

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**DIVISION OF CODES AND STANDARDS**  
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May 19, 1992

**INFORMATION BULLETIN MH 92-05**

**TO: COMMERCIAL COACH MANUFACTURERS**  
**MOBILEHOME MANUFACTURERS (Not Manufactured Homes)**  
**THIRD-PARTY AGENCIES**  
**DIVISION STAFF**

**SUBJECT: SHIPMENT OF INCOMPLETE COMMERCIAL COACHES AND MOBILEHOMES**

The purpose of this Information Bulletin is to update the information provided in Information Bulletin MH 83-17, dated December 1, 1983 regarding the shipment of incomplete commercial coaches and to clarify the Department's regulations for Quality Assurance Agency inspections for incomplete commercial coaches and mobilehomes. This Information Bulletin also applies to new mobilehomes as defined in Health and Safety Code Section 18008, (not manufactured homes subject to Federal Law) which are shipped from the manufacturing facility for final completion at the installation site. An incomplete commercial coach or mobilehome may be shipped under Red-Tagged status for completion at the final installation site under the conditions specified herein.

**I. THE APPROVED MANUFACTURER'S QUALITY CONTROL MANUAL OR THE APPROVED PLANS MUST IDENTIFY ALL OF THE FOLLOWING:**

- A. That the commercial coach or mobilehome will be shipped from the manufacturer's facility prior to completion because the last stage of construction must be completed at the installation site.
- B. All procedures to be performed at the installation site with the notation that the manufacturer and the manufacturer's Quality Assurance Agency will make inspections of each stage of final construction necessary to determine compliance with the Quality Control Manual and approved plans.

Note: The Quality Assurance Agency is not responsible for inspecting the installation, support system or utility connections.

- C. All materials to complete the unit must be provided by the manufacturer, or instructions specifying the commercial coach or mobilehome grade and type of materials necessary along with specific installation instructions for application of the materials, (i.e. stucco, lath, roof material, etc.). Appropriate building construction standards may be referenced in lieu of installation instructions, (i.e. stucco shall be installed pursuant to the 1976 Uniform Building Code, Chapter 47 etc.).

**II. THE MANUFACTURER'S IN-PLANT INSPECTION AND PRODUCTION RECORDS MUST IDENTIFY:**

- A. That the incomplete commercial coach or mobilehome was placed in Red-Tagged status by the Quality Assurance Agency for completion at the installation site in accordance with the approved Quality Control Manual and Plan.
- B. That the Department's Insignia of Approval assigned to the unit was picked up and retained by the Quality Assurance Agency until the construction of the commercial coach or mobilehome is complete and the required inspections conducted.

**III. FIELD INSPECTIONS OF FINAL CONSTRUCTION:**

- A. When an incomplete commercial coach or mobilehome is shipped from the manufacturer's facility under the above conditions, the commercial coach or mobilehome is no longer part of the certified manufacturing facility program identified in the California Code of Regulations, Title 25, Chapter 3, Subchapter 2, Section 4878(c). Therefore, all remaining incomplete systems, components, equipment, and installations are required by regulation to be inspected at the installation site prior to approval and affixing the Department's Insignia of Approval. When possible, the Quality Assurance Inspector who performed the in-plant inspections is to conduct the final construction inspections at the installation site.
- B. As part of the inspection, the Quality Assurance Agency is responsible to assure that the manufacturer conducts all inspections and/or systems tests required by the Quality Control Manual necessary to determine compliance with approved plans.
- C. If the Quality Assurance Agency determines that the manufacturer is not in compliance with the Quality Control Manual, or approved plans, the Quality Assurance Agency shall report their findings to the Department pursuant to the California Code of Regulations, Title 25, Chapter 3, Subchapter 2, Section 4878(c).

Once a commercial coach or mobilehome is issued the Department's Insignia of Approval, any alteration, conversion or addition is subject to the Department's approval and inspection pursuant to Health and Safety Code Section 18029 and California Code of Regulations, Title 25, Chapter 3, Subchapter 2, Section 4040. If you have any questions regarding alteration permits or requirements you may contact the Department's Area Offices at:

Northern Area Office  
8911 Folsom Blvd.  
Sacramento, CA 95826  
(916) 255-2501

or

Southern Area Office  
2038 Iowa Ave. Bldg. B Suite 102  
Riverside, CA 92507  
(714) 782-4420

If you have any questions regarding this Information Bulletin you may contact the Manufactured Housing Programs Office at (916) 445-3338.



Travis Pitts  
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Division of Codes and Standards