



## MOBILEHOME PARK UTILITY UPGRADE PROGRAM

### INSPECTION AND INSTALLATION GUIDELINES

The following inspection and installation document has been developed for all parties to use as a guideline (it is not intended to be all-inclusive) when installing and inspecting utility upgrades as part of the Mobilehome Park Utility Upgrade Program/CPUC Pilot Program (Program) within California mobilehome parks. These upgrades are required to be installed in accordance with several sets of standards under different sets of laws and regulations (federal and state) as follows:

- Title 24, Code of Federal Regulations (24CFR), Part 3280: for alterations to the manufactured home/mobilehome.  
24CFR is available through the following link: <http://www.ecfr.gov/cgi-bin/text-idx?SID=d2883f7985936101ae79fa4d492a28df&mc=true&node=pt24.5.3280&rgn=dv5>
- Title 25, California Code of Regulations (25CCR), Chapters 2 and 3 (as applicable)  
25CCR Chapter 2 is available through the following link: [www.hcd.ca.gov/codes/mobilehome-special-occupancy-parks/mpregs.html](http://www.hcd.ca.gov/codes/mobilehome-special-occupancy-parks/mpregs.html)  
25CCR Chapter 3 is available through the following link: [www.hcd.ca.gov/codes/manufactured-housing/title25\\_hcd\\_manufacturedreg.html](http://www.hcd.ca.gov/codes/manufactured-housing/title25_hcd_manufacturedreg.html)
- Title 24, California Code of Regulations (24CCR), Parts 3 (electrical) and 5 (plumbing)  
24CCR is available through the following link: <http://www.bsc.ca.gov/Home/Current2013Codes.aspx>

### CONTACT INFORMATION

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## MOBILEHOME PARK UTILITY UPGRADE PROGRAM PERMIT REQUIREMENTS

The Department of Housing and Community Development (HCD) has enforcement jurisdiction of 80.8% of the mobilehome parks in California. There are currently 70 active Local Enforcement Agencies (LEAs) performing enforcement of the Mobilehome Parks Act within their respective jurisdictions. In order to identify the enforcement agency for a park, visit the following website:

<https://hcdexternal.hcd.ca.gov/ParksListing/faces/parkslist/mp.jsp>

The park list can also be accessed from HCD's Mobilehome and Special Occupancy Parks Program website at [www.hcd.ca.gov/codes/mobilehome-special-occupancy-parks/](http://www.hcd.ca.gov/codes/mobilehome-special-occupancy-parks/). Under the heading **Find a Park**, click on [Mobilehome & RV Parks Listing](#).

Permit applications can be found on HCD's website also.

- Form HCD 50: Application for Permit to Construct  
[http://www.hcd.ca.gov/codes/mobilehome-special-occupancy-parks/permit\\_to\\_construct\\_hcd\\_50.pdf](http://www.hcd.ca.gov/codes/mobilehome-special-occupancy-parks/permit_to_construct_hcd_50.pdf)
- Form HCD 415: Application for: Alteration, Addition or Conversion, Alternate Approval, Technical Services, or Inspection to Obtain Insignia  
[http://www.hcd.ca.gov/codes/manufactured-housing/hcd415\\_rev07-13.pdf](http://www.hcd.ca.gov/codes/manufactured-housing/hcd415_rev07-13.pdf)

Any person commencing construction without a valid permit shall discontinue the construction until a permit to construct is obtained, and shall pay double the fees prescribed for the permit (25CCR Section 1050).

### **PERMIT REQUIREMENTS FOR HCD ENFORCED PARKS:**

- Only one applicant will be accepted for each permit.
- Permit applications and fees can be submitted to the appropriate Area Office in person or via mail. If the application and fees are mailed, the mailing address is located in the permit application instructions. Permit requests cannot be made via email.
- Items not covered in the Program may require additional permits from the enforcement agency.
- For beyond-the-meter (BTM) lot construction, one form [HCD 50](#) is required for the entire mobilehome park. Permits shall indicate the number of lots and be accompanied by the appropriate fees. Form [HCD 50](#) requires the park owner's signature in Section 5. Please ensure that the park owner signs Section 5 of the application prior to submitting the permit application to HCD.

*Example of fee calculation:* A 50 lot mobilehome park – \$196.00 (initial lot permit fee) added to \$178.00 (for each additional lot) multiplied by 49 lots totals \$8,918. The permit may include other minor mobilehome park construction, including but not limited to: reconnecting a clubhouse, well pumps, minor street lighting, boring, etc. Extensive work necessary for rewiring entire lighting systems and the removal of the aboveground portions of the legacy system will include an additional inspection fee of \$196.00 (up to one hour) per inspection.

- For work conducted to the manufactured home/mobilehome (MH-unit), one form [HCD 415](#) shall include all homes in an individual mobilehome park. The permit shall be accompanied by the appropriate fees.  
*Example of fee calculation:* 50 lot mobilehome park – 50 lots multiplied by \$196.00 totals \$9,800.
- For a 50 lot mobilehome park, permit fees will total \$18,718 (excluding additional park construction inspections as noted above).
- A separate form [HCD 50](#), accompanied by a fee of \$196, is required to verify the removal of the aboveground portions of the legacy system. The removal shall occur within 30 days of the completion of the utility upgrade. The park is responsible for this fee and it is not reimbursable through the Program.

**LOCAL ENFORCEMENT AGENCY (LEA) AND HCD COMBINED INSPECTIONS:**

- Please contact the LEA for the necessary park permits required for the pedestals and any on or underground work.
- The LEA is responsible for inspections relating to reconnecting common areas of the park and verification of the removal of the aboveground portions of the abandoned legacy system serving no utility purpose.
- The LEA can utilize the same permit fee structure for BTM lot permit fees for the park as provided in the above section titled “Permits Required for HCD Enforced Parks.”
- HCD is the only authority having jurisdiction for alterations to MH-units. For alterations to the MH-unit, one form [HCD 415](#) shall include all homes in an individual mobilehome park. Please see form HCD 415 permit instructions noted previously.
- The LEA is not to issue permits or perform inspections for the MH-unit or its connections to the new utilities.

# **MOBILEHOME PARK UTILITY UPGRADE PROGRAM GAS AND ELECTRICAL INSTALLATION & INSPECTION**

## **RECREATIONAL VEHICLE (RV)/PARK TRAILER IN MOBILEHOME PARKS**

RV sections and RV lots within mobilehome parks are not included in the Program. Should the owner choose to upgrade those systems, additional permit fees and inspections not associated with this Program will apply. Additionally, associated costs to the utility will be assessed and are not reimbursable under this Program.

If the park wishes to convert RV lots to MH lots, written approval from the local planning department and an amended permit-to-operate are required. Please note the Program will generally use the information provided by a park on its CPUC Form of Intent submitted in 2015; therefore, RV lots converted to MH lots at this stage may not be included and covered under the Program. For more information on the Program's applicability, please contact the California Public Utilities Commission (CPUC) at (800) 755-1447 or via email at [MHPUtilityUpgradeProgram@cpuc.ca.gov](mailto:MHPUtilityUpgradeProgram@cpuc.ca.gov).

MH lots with RVs, which include park trailers (state law defines park trailers as RVs), sited on the MH lot will have the lot utilities upgraded. BTM service will be extended to within reach of the RV connections being served by the gas and/or electric master-meter system existing at the time of the upgrade. When the extensions are on or in the ground and not attached to the RV, then only the extension will be tested, not the RV. If the extension is installed on the RV, HCD does not have authority to inspect the extension. For electrical, the RV must be able to be plugged into a receptacle; it cannot be hardwired.

## **COMMON AREA INSPECTIONS**

HCD will inspect the common area connections only. No gas pressure test or continuity test will be performed.

## **GAS SYSTEM INSTALLATION AND INSPECTION**

### NOTES:

- The utility company is responsible for the equipment up to the meter; neither the HCD nor any local agency may issue permits or perform inspections for work up to the meter. That is the sole domain of the serving utility and is under the CPUC's jurisdiction.
- Piping, when necessary, installed on piers to extend the gas system, must be made of steel approved for natural gas use.

ACCEPTABLE MATERIALS WHEN TRENCHING IS NECESSARY (25CCR Section 1208):

**Note: Trenching BTM is discouraged and to be avoided unless necessary.**

- Polyethylene (PE) pipe meeting the ASTM D2513-09a standards with an 18GA copper tracer line.
- Anodeless risers to transition from subsurface pipe.
- Other approved materials deemed acceptable by HCD.

LINE SIZE (25CCR Section 1232):

- Aboveground use only - (Steel) 1 inch or by design (calculations may be required if less than 1 inch).
- Underground use only - (PE) 1 inch or by design (calculations may be required if less than 1 inch).
- Corrugated Stainless Steel Tubing (CSST) of 1 inch nominal diameter may be used for the extension of the MH-unit when closely routed against the underfloor of the MH-unit without additional calculations.

LOCATION (25CCR Section 1222 and 24CFR Section 3280.705):

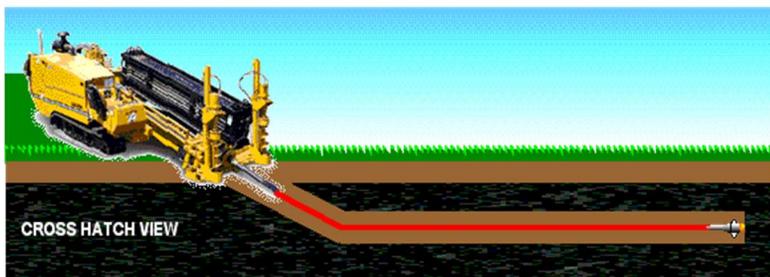
- Lot riser must be located outside the exterior wall within four (4) feet of the MH-unit.
- HCD will allow statewide Alternate Approval for the Program to allow PE to be installed underneath a driveway or a non-habitable accessory structure (trench or horizontal bore) without a gas-tight protective sleeve. The installation must meet all of the requirements of the Alternate Approval.
- The use of Corrugated Stainless Steel Tubing (CSST) may be installed on the home provided it is closely routed against the frame or underfloor of the MH-unit. It is not to be used in lieu of the approved flex connector. CSST is to be installed and supported in accordance with manufacturer installation instructions.
- When it is necessary for the gas system piping to be underground, the riser shall be protected from vehicular damage in a manner approved by the enforcement agency (25CCR Section 1228). The installation of the riser and any necessary bollards cannot impede reasonable ingress/egress, stairways, or driveway parking.



**BEYOND-THE-METER (BTM) TRENCHING WHEN NECESSARY (25CCR Section 1216):**

As previously noted, trenching BTM is discouraged and to be avoided unless necessary to make the extension.

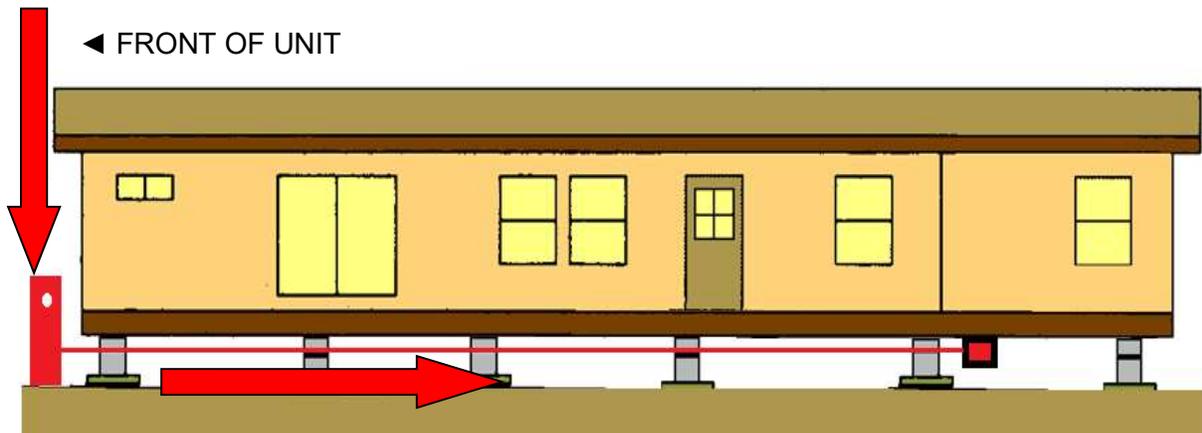
- The minimum cover required for gas piping laterals underground is 18 inches in depth, unless otherwise noted.
- The trench bedding must consist of a minimum of 3 inches of clean granulated soil or sand.
- Trench backfill must consist of 6 inches of clean compacted granulated soil or sand over the piping before the trench is backfilled with native soil.
- Piping BTM will be subject to the low pressure testing noted in #2 on the following page.



**INSPECTION:**

The newly installed gas line will be tested only when it is connected to the existing system of the MH-unit. The approved manufactured/mobilehome gas flex line is to be in place when the test is conducted.

Skirting must be removed sufficiently to be able to perform the inspection of the extensions on the home. Only enough skirting to visually inspect the pipe/conduit and supports needs to be removed; therefore, all of the skirting on one side is not required to be removed. Necessary skirting removal/repairs are part of the Program; however, excessive damage, and full replacements are not covered. Documentation of existing damages and expenditures for repairs must be discussed with the utility company prior to commencing with the repairs.



1. The gas piping system BTM shall be subjected to a pressure test with all shut-off valves on the unit in the open position (excluding a range with pilot lights if applicable).
2. The test shall consist of sufficient pressure [with a manometer, slope gauge, or gauge calibrated in either inches of water or pounds per square inch (psi)] between 10 and 14 inches water column (6 ounces to a maximum 8 ounces) for not less than 2 minutes without perceptible leakage. If necessary, testing may include a non-corrosive soapy water or bubble solution while pressure is remaining in the piping system [25CCR Section 1362(c)(1)]. If extending underground for gas runs BTM cannot be avoided and the distance exceeds 50 feet, then it will be tested at not less than 10 lbs for 15 minutes.  
NOTE: The fuel-gas piping system shall not be over-pressurized. Pressurization beyond the maximum specified may result in damage to valves, regulators, appliances, etc.



3. All steel gas piping shall be adequately supported by galvanized or equivalently protected metal straps, hangers, structural members or other approved means at intervals of not more than 4 feet. Plumber's tape is an acceptable support strapping. If it is necessary for the extension to be on piers, the piers shall be located at no more than 4 foot intervals.
4. When CSST is used, it shall be supported at intervals specified in the tubing manufacturer's installation instructions.



5. Steel piping extensions shall be rigidly anchored to the MH-unit within 6 inches of the gas inlet termination.
6. When CSST is used, a steel pipe is required at the termination of the gas line inlet rigidly mounted to the MH-unit within 6 inches of its termination.



7. Where the extension of the gas piping is supported by the home and crosses the centerline of the home, a flexible connector is not required at the centerline provided the piping is not rigidly mounted to the home.



8. Each MH-unit shall be connected by a listed flexible gas connector approved for use on an MH-unit.
9. CSST is not approved as the connector from the service outlet to the MH-unit inlet.
10. When the MH-unit successfully completes the gas test and is transferred to the new system, the previous gas inlet shall be permanently capped under the MH-unit.
11. After the installation, approval and cut-over of the park to the new system, the serving utility is responsible for the purging of the legacy gas system throughout the park.
12. After the gas system is purged, the park shall obtain a separate permit to remove the aboveground portion of the legacy gas and electric systems.
13. The removal of the aboveground portion of the legacy system shall occur within 30 days after cutover to the new system.

## **ELECTRICAL SYSTEM INSPECTION AND INSTALLATION**

### NOTES:

- The utility company is responsible for the equipment/conductors and their inspection up to the meter, not the enforcement agency.
- New conductors and pedestals must have a service load capable of 100 amperes (amps). However, the MH-units will not be upgraded as part of this Program. Future lot upgrades to the pedestal or MH-units will be at the park or homeowner's expense, respectively.
- Conductors shall be protected by overcurrent devices with a rating not greater than the rating of the conductors.
- MH-units that can reasonably be upgraded to 100 amps may have wire sizes for the extension capable of that load.

### ACCEPTABLE MATERIALS:

- Conductors – Reference the California Electrical Code (CEC) for proper sizes for a given wire type.
- Sch. 80 PVC conduit, with appropriately sized conductors, may be installed on the MH-unit for the extension of the electrical conductors.
- If a supply cord is to be used for MH-units 50 amps or less, the cord must be approved for MH-unit use and the total length cannot be less than 21 feet, nor greater than 36 ½ feet.

### SIZE:

- Conductor and conduit shall be sized appropriately for the application.
- Lot electrical service equipment will have a minimum 100 amp rating. However, the overcurrent protection may be less, such as 50 amps, to match the rating of the MH-unit.
- Extensions of the electrical conduit to the new location of the pedestal may carry additional wiring; e.g., air conditioning (AC) units previously attached to the existing pedestal or approved other loads, provided the conduit fill is not exceeded.

### LOCATION:

- Lot service disconnects shall be located within 4 feet of the exterior wall of the MH-unit (25CCR Section 1184).

- With an HCD Alternate Approval (additional cost to be paid by the applicant), resident-owned parks consisting of subdivided, fee-simple lots (a deed for the actual land under the unit) may have electrical panels installed on the exterior wall of the MH-unit. These installations may incur additional costs by the park/resident for installation by the contractor.

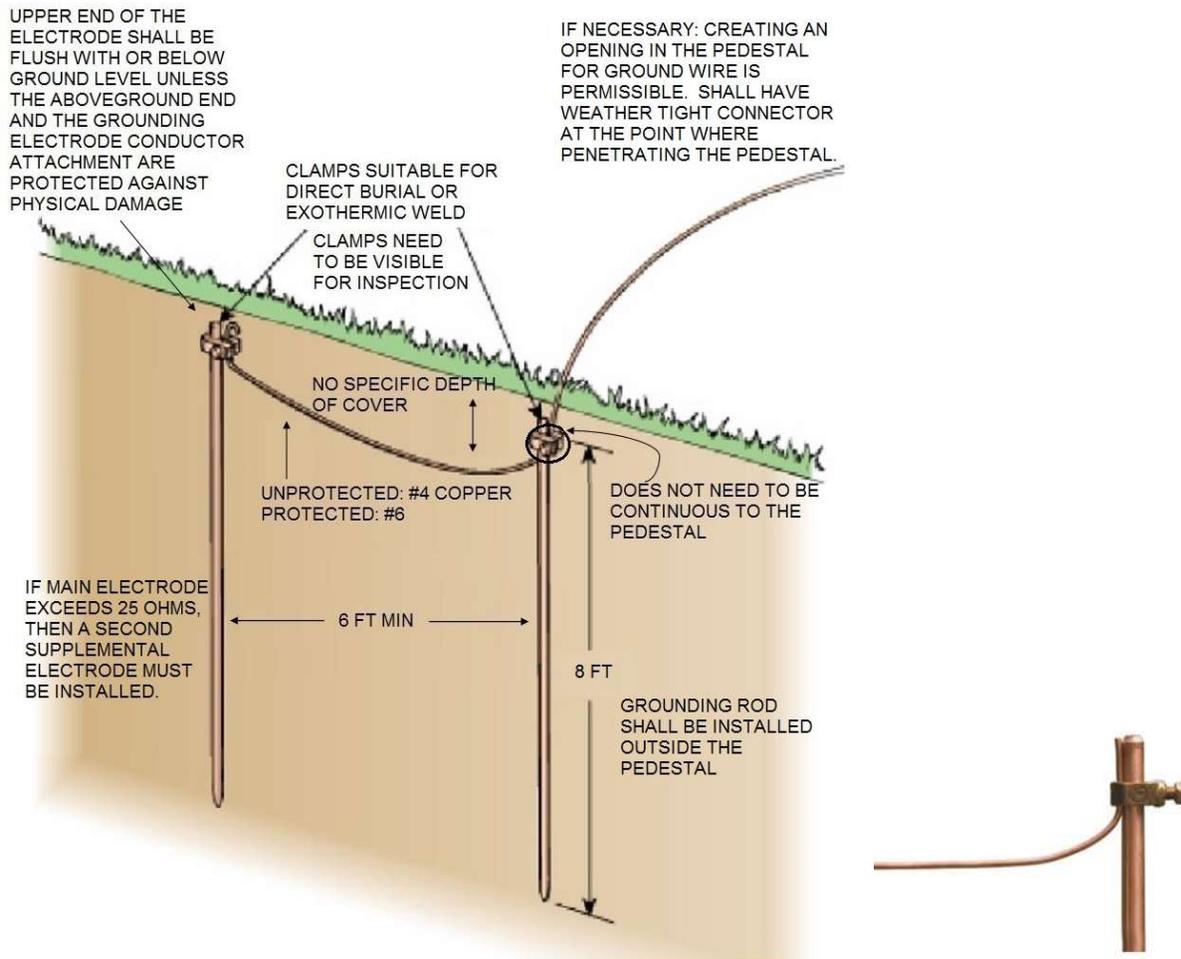


- Equipment BTM which is subject to vehicular damage shall be protected by means of a bollard or other methods approved by the enforcement agency. The required working clearance from electrical equipment must be observed (25CCR Section 1178). The installation of the riser and any necessary bollards cannot impede reasonable ingress/egress, stairways, or driveway parking.



- Lot service equipment shall have a clear working space not less than 30 inches wide and 36 inches deep and a clear height of 78 inches in front of any panel opening on the service equipment likely to be used for examination, servicing, adjustment, or maintenance (25CCR Section 1183).
- Self-supporting pedestals shall have a concrete encasement at its base of 3 ½ inches thick and extend 6 inches around the base of the pedestal (25CCR Section 1182).
- Pedestals shall be labeled with the corresponding lot number. Each circuit breaker shall be clearly labeled (25CCR Section 1151).
- If the BTM extensions are on or aboveground, the minimum radial clearances of the utilities are not required. However, subsurface installations shall maintain a minimum 12 inch separation (25CCR Section 1184; CEC Section 110.26).
- Lot service equipment shall be grounded by an approved grounding system in accordance with the CEC, and shall be installed outside the pedestal. Electrode conductor is to be installed as close as possible to the newly installed lot service electrical pedestal, and is allowed to be installed as part of the support pad (25CCR Section 1162; 24CCR Section 250.53).
- If an impedance of 25 ohms or less can be achieved a single ground source may be utilized, otherwise a supplemental grounding electrode will be required pursuant to CEC Section 250.53(A)(2). If resistance testing is used to qualify for this exception, random testing may be used for the resistance of the general soil. The test locations should not exceed 100 feet from a previous test location. If any location tests above 25 ohms, testing of each site will be required. **If resistance testing is used in the park, a resistance testing log is required. A log of the testing and locations are sufficient as documentation to include who completed the test. The enforcement agency reserves the right to retest any location during inspection to verify the results. The log and ohm tester will need to be onsite on the day of inspection. NOTE: This process applies to HCD-enforced parks only. Please work with the LEA regarding their requirements.**
- Units with 30 amp cords must remain 30 amp; it should be noted that 30 amp units are typically 120 volts only.

- A power supply “cord” is not required and the home may be hardwired all the way to the distribution panel regardless of its amperage.
- Grounding conductors must be installed in an approved conduit or must be #4 copper (25CCR Section 1166).
- When two grounding electrodes are required, the conductors between grounding electrodes must be either #4 copper or, if smaller, be encased in protective coverings approved for direct ground contact.
- There is no minimum depth of cover for the wiring between the grounding electrodes.



## AIR CONDITIONING (AC) DISCONNECT

- The AC wiring can be installed in the same conduit as the extended line provided the conduit fill is not exceeded.
- If the AC unit was connected to the home's distribution panel and exceeded the home's rating (e.g., the AC is 50 amp and the home is 50 amp) it is obvious it was not allowed and cannot be reconnected. It may be connected under a separate permit.
- If a legally installed AC unit does not have a positive disconnect because it was line-of-sight to the pedestal, however no longer does due to new pedestal location, the Program will cover the costs of a disconnect near the AC unit.
- Any code corrections are the responsibility of the homeowner and/or park owner and not reimbursable through the Program.
- If an AC is fed off the existing legacy pedestal, it must be reattached to the new system provided the AC was originally installed legally and is safe to reconnect (i.e., it meets the usual requirements and the load does not exceed the supply).

## WHEN TRENCHING IS NECESSARY BTM:

Note: As with the gas system, trenching or aboveground electrical extensions not supported by the MH-unit are discouraged and should only occur when absolutely necessary to make the extension.

- The minimum cover over direct buried conductors (type USE conductors and type UF cable) shall be 24 inches.



- The minimum cover over non-metallic conduit shall be 18 inches.
- Electrical trench bedding shall be installed based upon type per the CEC.
- Electrical trench backfill shall be installed based upon type per the CEC.

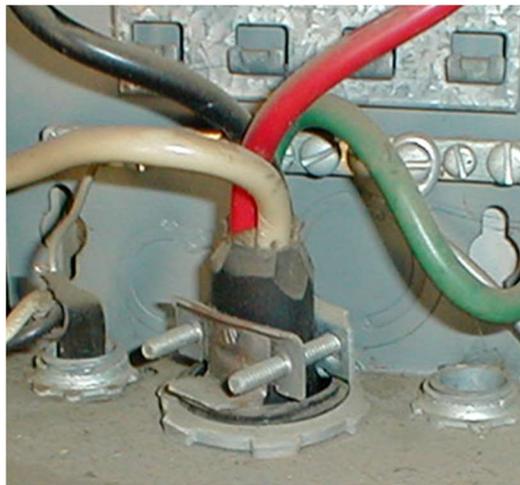


If the cable is in good condition, a P-54 box may be used with a receptacle under the unit to plug it in. The box can also be mounted on the underside of the unit to avoid extending the conduit on the ground.

#### **INSPECTION:**

Electrical feeder extension will be tested **only** when it is directly connected to the MH-unit.

1. When a supply cable is used, a listed clamp or the equivalent shall be provided at the distribution panel board knockout to afford strain relief for the cord to prevent strain from being transmitted to the terminals. A strain relief is also required if the supply cable is spliced in a junction box.



2. The connection of the feeder assembly conduit to the lot service equipment shall be made using flexible conduit at least 36 inches in length. The flexible conduit does not need to be watertight.



3. The feeder assembly shall be kept from direct contact with the earth.
4. The electrical wiring and power supply feeder assembly of the MH electrical service shall be tested for continuity and grounding. The entire circuit from the service panel through the home needs to be tested. The pedestal does not need to be energized for the continuity test. The test is **ONLY** looking for direct shorts to ground. Test extension on mobilehome lots with RVs only. The test will be performed by the contractor and witnessed by HCD during inspection.
  - The test shall be made by connecting one lead of the test instrument to the grounding conductor, and applying the other lead to each of the supply conductors, including the neutral conductor. There shall be no evidence of any connection between any of the supply conductors and the grounding conductor. Also, some very old units have a bonded neutral and ground; the unit will only be tested between the supply conductor and the ground. No test will be performed between the neutral and the supply conductors.
  - If there is an AC unit being reconnected to the new service, that connection will be tested as well. The test will be done when the electrical continuity test is done on the mobilehome.
  - Noncurrent-carrying metal parts of electrical equipment shall be tested to determine continuity for bonding between such equipment and the equipment grounding conductor (i.e., metallic gas line, chassis, metal siding).
  - *Hardwired or have a junction box:* Test the entire extension and home. The home and the extension should not be tested separately as it would exclude the connection in the junction box. Depending on the situation, the test may need to occur at cutover.
  - *50 or 30 amp plug with receptacle under the unit (i.e., P54):* The test will occur by unplugging the mobilehome and testing the home. Replug mobilehome after test has been performed. A test will also be performed from the receptacle (i.e., P54) to the service panel. These may be tested separately.
5. A single disconnecting switch or circuit breaker shall be provided in the lot service equipment for disconnecting the power supply to the unit. The disconnecting switch,

circuit breaker, or its individual enclosure shall be clearly marked to identify the lot serviced and shall not exceed the rated load of the MH-unit or its conductors.



6. System grounding conductors and equipment grounding conductors shall be connected as required by CEC, Article 250. The connection of a grounding conductor to a grounding electrode shall be exposed and readily accessible.
7. All electrical equipment located in either damp or wet locations or outside of a unit shall be constructed of, or installed in, equipment approved for damp or wet locations.
8. Aluminum wiring terminations must have an oxide inhibitor applied to conductors prior to attachment to termination fittings.
9. Lugs shall be torqued to the service panel manufactures specifications.
10. Only one power supply connection shall be made to an MH-unit. Room additions and enclosed porches are not part of the home and may legally be supplied from the pedestal. If an AC, room addition, porch or other connection is fed off the existing legacy pedestal, it may be reattached to the new system provided that the existing connection was installed legally and is safe to reconnect (i.e. it meets the usual requirements and the load doesn't exceed the supply). Wall and rooftop AC or evaporative units are part of the home, must be supplied by the home, and may not be attached to the pedestal.

## **REMOVAL OF LEGACY SYSTEM INSPECTION:**

For both gas and electric, the inspector will be checking to see if any aboveground equipment not being used has been removed. The enforcement agency will not need to be onsite for the public utility's purging/capping process of the legacy system. Properly abandoned subsurface facilities, no longer used, do not need to be removed.

NOTE: Requirements to remove abandoned facilities for overhead and underground electric facilities are specified in CPUC General Orders (GOs) 95 and 128, respectively. GO 95 and GO 128 are referenced within 25CCR. Gas facilities requirements for abandonment or deactivation of facilities are located in Title 49 Code of Federal Regulations (CFR), Part 192, Section 192.727 (which is referenced and adopted by California within CPUC GO 112-F). CPUC GO 112-F applies to all jurisdictional gas operators and facilities (e.g., all master-metered gas facilities) in mobilehome parks.

## **TESTING CERTIFICATION**

Upon approval of the installation of the lot pedestal by HCD, the lot equipment shall be approved for service connection. When approved, an HCD approval sticker shall be affixed to the tested equipment in a visible location.



(Actual Size)

An additional approval sticker will be affixed to the MH-unit's gas piping system upon satisfactory completion of the gas test.

LEAs may utilize any approval method acceptable to their agency and the utility company.

## **MOBILEHOME PARK UTILITY UPGRADE PROGRAM INSPECTIONS AND DOCUMENTATION**

### **SCHEDULING AN INSPECTION:**

- BTM contractors need to provide a construction schedule to the designated HCD contact (include BTM start/end dates along with electric and gas meter quantities).
- Only the primary BTM contractor/permit applicant may request an inspection.
- Schedule 2-3 weeks in advance and provide an estimated number of gas, electrical, pedestal, or other electrical inspections ready for inspection.
- The designated HCD contact will send an email to the contractor confirming the date and time of the inspection and the name of the District Representative for the inspection.
- A few days ***PRIOR*** to the inspection, the BTM contractor needs to provide the designated HCD contact with an updated number of gas, electrical, pedestal, or other electrical inspections ready for that inspection date.

### **INSPECTION DAY:**

- A binder of materials needs to be onsite during the inspection.
- BE READY! Have plenty of inspections ready to go.
- **NO** partial inspection approvals will be performed or issued without prior approval.
- Pre-testing prior to inspection is highly recommended.
- Gas inspections: Need to have multiple gas gauges set up.
- Electrical inspections: Need to have a continuity tester/tilt meter on hand and be prepared to do the continuity test.
- If resistance testing: Need to have an ohm tester onsite with log (a soft copy will need to be emailed to the HCD contact for the file).

### **INSPECTION DOCUMENTATION:**

In an effort to streamline processes and be more efficient, HCD will be keeping track of approvals and inspection progress on a tracking sheet (tracker). Within a few days of the inspection, the designated HCD contact will be emailing the BTM contractor and the public utility company a copy of the tracker. This will keep everyone up-to-date regarding the progress of the inspection and will serve as documentation if it is required for partial reimbursement. The tracker will be a holistic view of what has been approved so far at the park.

- Only one inspection report per permit will be issued upon successful approval and completion of all the inspections for the permit.
- Please send ALL questions and inquiries regarding the documentation to the designated HCD contact.

### **CLOSEOUT DOCUMENTATION FROM THE BTM CONTRACTOR:**

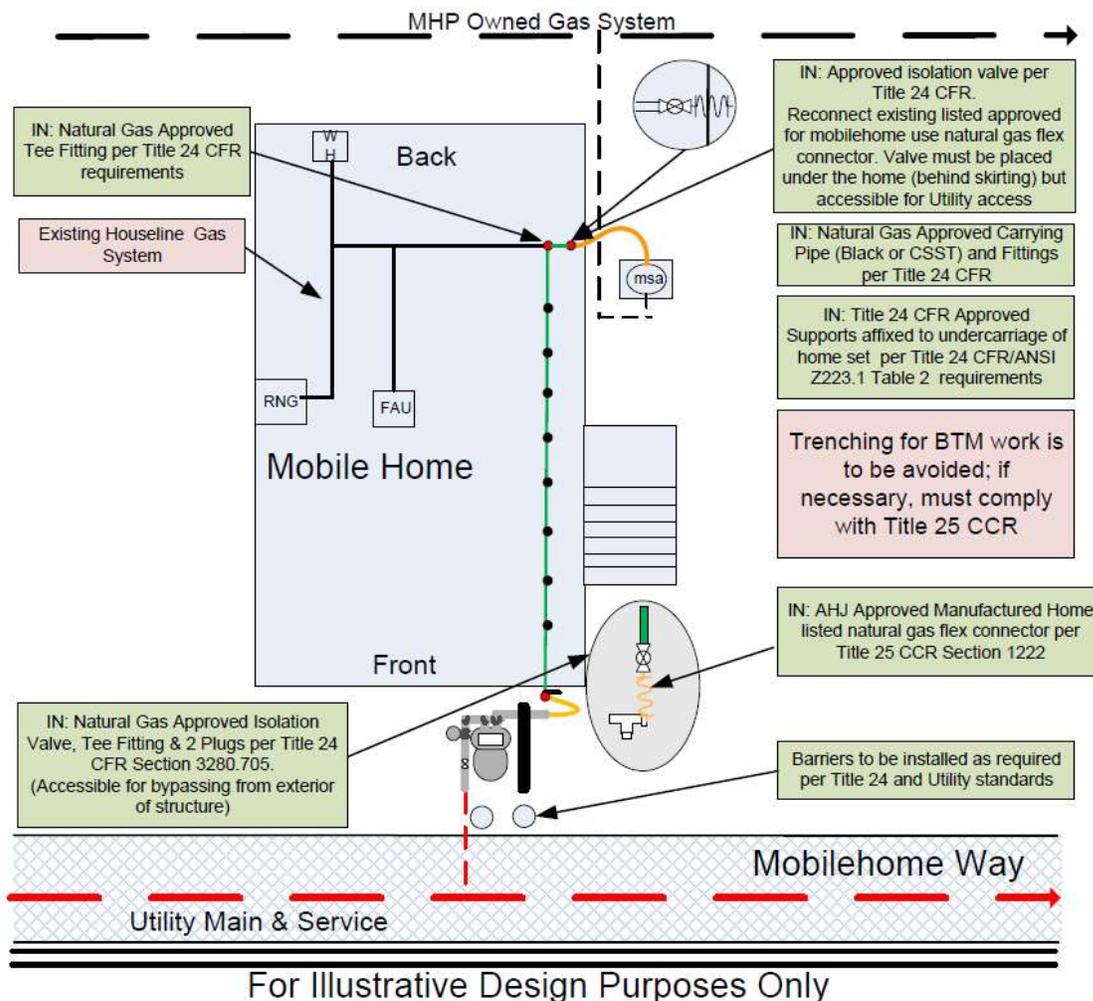
- Any documentation from the contractor, such as materials used, torquing of the lugs at the pedestals and junction box, megger test and ohms test log, will need to be provided to the designated HCD contact via email prior to HCD issuing the final inspection report.

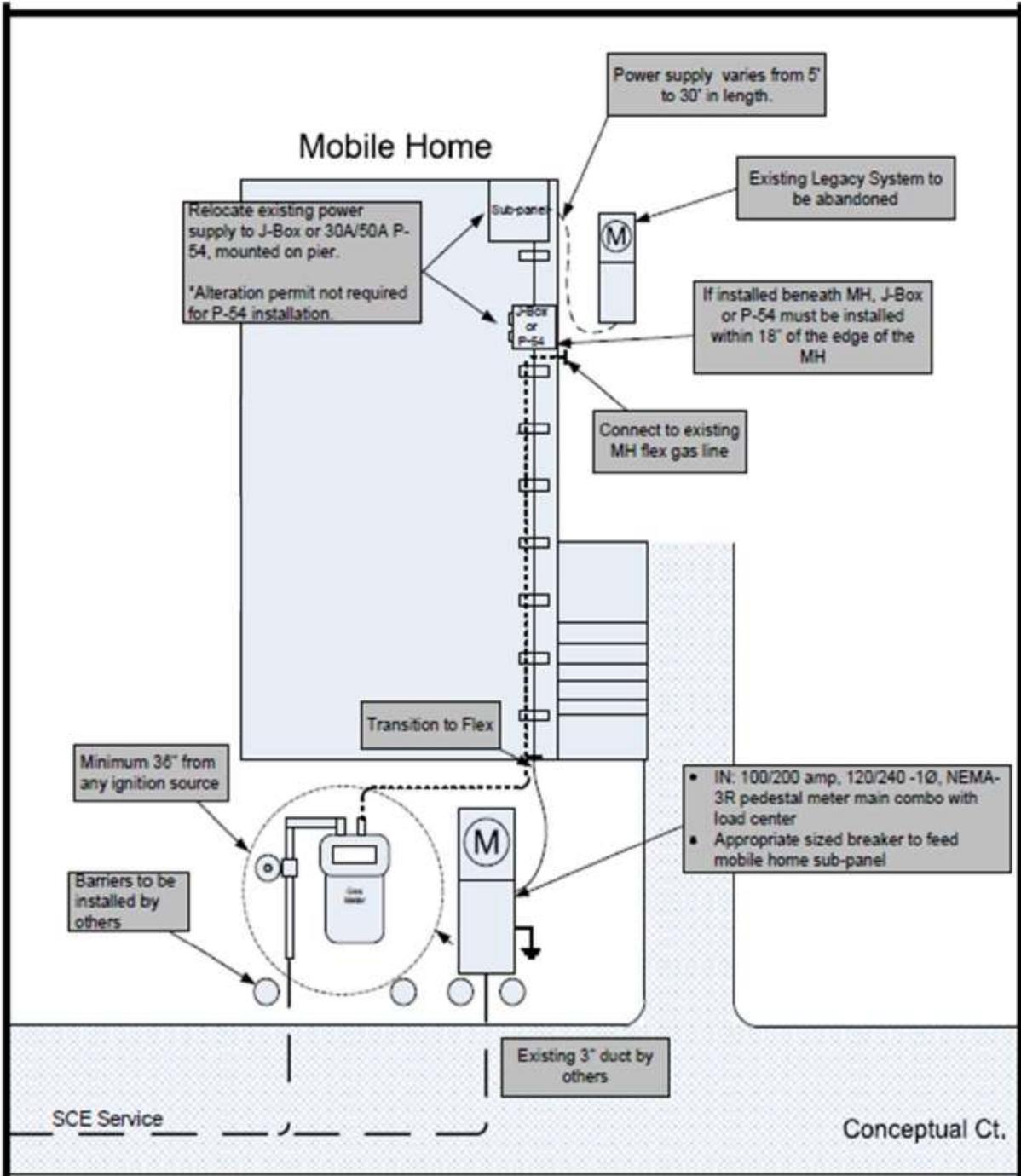
## Typical/Ideal Installation

# MHP Utility Upgrade Program

## Beyond the Meter - Gas - Scope of Work

- Contractor will be required to secure all necessary permits and licenses with the appropriate city, county or state agency having jurisdiction over the project and be in accordance with all applicable codes, standards, and regulations set forth in this scope of work.
- Contractor is responsible for all labor, material, excavation, and restoration.
- Contractor shall install per Title 24 Code of Federal Regulations (CFR) the appropriately sized natural gas approved carrying pipe (black/CSST) and fittings affixed to the mobile home undercarriage using Title 24 CFR approved hangers a minimum of every 4' lateral feet of pipe. Non-combustible piers/block support is unapproved unless previously granted a written waiver by the Authority Having Jurisdiction (AHJ).
- Contractor shall install appropriately sized new isolation valve on outlet of hard piping under home (behind skirting) but accessible for Utility access. Reconnect existing listed and approved for Mobilehome use natural gas flex connector to the existing legacy Meter Set Assembly (MSA).
- Contractor shall install a new appropriate sized valve, tee, plugs, a AHJ approved for Manufactured Home use gas flex connector, and fittings to be cut over to the Utility's meter discharge pipe (Run of the tee shall be connected to hard piping).
- Contractor shall pressure test existing legacy gas system and newly installed gas piping/fittings per Title 25 California Code of Regulations (CCR) requirements.
- Contractor shall restore gas service to existing legacy MSA and newly installed gas piping/fittings.
- After the inspection is completed by AHJ, Utility will install MSA and cut over without interrupting gas service to existing system. A positive request made to enter and safety check gas appliances is required.
- Mobile Home Park (MHP) Owner shall abandon existing legacy MSA and cap or plug isolation valve.
- MHP Owner shall comply with AHJ's conditions for abandonment of existing privately owned gas distribution system.





**California Department of Housing and Community Development  
 Division of Codes and Standards  
 Mobilehome Park Utility Upgrade Program – Gas and Electrical Inspection  
 Inspection Checklist Example (not all inclusive)**

**GAS SYSTEM INSPECTION**

Violation	
	Acceptable materials are being used and plastic pipe/components comply with ASTM D2513-09a (25CCR Section 1208).
	Materials are the proper size and type for the application (25CCR Section 1232).
	Materials are installed in an acceptable location (25CCR Section 1216).
	Extensions are installed in an approved trench or horizontal bore with tracer wire, when applicable (25CCR Section 1216).
	Extensions are installed with the proper support and hangers, when applicable (24CFR Section 3280.705).
	Gas system has successfully undergone a low pressure test (25CCR Section 1362).
	The service equipment is protected from vehicle damage (25CCR Section 1228).
	Supporting documentation has been provided, when applicable (25CCR Section 1200).
	MISC:

**ELECTRICAL SYSTEM INSPECTION**

Violation	
	Acceptable materials are being used (25CCR Section 1136).
	Materials are the proper size and type for the application (25CCR Sections 1136 and 1140).
	Materials are installed in an acceptable location (25CCR Sections 1183 and 1184).
	Extensions are installed in an approved trench or horizontal bore, if applicable (25CCR Section 1134).
	Subsurface extensions are installed with the required minimum radial clearance (Title 49, CFR Part 192, Section 192.325).
	Extensions are installed with the proper support and hangers, when applicable (24CFR Section 3280.808).
	Electrical equipment has successfully undergone a continuity/polarity test (25CCR Section 1362).
	Equipment is installed per the manufacturer’s installation instructions and HCD regulations with proper support (25CCR Section 1185).
	The service equipment is protected from vehicle damage (25CCR Section 1178).
	Supporting documentation has been provided, if applicable (25CCR Section 1130).
	MISC:

## **FREQUENTLY ASKED QUESTIONS MOBILEHOME PARK UTILITY UPGRADE PROGRAM**

### **GENERAL**

#### *What is 25CCR?*

- The mobilehome park regulations are found in Title 25 California Code of Regulations (25CCR), Division 13, Chapter 2, commencing with Section 1000.
- The manufactured housing regulations are also contained in 25CCR, but in Chapter 3 commencing with Section 4000.
- These regulations are adopted and enforced to govern and ensure the construction, maintenance and use of mobilehome parks, as well as alterations to mobilehomes/manufactured homes.

#### *How much skirting has to be removed for the inspector to conduct a visual inspection of the gas line and conduit installation?*

- Skirting must be removed sufficiently to be able to perform the inspection of the extensions on the home (i.e., enough to see the extensions and their supports).
- The contractor is advised to take “before” video and/or photos of all skirting prior to removing. Necessary skirting removal/repairs are part of the Program; however, excessive damage, and full replacements are not covered. Documentation of existing damages and expenditures for repairs must be discussed with the utility company prior to commencing with the repairs.
- All openings around the electrical conduit and gas line at the skirting are to be sealed to prevent rodent intrusion.
- Gas line and electrical conduit extensions are to be installed in a manner that will not impede access to the underfloor access. The access panel, typically an 18- by 24- inch opening, must remain unobstructed by the newly installed pipe or conduit.

### *What is a Park Trailer (Recreational Vehicle)?*

- A park trailer is defined in state law as a Recreational Vehicle (RV) in accordance with Health and Safety Code Section 18009.3.
- It contains less than 400 square feet of gross floor area and is allowed to be up to 14 feet in horizontal width. HCD does not have the authority to inspect the gas line or electrical feeder extensions of these units.



## **PERMITS**

### *How do I request a partial refund on my permit?*

- The permit applicant can request a refund in person at the permit counter or via mail. The refund cannot be transferred to another permit. In order to process the refund request, please provide:
  - a copy of the permit;
  - a letter explaining why the refund is being requested; including any corresponding lot numbers where work will not be completed and reference the DTN/Permit #; and
  - accurate contact information.

### *How do I extend the expiration date of my permit?*

- Please refer to 25CCR Section 1038 regarding extending the permit expiration date. The permit applicant can submit the request to the designated HCD contact via email. Please make sure the request includes the DTN and park ID #.

## **GAS**

### *Why is the gas test in ounces?*

- The test is roughly twice the pressure of the normal gas pressure and is designed to reveal any leaks that may have occurred. The fuel-gas piping system shall not be over-pressurized. Excessive pressure may result in damage to valves, regulators, and appliances.

*When and how are repairs of existing house gas line system to be resolved?*

- Repairs should be conducted prior to inspection by the enforcement agency.
- Repairs need to be addressed between the homeowner and his/her contractor.
- Reimbursement for repairs are not included in this Program. However, utility companies may have other programs that may assist in minor repairs.

*What if an appliance is in poor condition and will not pass the pressure test?*

- The MH-unit pressure test will be conducted with all shut-off valves on the unit in the open position (excluding a range with pilot lights if applicable). If an MH-unit fails the BTM contractor's pre-test or HCD inspection, the BTM contractor needs to identify and isolate the source of the leak. If the source of the leak is the appliance itself (i.e., not a valve, fitting, flex), then the BTM contractor must close the valve to the appliance and retest the gas system to verify the appliance is the source of the leak. The contractor must notify HCD regarding this issue. Either HCD or the contractor will notify the homeowner of the issue. Depending on circumstances, the entire MH-unit may be shut-off until the homeowner is able to remedy the issue. In any event, an appliance that cannot be repaired and is leaking must have the gas outlet for the appliance capped off and written notification will be issued.

## **ELECTRICAL**

*Is the grounding electrode conductor required to be in a raceway?*

- The electrode conductor is to be protected from physical damage and the connection to the grounding electrode is to be accessible pursuant to 25CCR Sections 1162 and 1166. A #4 copper wire is not required to be armored or encased and is of sufficient size to remain unprotected.

*If the existing feeder is hardwired to the existing lot electrical service pedestal, where is the junction box to be located below the unit?*

- If possible, it should be located in an area where the existing feeder conductors will be able to reach in an approved manner.

*Can the P-54 be eliminated and the existing cord/MH feeder be spliced and connected to the new conductors in the junction box?*

- Yes, however, HCD will have to reinspect at the time of "cut-over" prior to the utility company providing service.
- The cord cannot be spliced to another cord to extend the cord's length.

*Will electrical equipment or fixed appliances on the lot installed to serve a unit, accessory building or structure, or building component be allowed to be connected to the newly installed lot electrical service equipment? If so, can the individual branch circuits be installed in the newly installed MH feeder raceway?*

- If the original electrical equipment was legally and properly installed it may be reinstalled with reimbursement from the Program. However, if the electrical equipment was not legally and properly installed, or is clearly unsafe, then it will not be reconnected. The homeowner will be responsible for correcting the issue and reconnection to the new pedestal.
- The conduit may carry the additional wiring provided the conduit fill is not exceeded.

*There are two loads connected to the existing lot service; i.e., one for home, one for AC. How are they reconnected?*

- The AC wires can be run into a junction box with the MH-unit wiring and run back to the service connection.
- Separate breakers are required for each load.

*The MH-unit has a panel capable of 100 amperes. Can the home be upgraded?*

- Yes, but it is not reimbursable through the Program.
- It would require a separate permit and inspection by HCD.
- The AC unit could then be connected to the home's service panel.