

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
**DIVISION OF CODES AND STANDARDS**  
**MANUFACTURED HOUSING**  
**(916) 445-3338**

Attached is the new department insignia to be affixed on the unit(s) for which the serial number is shown on the insignia.

Please follow these instructions carefully to avoid damaging the insignia and assure the insignia is properly affixed to the unit. There is an additional charge for replacement insignia should this insignia be damaged or improperly affixed.

**INSTRUCTIONS**

1. Select the proper location on the mobilehome/commercial coach/recreational vehicle to place the new insignia. Several samples on the bottom of this notice show the correct location.

The insignia is required to be securely affixed at either the lower left corner of the rear exterior wall, not less than six (6) inches above the floor lines or at the exterior wall immediately adjacent to the main door, not less than six (6) inches above the floor line. (See Examples)

2. For rough surfaces such as wood, affix the insignia to a clean metal plate (such as sheet metal or sheet aluminum) approximately ¼” to ½” larger than the insignia. Attach the metal plate permanently to the unit with either blind rivets or drive screws in the ¼” to ½” margin of the metal plate. Use a minimum of four (4) rivets or drive screws, one (1) at each corner of the metal plate.
3. For other exterior surfaces such as metal, prepare the surface to which the insignia is to be affixed by thoroughly cleaning the surface to remove any dirt or wax. Remove the protective backing on the insignia and press the insignia firmly in place.

If you have any questions regarding these instructions or insignia, please contact this office.

