

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

## DIVISION OF CODES AND STANDARDS

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**February 28, 2008****Information Bulletin 2008-07 (SPA, MP, SOP)**

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

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

The adoption of the 2007 California Building Code (CBC) may necessitate revision and affect the design of Standard Plan Approval (SPA) foundation systems, accessory buildings and structures (e.g. awnings, carports, cabanas, private garages, porches, decks, ramadas, etc), and engineered tiedown systems previously approved by the Department of Housing and Community Development (Department). The Department is required to notify applicants having SPAs when changes to laws or regulations affecting SPA have occurred so that SPA plans may be updated in a timely manner. Many of the provisions in the 2007 CBC related to the design of existing SPAs have changed and will likely affect the renewal or the continued use of an SPA beyond August 27, 2008.

The 2006 International Building Code (IBC) was recently adopted as the base model code for the 2007 CBC, Title 24, Part 2, effective on January 1, 2008. The IBC is a completely different code than previously adopted. Department regulations in the California Code of Regulations (CCR), Title 25, Chapters 2 and 2.2, reference the CBC as the design code to which foundation systems, accessory buildings and structures, and engineered tiedown systems must comply.

Sections 1020.3 and 2020.3 of Title 25 CCR, provide for SPA's for foundation systems, accessory structures and buildings, and engineered tiedown systems only. Their approval, which may be obtained only from the Department, allows for the approval and repetitive installation or construction of these devices or structures without subsequent plan review provided the design of the device or structure meets local site conditions. Changes throughout the 2007 CBC likely will affect wind, seismic, and/or soils loading design, resulting in necessary amendment to the design and installation or construction of SPAs.

In an effort to ensure that all affected SPA designs comply with the new requirements, the Department is requiring supporting documentation and written certification from the licensed engineer or architect of record that the currently approved SPA design meets the 2007 CBC requirements. If the SPA design does not meet those requirements, submittal of revised plans for approval is required. The supporting documentation and written certification must identify the SPA by the Department-assigned SPA number and bear the stamp and signature of the registered engineer or architect that approved the SPA.

Should the currently approved SPA require revision and Department approval, SPA holders have until August 27, 2008, 180 days from the date of this Notice, or until the SPA expires, whichever occurs first, to submit revised plans to the Department and obtain approval. In view of the Department's limited resources to perform plan review and the expected volume of SPA plan submittals, applicants holding SPAs should immediately review, update and submit revised plans to the Department for all SPAs that do not comply with 2007 CBC in order to ensure continued approval and acceptance of your SPA. All plans that have not been certified by a licensed engineer or architect as meeting the new CBC requirements are canceled effective August 27, 2008.

Applicants for SPA approval are required to complete and submit the HCD form 520, Application for Standard Plan Approval, dated 7/04 (attached) for each SPA, which also must be accompanied by the minimum fees for the submission of each revised SPA plan. The renewal fee of two-hundred three (\$203) dollars for each revised SPA plan must accompany the completed HCD 520 form. The form is also available on the Department's web site at <http://www.hcd.ca.gov/codes/mp/OnlineForms.html>.

Questions concerning the plan re-submittal process, plan review time, and the design requirements specified in the regulations are to be directed to the Department'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

The 2007 California Building Code, Title 24, Part 2 is available from the International Codes Council at (800) 786-4452, or through its website at [www.iccsafe.org](http://www.iccsafe.org) under the "State Codes" section in the "Products" category. The publication is also available at many local and Internet bookstores.

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.

Copies of the Mobilehome Parks (MP) and Special Occupancy Parks (SOP) regulations are available on the HCD website at [www.hcd.ca.gov/codes/mp](http://www.hcd.ca.gov/codes/mp) or through Thomson-West Publishing, the publisher of all California regulations, at (800) 888-3600.



Kim Strange  
Deputy Director

Attachment



## APPLICATION FOR STANDARD PLAN APPROVAL

(SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETING THIS FORM)

### SECTION 1.

Standard Plan Approval (SPA) Requested:

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

*Check appropriate box(es):*

Type of Accessory Building or Structure

- |                                 |                                    |   |
|---------------------------------|------------------------------------|---|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Cabana    | <input type="checkbox"/> Porch            |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Enclosure | <input type="checkbox"/> Carport          |
| <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:

- 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 _____
<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 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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 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 1, 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.