot line bordering on a roadway.

27) Awnings/Carports

The awnings and carports of a MH unit should be inspected to insure that:

- a. Missing, damaged, or unanchored supports are repaired and are installed within 12 inches of vertical.
- b. Combustible awnings and or carports shall be a minimum setback of three (3) feet from a lot line and not less than six (6) feet from any combustible unit, accessory building, structure, or building component on an adjacent lot. Awnings and carports may extend to the lot line which borders a roadway.
- c. Wooden awnings and carports are free standing or have a permit for the attachment to the unit.
- d. Metal awnings and carports do not project over the lot line.
- e. All non-combustible accessory structures must maintain a minimum of three (3) feet from any unit, or accessory building or structure on an adjacent lot.

28) Cabana (Room Additions)

Room additions should be inspected to insure that minimum standards for weather protection, electrical wiring, plumbing, and structural integrity are met. Also assure that there is at least three (3) foot separation to the lot line.

29) Storage Cabinets (sheds)

Guidelines for storage cabinets (sheds):

- a. A permit is not required if a storage cabinet (shed) is not in excess of 120 sq. feet.
- b. A combustible storage cabinet (shed) may not be installed within three (3) feet of a lot line, except a lot line which borders a park roadway.

- c. A noncombustible storage cabinet (shed) may be installed to the lot line provided it is at least three (3) feet from a MH unit or accessory structure on an adjoining lot.

30) Miscellaneous Structures

Guidelines for garages, greenhouses and storage buildings:

- a. The setback to the MH unit is a minimum of six (6) feet; however, garages and storage buildings with one hour firewall construction may be adjacent to the unit on the same lot.
- b. Combustible construction of the garage, greenhouse or storage building is a minimum of three (3) feet to the lot line, except where the garage, greenhouse, or storage building borders a roadway within the park.
- c. The structural system is adequate and in good condition.

The handgrip portion of the handrail shall not be less than 1 1/2 inches nor more than 2 inches in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion shall have a smooth surface with no sharp corners.

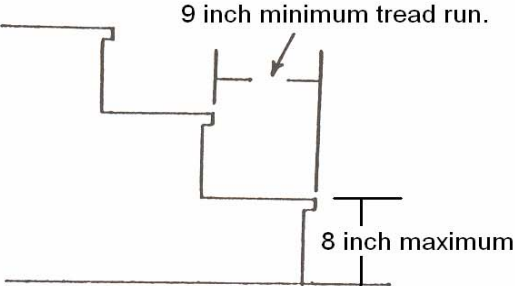
Note: The stair shown in this drawing with a handrail on one side is for illustration purposes only. Stairways shall have either a barrier on one side or handrails on both sides.

The openings between intermediate rails in open-type railings shall be not more than 4 inches.

Intermediate rails

9 inch minimum tread run.

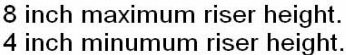
8 inch maximum



9 inch minimum tread run.

Tread

8 inch maximum riser height.
4 inch minimum riser height.



Every stairway with more than 3 risers or steps shall be equipped with handrails and inetermediate rails. Handrails shall not be less than 34 inches nor more than 38 inches in height as measured vertically from the nosing of the stair tread.

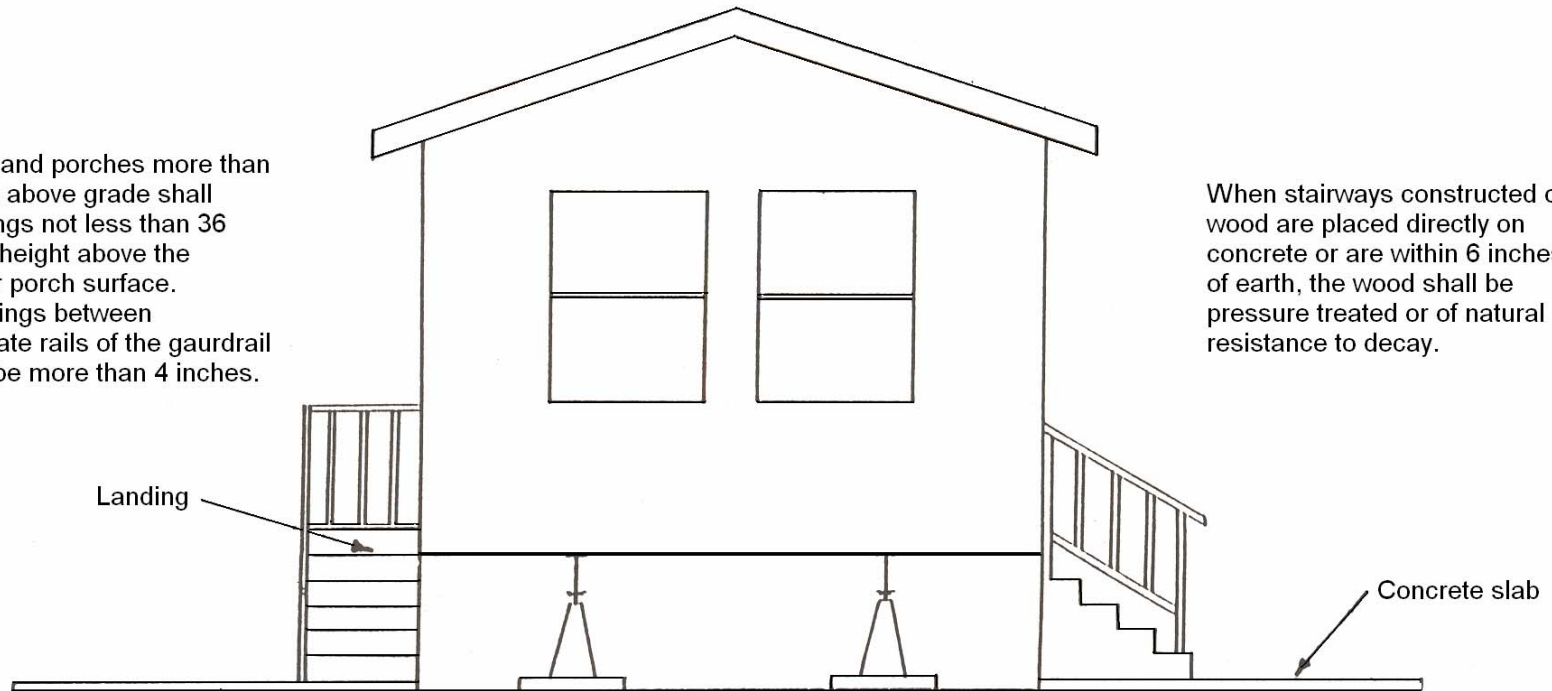
Riser

Nosing

Riser heights and tread runs shall not vary more than 3/8 of an inch between any step of the stairway.

Landings and porches more than 30 inches above grade shall have railings not less than 36 inches in height above the landing or porch surface. The openings between intermediate rails of the gaurdrail shall not be more than 4 inches.

When stairways constructed of wood are placed directly on concrete or are within 6 inches of earth, the wood shall be pressure treated or of natural resistance to decay.



If an exit door swings outward in the direction of travel, a landing must be provided. The landing surface may not be more than 1 inch below the bottom opening of the doorway. The landing width and length must not be less than the width of the door.

If an exit door swings inward, or is a sliding glass door and the stairway is perpendicular to the unit, a landing is not required. The top step, porch, or landing shall not be more than 7 1/2 inches below the bottom of the door.

Note: The illustrations and descriptions shown on this drawing are splified for clarity. Refer to the California Code of Regulations, Title 25, Chapter 2, for specific codes governing mobilehome/manufactured home stairway construction.

