STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY EDMUND G. BROWN JR., *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
2020 W. El Camino Avenue, Suite 200, Sacramento, CA 95833
P.O. Box 1407, Sacramento, CA 95812-1407
(916) 445-9471 / FAX (916) 263-5348
From TDD Phones 1-800-735-2929
www.hcd.ca.gov

October 20, 2013

Information Bulletin 2013 – 04 (SPA) (MP) (SOP)

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

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

The California Building Standards Commission (CBSC) recently adopted new building codes [2013 California Building Code (CBC)] with an effective date of January 1, 2014. These codes apply to Department of Housing and Community Development (HCD) approved Standard Plan Approvals (SPA) for accessory buildings and structures, foundation systems and tie-downs.

The amendments to these codes may affect the design of past HCD approved SPA for accessory buildings and structures (e.g., awnings, carports, cabanas, private garages, porches, decks, ramadas, etc.), foundation systems, and engineered tie-down systems and, therefore, may necessitate revision of those plans. The new codes will not affect Earthquake Resistant Bracing Systems (ERBS). HCD is required to notify applicants having SPA when changes to laws or regulations affecting SPAs have occurred so that SPA plans may be updated. 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 April 20, 2014.

Sections 1020.9 and 2020.9 of Title 25, Chapters 2 and 2.2 respectively, provide for the SPA approval of accessory structures and buildings, foundations and tie-downs. Such approval, which may only be obtained from HCD, allows for the approval and 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.

All SPAs currently approved and on file with HCD must comply with the 2013 CBC 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 2013 CBC without amendment; or 2) submit to HCD the amended plans for HCD review and approval.

All SPA plans requiring HCD approval must be submitted prior to April 20, 2014, (180 days from date of this notice) or earlier if current SPA expires before April 20, 2014.

Any SPA plans either not certified by a licensed professional engineer or architect or not amended and submitted for HCD approval will be canceled at the end of the 180 days.

HCD anticipates receiving a large volume of amended SPA plans, so 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 form HCD 520, "*Application for Standard Plan Approval*" dated 7/04 (attached), for each SPA, along with a $203 fee for each amended SPA plan. The form is available for mailing, or on HCD's website at http://www.hcd.ca.gov/codes/mp/OnlineForms.html.

Any questions concerning the above stated 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) 445-9471.

The 2013 California Building Standards Code is available from the California Building Standards Commission website at 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 or you may contact Thomson-West Publishing, the publisher of all California Code of Regulations, at (800) 888-3600.

Richard Weinert
Deputy Director

Enclosure

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

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):*

- ☐ Accessory Building or Structure
- ☐ Foundation System
- ☐ Engineered Tiedown System

Type of Accessory Building or Structure

- ☐ Awning
- ☐ Cabana
- ☐ Porch
- ☐ Garage
- ☐ Enclosure
- ☐ Carport
- ☐ Ramada
- ☐ Other
- ☐ Storage Building

Service Requested:

- ☐ New Application
- ☐ Renewal
- ☐ Resubmission
- ☐ Revision
- ☐ Change of Name/Ownership

Type of Unit:

- ☐ Manufactured Home/Mobilehome
- ☐ Commercial Modular

Drawing Number: _____

Model Number: _____

Product Name: _____

Standard Plan Approval Number
(If previously issued by the Department)
_____

DEPARTMENT USE ONLY

Collection No. _____

Date _____

Application Fee $_____

Renewal Fee $_____

Resubmission Fee $_____

Revision Fee $_____

Change of Name/ Ownership $_____

Plan Approval Fee (First Hour) $_____

Other_____

TOTAL _____

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 I, 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 ____/____/____ (Date) at _____ (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.