

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DIVISION OF CODES AND STANDARDS - Administrative Office

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INFORMATION BULLETIN MH 86-11

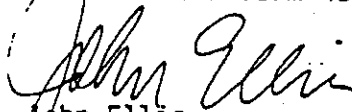
TO: LOCAL BUILDING DEPARTMENTS
DIVISION STAFF
ALL DEALERS

SUBJECT: PROCEDURES, FORMS, DOCUMENTS AND REQUIREMENTS FOR MANUFACTURED HOMES;
MOBILEHOMES AND COMMERCIAL COACHES INSTALLED ON FOUNDATION SYSTEMS

This Information Bulletin supersedes Information Bulletin MH 79-21 dated December 31, 1979. Section 18551 of the Health and Safety Code (H & SC) (see attached Appendix A) was added by Assembly Bill 887, Chapter 1160, 1979 Statutes effective January 1, 1980, and subsequently amended several times. This section provides for placement of manufactured homes, mobilehome, and commercial coaches on foundation systems and requires specific fees, forms, documents and items to be used, transmitted and recorded in conjunction with the approved installation.

Units installed on foundation systems pursuant to Section 18551 H & SC are not subject to registration by the Department of Housing and Community Development (HCD). At the point of installation, the unit becomes a fixture improvement to the real property to which it is attached and subject to local property taxation. As a result, no title will be issued by HCD if the installation is in conjunction with an original purchase of a new unit. Any outstanding titles on used units must be surrendered before the installation process is completed.

The attachments include the new HCD form 433A and 433B (to be used immediately in lieu of HCD form 413) and a user guide providing procedures to be followed prior to completion of the installation of manufactured homes, mobilehomes, and commercial coaches on foundation systems. A supply of the new form 433A printed in sets of four on NCR paper has been ordered and will be available in approximately 90 days. In the interim, please use carbons or photocopy the forms to produce the required number of copies. Any unused copies of the now obsolete HCD form 413 you may have on hand should be destroyed.


John Ellis
Assistant Chief

JE/RL:crc

Attachments

USER GUIDE FOR INSTALLING MANUFACTURED HOMES, MOBILEHOMES
AND COMMERCIAL COACHES ON FOUNDATION SYSTEMS

- A. Prior to installation of the manufactured home, mobilehome, or commercial coach on a foundation system, a building permit to construct the foundation system and install the unit must be obtained from the local building department. To apply for the permit the owner or contractor must comply with certain provisions of Section 18551 Health and Safety Code (H & SC) as follows:
1. Provide evidence that the registered owner of the unit to be placed on a foundation system either holds title or is purchasing the real property on which the installation is to be made or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is for less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause.
 2. Provide written evidence that registered owner owns the unit free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the unit on a foundation system.
 3. Provide plans and specifications required by HCD regulations.
 4. Provide the approved manufacturers installation instructions or plans and specifications signed by a California licensed architect or engineer covering the installation of the unit.
 5. Pay building permit fees as required by the local jurisdiction issuing the building permit.
 6. Complete an original and three copies of the form HCD 433(A) (See Appendix B) with all information available at the time the building permit is issued.
 7. Pay a state fee of \$11 per transportable section.
- B. After the installation is completed and before a certificate of occupancy is issued the following requirements must be met:
1. If the unit has been sold to the owner by a dealer for placement on a foundation system, any information not originally available to complete the form 433(A) (such as manufacturers name, serial numbers, date of manufacture, dealer's license number and insignia/label number(s)) must be completed. This information is required so HCD may properly mark the records. Incomplete forms may be returned for completion.
 2. If the unit is one already owned by the individual requesting placement on the foundation system, the following items are required to be surrendered to the local building department before they issue the certificate of occupancy:
 - (a) The certificate of title and registration issued by either HCD or DMV.

(b) Any license plates or license decals issued by either HCD or DMV.

CAUTION: DO NOT REMOVE THE FEDERAL (HUD) LABELS OR CALIFORNIA HCD INSIGNIAS CERTIFYING COMPLIANCE OF THE UNIT.

3. When the form HCD 433(A) has been completed with all required information and all titles, certificates, plates or decals (if required) have been surrendered, a certificate of occupancy form 513C (See Appendix C) may be issued and the HCD form 433(A) recorded with the county recorder. The owner is to be provided with a copy of the new form HCD 433(B) (see Appendix D) by the building department. The owner is required to fill out and submit form 433(B) to the county assessor.

CAUTION: DO NOT REMOVE THE FEDERAL HUD LABELS OR CALIFORNIA HCD INSIGNIAS FROM THE UNIT.

4. Upon recording the HCD form 433(A), the local building department shall forward a copy of the completed and recorded form HCD 433(A), a copy of the certificate of occupancy, the \$11 per transportable section fee that was collected, and all applicable titles, certificates, and license plates or license decals to:

Department of Housing and Community Development
Manufactured Housing Section
Post Office Box 31
Sacramento, CA 95801

5. Give one copy of the HCD 433(A) to the applicant.

If you have any questions regarding these procedures or the provisions of Section 18551 of the Health and Safety Code or need additional copies of the form HCD 433(A) or HCD 433(B), you may contact the Manufactured Housing Section of HCD, Codes and Standards at (916) 445-3338 or by writing to P. O. Box 31, Sacramento, CA 95801.

AND WHEN RECORDED MAIL TO:

HOME

STREET ADDRESS

CITY, STATE, and ZIP

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

NOTICE OF MANUFACTURED HOME, (MOBILEHOME), OR COMMERCIAL COACH, INSTALLATION ON A FOUNDATION SYSTEM

Recording of this document at the request of the local agency indicated is in accordance with California Health and Safety Code Section 18551. This document is evidence that such local agency has issued a certificate of occupancy for installation of the unit described hereon, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

REAL PROPERTY OWNER/LESSOR

MAILING ADDRESS

CITY COUNTY STATE ZIP

INSTALLATION MAILING ADDRESS, IF DIFFERENT

CITY COUNTY STATE ZIP

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP

UNIT DESCRIPTION

MANUFACTURER'S NAME DATE OF MANUFACTURE MODEL NAME/NUMBER

SERIAL NUMBER(S) LENGTH X WIDTH INSIGNIA/LABEL NUMBER(S)

REAL PROPERTY LEGAL DESCRIPTION ASSESSOR'S PARCEL NUMBER

LOCAL AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP

BUILDING PERMIT NO. TELEPHONE NUMBER

SIGNATURE OF LOCAL AGENCY OFFICIAL DATE

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NO.

