

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

DIVISION OF CODES AND STANDARDS - Administrative Office

1800 Third Street, Suite 280, Sacramento, CA 95814

Mailing Address: P.O. Box 1407, Sacramento, CA 95812-1407

(916) 445-9471



September 19, 1990

## INFORMATION BULLETIN MH 90-11

TO: QUALITY ASSURANCE AGENCIES AND DESIGN APPROVAL AGENCIES FOR  
MOBILEHOMES, RECREATIONAL VEHICLES, COMMERCIAL COACHES AND SPECIAL  
PURPOSE COMMERCIAL COACHES

SUBJECT: PLAN RENEWALS

Renewal of plans for mobilehomes, (not manufactured homes) recreational vehicles, commercial coaches and special purpose commercial coaches is governed through the California Code of Regulations, Title 25, Chapter 3, Section 4024.

Some manufacturers' plans are now becoming subject to the first renewal by Design Approval Agencies (DAA), and we have received several calls on this subject. The following should clarify the renewal process established in the California Code of Regulations.

A. Plan Renewal Application

1. A unaltered plan may be renewed without submission of the plan to the DAA but an application for plan renewal must be submitted to and approved by the DAA.
2. DAAs may prescribe information needed of their client manufacturers for properly renewing the manufacturer's plans. It is recommended that the DAA develop and provide a plan renewal application form for this purpose.
3. The DAA should advise their client manufacturers to maintain a copy of all plan renewal application forms after approval by the DAA and have it readily available for reference by the Quality Assurance Agency or department representatives.
4. The DAA shall submit copies, for Department use, of all approved renewal applications with their DAA Monthly Activity Report (HCD-MH 472). The DAA shall identify renewal approval on the DAA Monthly Activity Report (HCD-MH 472) by inserting the word "renewal" in the appropriate block, as indicated on the attached example.

B. Limitations

1. Plans and manuals may be renewed only by the DAA who originally approved the plan or manual.

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2. In accordance with California Code of Regulations, Title 25, Section 4024, a change of model name or designation does not require a new plan submission and is acceptable while renewing a plan.
3. Expired plans and manuals shall not be considered for renewal.

C. Fees

1. Fees charged for plan renewal by the DAA are not regulated by the department.
2. Fees due to the department for plan renewal shall be in accordance with California Code of Regulations, Title 25, Sections 4884 (i)(1)(2) and 4884 (j) and submitted to the department by the DAA.

Questions regarding plan renewals or this bulletin should be directed to the Manufactured Housing Programs office at (916) 445-3338.



John Ellis  
Chief

JE:DR/rg

Attachment

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John Ellis  
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Attachment



STATE OF CALIFORNIA  
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
 DIVISION OF CODES AND STANDARDS  
 P. O. BOX 31, SACRAMENTO, CA 95812-0031  
 TELEPHONE: (916) 445-3338

Department Use Only  
 Col. No. \_\_\_\_\_  
 Fee Rec'd. \_\_\_\_\_  
 Date \_\_\_\_\_  
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DESIGN APPROVAL AGENCY  
 Monthly Activity Report

**SECTION I - DESIGN APPROVAL AGENCY INFORMATION**

DESIGN APPROVAL AGENCY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 DESIGN APPROVAL AGENCY NO.: \_\_\_\_\_ TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_  
 REPORTING MONTH/YEAR: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION II - PLAN/MANUAL REVIEW SUMMARY**

**NOTICE:** This report shall be accompanied by a copy of each plan, manual, or amendment and instructions approved during the reporting month and shall include the plan approval monitoring fee specified by Section 4884(i), (j), or (k) as calculated.

Manufacturer Name	I. D. Number	Type	Approved				Rejected				
			MH & CC PLAN	RV & SPCC PLAN	PLAN AMEND.	MANUAL	MANUAL AMEND.	PLAN	PLAN AMEND.	MANUAL	MANUAL AMEND.
<b>A</b> Manufacturing	99-1801	CC		Renewal							
Subtotal:											

1. Type: MH=Mobilehome, CC=Commercial Coach, SPCC=Special Purpose Commercial Coach, RV=Recreational Vehicle