



## Requirements for the Construction of Private Ramps on Mobilehome Park Lots

The following items are needed to apply for an HCD accessory building or structure permit:

- Review and complete an Application for Permit to Construct (HCD 50) included in this handout. Follow the instructions on the back of the form and make sure that park management signs section #5. This application requires an original (wet) signature of the management along with two copies.
- The application for the permit to construct shall be accompanied by fees as specified on the fee schedule when using the approved plan in this handout. Any deviation from the included plans will require a plan check and plan check fees.
- Review and complete a Lot Plot Plan (HCD 538) included in handout, indicating where the accessory building or structure is to be constructed on the lot to include dimensions of the structure, setbacks from lot lines, and separations from other structures. Follow the instructions on the back of the form and make sure that park management signs the "STATEMENT OF RESPONSIBILITY" on the front of this document. This application also requires an original (wet) signature of the management along with two copies.
- Review and complete the "Classification of Fire Hazard Severity Zone" form to determine if you are located in a Fire Hazard Severity Zone or a Wildland-Urban Interface Fire Area (WUI).

Submit the completed and signed permit and plot plan along with two copies to the office listed on the back of the Permit to Construct in addition to the following documentation:

- Three (3) complete sets of plans and specifications for the work to be performed.
- Plans and specifications submitted shall be of sufficient clarity to indicate the work proposed.
- When utilizing the approved plans and specifications included in this handout there shall be no deviation.
- An approved set of plans and specifications and a copy of the permit to construct shall be kept on the job site in a conspicuous location until the enforcement agency has approved the final inspection.
- The work performed shall follow the plans and specifications without deviation.

The completed documentation can be submitted in person or through the mail to either of the Area Offices listed on the back of the permit to construct.

## Private Ramps on Mobilehome Park Lots

This handout contains the information and code requirements to build a ramp with landings, handrails and guards where required, within a mobilehome park.

**Part I** Overview of the regulations for accessory structures in parks, found in the California Code of Regulations.

**Part II** Overview of the requirements for accessory structures in parks, found in the California Residential Code and covers: Handrails, Ramps, Guards, Ignition Resistant Construction of Exterior Covering and Decking.

**Part III** Overview of details for ramps.

**Part IV** A plan with elevations, sections and details for the construction of a porch or deck that may be used for the construction of ramps.

**Part V** A schedule of permit fees associated with the construction of ramps, HCD 50, HCD 538 and Classification of Fire Hazard Severity Zone form.

**This handout and the forms contained in it are available on line at:**

<http://www.hcd.ca.gov/codes/mp/OnlineForms.html>

### Definitions:

- **Accessory building or structure.** Any awning, window awning, cabana, ramada, storage cabinet, storage building, private garage, carport, fence, stairway, ramp, or porch, or any other building or structure other than a patio, established for the use of the occupant of a unit.
- **Guardrail.** A vertical barrier erected along the open edges of a porch or other elevated area to prevent persons from falling to a lower level.
- **Handrail.** A railing provided for grasping with the hand for support, erected along one or more edges of a stairway or ramp.
- **Landing, Stairway.** An individual platform, not to exceed twelve (12) square feet, usually at the top or bottom of a stairway, to ease the transition from a stairway to a level walking surface. Landings for ramps must comply with requirements in the California Building Code.
- **Occupied Area.** The total of all the space occupied by a unit, including eave overhangs and projections; building components; and all accessory buildings or structures on a lot.
- **Porch.** A freestanding, outside walking platform with an area exceeding twelve (12) square feet, having a floor or deck surface elevated more than eight (8) inches above grade.
- **Ramp.** An accessory structure providing a sloping path of travel, intended for pedestrian traffic.
- **Skirting.** Material used to enclose or partially enclose the area under a unit or accessory building or structure.

## Part I

### California Code of Regulations - Title 25, Division 1, Chapter 2, Article 9

#### Requirements for Accessory Buildings and Structures

##### § 1422. Application and Scope

(a) Except as otherwise noted, the requirements of this article shall apply to the construction, use, maintenance, and occupancy of accessory buildings or structures and building components constructed or installed adjacent to units both within and outside of parks.

(b) Accessory buildings or structures or building components that are constructed and maintained in accordance with those statutes and regulations which were in effect on the date of original construction, are not subject to the requirements of subsequent regulations. An accessory building or structure or building component that is moved to a different location shall be subject to the permit to construct requirements of this chapter. Any alterations or additions must comply with the current provisions of this chapter.

(c) No accessory structure may be attached to or be supported by an MH-Unit if the manufacturer's installation instructions prohibit attachment or transmission of loads to the unit or require freestanding structures.

(d) When the manufacturer's installation instructions are not available, accessory structures with a roof live load greater than ten (10) psf shall be freestanding. An existing awning or carport, exceeding ten (10) psf that was previously supported by the unit, may be reinstalled at the time of MH-Unit installation.

##### § 1424. Regulated Structures

(a) Accessory buildings or structures or building components which do not comply with this article or are deemed to be unsafe by the enforcement agency shall not be allowed, constructed, or occupied.

(b) A permit shall be obtained from the enforcement agency to construct or install an accessory building or structure as required by Article 1 of this chapter, unless specifically exempted in section 1018 of this chapter.

##### § 1426. Accessory Buildings or Structures and Building Components Installed in Fire Hazard Severity Zones

(a) Accessory buildings or structures or building components constructed or installed in parks in a State Responsibility Area Fire Hazard Severity Zone or a local Very-High Fire Hazard Severity Zone, as indicated on the California Department of Forestry and Fire Protection's Fire Hazard Severity Zone Maps, shall comply with Title 24, Part 2.5, Chapter 3, section R327 of the California Residential Code (CRC) which is hereby incorporated by reference with the exception of the following provisions: Sections R327.1.5, R327.2 (Fire Protection Plan) and R327.3.6.

(b) Accessory buildings or structures or building components constructed or installed outside of parks in a State Responsibility Area Fire Hazard Severity Zone, a local Very-High Fire Hazard Severity Zone, or a local Wildland-Urban Interface Fire Area shall comply with the provisions of the CRC, Title 24, Part 2.5, Chapter 3, section R327.

##### § 1428. Location

(a) In parks, accessory buildings or structures, or any part thereof, on a lot shall maintain the following setbacks from lot lines:

(1) When constructed of noncombustible materials:

(A) May be up to the lot line, provided a minimum three (3)-foot clearance is maintained from any other unit, accessory building or structure, or building component on adjacent lots.

(2) When constructed of combustible materials:

(A) A minimum three (3)-foot clearance from all lot lines, and

(B) A minimum six (6)-foot clearance from any other unit, accessory buildings or structures, or building components on adjacent lots constructed of combustible materials.

(b) Cabanas shall meet the location requirements for units, as referenced in section 1330 of this chapter.

(c) Location requirements governing private garages and storage buildings are contained in section 1443.

(d) Stairways with landings less than twelve (12) square feet may be installed to the lot line provided they are located a minimum of three (3) feet from any unit, or accessory building or structure, including another stairway, on an adjacent lot. However, if the stairway is an up-and-over design (steps up the front and down the back) that provides access to the lot beyond the stairway, it does not need to maintain the separation from a unit or accessory building or structure, including another stairway, on an adjacent lot.

(e) Fencing of any material, that meets the requirements of section 1514 of this article, may be installed up to a lot line.

(f) No portion of an accessory building or structure, or building component shall project over or beyond a lot line.

## Part I

(g) Any accessory building or structure, or building component may be installed up to a lot line bordering a roadway or common area provided there is no combustible building or structure in the common area within six (6) feet and no building or structure of any kind within three (3) feet of any portion of the accessory building or structure, or building component. The maximum seventy-five percent (75%) lot coverage allowed by section 1110 of this chapter shall be maintained.

(h) Wood awning or carport support posts four (4) inches or greater in nominal thickness may be located up to a lot line provided the remainder of the awning or carport is composed of noncombustible material.

### § 1432. Construction

(a) Construction and installation of accessory buildings or structures or building components shall comply with the structural requirements of the California Residential Code, except as otherwise provided by this article. The enforcement agency may require accessory buildings and structures or building components be designed and constructed to withstand live loads, vertical uplift or horizontal forces from any direction in excess of the minimum loads specified in this chapter, based on local geologic, topographic, or climatic conditions, when approved by the department.

(b) Accessory buildings and structures constructed of aluminum or aluminum alloy shall be designed to conform to the specifications contained in the California Residential Code.

(c) Unless data to substantiate the use of higher values is submitted to the enforcement agency, the allowable loading of accessory buildings or structures or building components on the soil shall not exceed one thousand five-hundred (1,500) psf vertical soil bearing pressure, one hundred fifty (150) psf of depth lateral soil bearing pressure, and one hundred sixty-seven (167) psf frictional resistance for uncased cast-in-place concrete piles.

### § 1434. Calculations and Test Procedures

(a) The load bearing capacity of elements or assemblies shall be established by calculations in accordance with generally established principles of engineering design. However, when the composition or configuration of elements, assemblies or details of structural members are such that calculations of their safe load-carrying capacity and basic structural integrity cannot be accurately determined in accordance with generally established principles of engineering design, structural properties of such elements or assemblies may be established by the results of tests that are designed and certified by an architect or engineer, with the test results approved by the department.

(b) When any structural design or method of construction is substantiated by calculations and supporting data, the calculations and supporting data shall be approved by an architect or engineer and shall be submitted to the department.

(c) When the design of accessory structures is substantiated by calculations or tests, all structural plans shall be approved by the architect or engineer in charge of the total design.

(d) When any design or method of construction is substantiated by tests, all of these tests shall be performed by an approved testing agency acceptable to the department or shall be directed, witnessed, and evaluated by an independent architect or engineer. All test procedures and results shall be reviewed, evaluated, and signed by an architect or engineer. The approved testing agency, architect, or engineer shall submit the evaluation of test results, calculations, and recommendations, to the department. The department may require that a representative of the department witness the test.

### § 1506. Ramps and Handrails

When a ramp and handrail are to be constructed in place of a stairway, the requirements for the design and construction of the ramp and handrail are contained in the California Residential Code, except as otherwise provided in this chapter.

## Part II

### California Residential Code - Title 24, Part 2.5

#### Requirements for Ramps with Handrails, Guards, Exterior Coverings and Decking

##### Section R311.7.7 Handrails

**R311.7.7.3 Grip-size.** All required handrails shall be of one of the following types or provide equivalent graspability.

1. Type I. Handrails with a circular cross section shall have an outside diameter of at least 1 1/4 inches (32 mm) and not greater than 2 inches (51 mm). If the handrail is not circular, it shall have a perimeter dimension of at least 4 inches (102 mm) and not greater than 6 1/4 inches (160 mm) with a maximum cross section of dimension of 2 1/4 inches (57 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm).

2. Type II. Handrails with a perimeter greater than 6 1/4 inches (160 mm) shall have a graspable finger recess area on both sides of the profile. The finger recess shall begin within a distance of 3/4 inch (19 mm) measured vertically from the tallest portion of the profile and achieve a depth of at least 5/16 inch (8 mm) within 7/8 inch (22 mm) below the widest portion of the profile. This required depth shall continue for at least 3/8 inch (10 mm) to a level that is not less than 13/4 inches (45 mm) below the tallest portion of the profile. The minimum width of the handrail above the recess shall be 1 1/4 inches (32 mm) to a maximum of 2 3/4 inches (70 mm). Edges shall have a minimum radius of 0.01 inch (0.25 mm).

##### Section R311.8 Ramps

**R311.8.1 Maximum slope.** Ramps shall have a maximum slope of 1 unit vertical in 12 units horizontal (8.3 percent slope).

**Exception:** Where it is technically infeasible to comply because of site constraints, ramps may have a maximum slope of one unit vertical in eight horizontal (12.5 percent slope).

**R311.8.2 Landings required.** A minimum 3-foot-by-3-foot (914 mm by 914 mm) landing shall be provided:

1. At the top and bottom of ramps.
2. Where doors open onto ramps.
3. Where ramps change direction.

**R311.8.3 Handrails required.** Handrails shall be provided on at least one side of all ramps exceeding a slope of one unit vertical in 12 units horizontal (8.33-percent slope).

**R311.8.3.1 Height.** Handrail height, measured above the finished surface of the ramp slope, shall be not less than 34 inches (864mm) and not more than 38 inches (965 mm).

**R311.8.3.2 Grip size.** Handrails on ramps shall comply with Section R311.7.7.3.

**R311.8.3.3 Continuity.** Handrails where required on ramps shall be continuous for the full length of the ramp. Handrail ends shall be returned or shall terminate in newel posts or safety terminals. Handrails adjacent to a wall shall have a space of not less than 1 1/2 inches (38 mm) between the wall and the handrails.

##### Section R312 Guards

**R312.1 Where required.** *Guards* shall be located along open-sided walking surfaces, including stairs, ramps and landings that are located more than 30 inches (762 mm) measured vertically to the floor or *grade* below at any point within 36 inches (914 mm) horizontally to the edge of the open side. Insect screening shall not be considered as a *guard*.

**R312.2 Height.** Required *guards* at open-sided walking surfaces, including stairs, porches, balconies or landings, shall be not less than 42 inches (1067 mm) high measured vertically above the adjacent walking surface, adjacent fixed seating or the line connecting the leading edges of the treads.

## Part II

### Exceptions:

1. *Guards* on the open sides of stairs shall have a height not less than 34 inches (864 mm) measured vertically from a line connecting the leading edges of the treads.
2. Where the top of the *guard* also serves as a handrail on the open sides of stairs, the top of the *guard* shall not be not less than 34 inches (864 mm) and not more than 38 inches (965 mm) measured vertically from a line connecting the leading edges of the treads.

**R312.3 Opening limitations.** Required *guards* shall not have openings from the walking surface to the required *guard* height which allow passage of a sphere 4 inches (102 mm) in diameter.

### Exceptions:

1. The triangular openings at the open side of a stair, formed by the riser, tread and bottom rail of a *guard*, shall not allow passage of a sphere 6 inches (153 mm) in diameter.
2. *Guards* on the open sides of stairs shall not have openings which allow passage of a sphere 4<sup>3</sup>/<sub>8</sub> inches (111 mm) in diameter.

**R312.4 Exterior woodplastic composite guards.** Woodplastic composite *guards* shall comply with the provisions of Section R317.4.

## Section R317 Protection of Wood and Wood Based Products Against Decay

**R317.4 Wood/plastic composites.** Wood/plastic composites used in exterior deck boards, stair treads, handrails and guardrail systems shall bear a *label* indicating the required performance levels and demonstrating compliance with the provisions of ASTM D 7032.

**R317.4.1 Wood/plastic composites** shall be installed in accordance with the manufacturer's instructions.

## Section R327.4 Ignition Resistant Construction

**R327.4.1 General.** The materials prescribed herein for ignition resistance shall conform to the requirements of this chapter.

**R327.4.2 Ignition-resistant material.** Ignition-resistant material shall be determined in accordance with the test procedures set forth in SFM Standard 12-7A-5 "Ignition Resistant Material" or in accordance with this section.

**R327.4.3 Alternative methods for determining ignition resistant material.** Any one of the following shall be accepted as meeting the definition of ignition-resistant material:

1. Noncombustible material. Material that complies with the definition for noncombustible materials in Section R202.
2. Fire-retardant-treated wood. Fire-retardant-treated wood identified for exterior use that complies with the requirements of Section 2303.2 of the California Building Code.
3. Fire-retardant-treated wood shingles and shakes. Fire-retardant-treated wood shingles and shakes, as defined in Section 1505.6 of the California Building Code and listed by State Fire Marshal for use as "Class B" roof covering, shall be accepted as an ignition-resistant wall covering material when installed over solid sheathing.

## Section R327.7 Exterior Covering

**R327.7.1 Scope.** The provisions of this section shall govern the materials and construction methods used to resist building ignition and/or safeguard against the intrusion of flames resulting from small ember and short-term direct flame contact exposure.

## Part II

**R327.7.2 General.** The following exterior covering materials and/or assemblies shall comply with this section:

1. Exterior wall covering material
2. Exterior wall assembly
3. Exterior exposed underside of roof eave overhangs
4. Exterior exposed underside of roof eave soffits
5. Exposed underside of exterior porch ceilings
6. Exterior exposed underside of floor projections
7. Exterior underfloor areas

**Exceptions:**

1. Exterior wall architectural trim, embellishments, fascia's, and gutters
2. Roof or wall top cornice projections and similar assemblies
3. Roof assembly projections over gable end walls

### Section R327.9 Decking

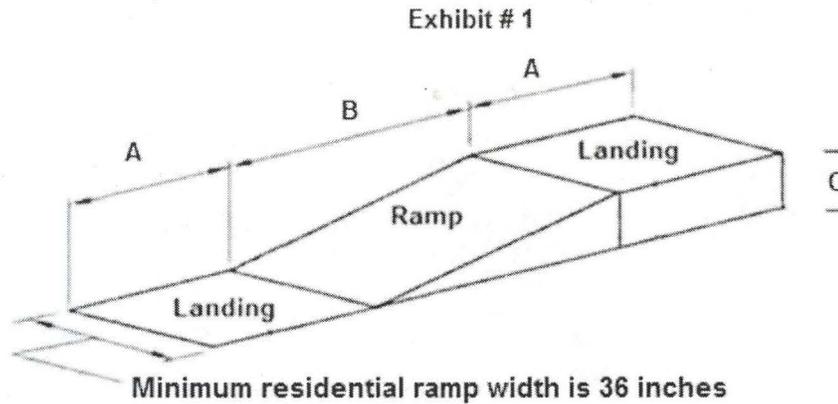
**R327.9.1 General.** The walking surface material of decks, porches, balconies and stairs shall comply with the requirements of this section.

**R327.9.2 Where required.** The walking surface material of decks, porches, balconies and stairs shall comply with the requirements of this section when any portion of such surface is within 10 feet (3048 mm) of the building.

**R327.9.3 Decking surfaces.** The walking surface material of decks, porches, balconies and stairs shall be constructed with one of the following materials:

1. Ignition-resistant material that complies with the performance requirements of both SFM Standard 12-7A-4 and SFM Standard 12-7A-5
2. Exterior fire retardant treated wood
3. Noncombustible material
4. Any material that complies with the performance requirements of SFM Standard 12-7A-4A when attached exterior wall covering is also either noncombustible or ignition-resistant material.

Ramps, Landings, Handrails and Guards



**Maximum slope:**

Per the **California Residential Code (CRC) Section R311.8** a residential ramp must have a maximum slope of **1 unit vertical** (height) in **12 units horizontal** (length) also known as a **1:12 slope**. **Exhibit # 1-A** shows an example of landings, **1-B** indicates the ramp length and **1-C** indicates the height of the ramp. Refer to the chart below and you will see that a ramp that is 30 inches high will require a ramp that is 30 feet long. However if site conditions do not make a 1:12 slope possible, then a slope between a 1:12 and 1:8 may be used. Refer to the chart below and you will see that this ramp at 1:8 will be 20 feet in length.

Height of ramp in inches. Exhibit # 1 - C	Minimum length of ramp at 1 in 12 slope. Exhibit # 1 - B	Minimum length of ramp at 1 in 10 slope. Exhibit # 1 - B	Minimum length of ramp at 1 in 8 slope. Exhibit # 1 - B
12"	12'	10'	8'
18"	18'	15'	12'
24"	24'	20'	16'
30"	30'	25'	20'
36"	36'	30'	24'

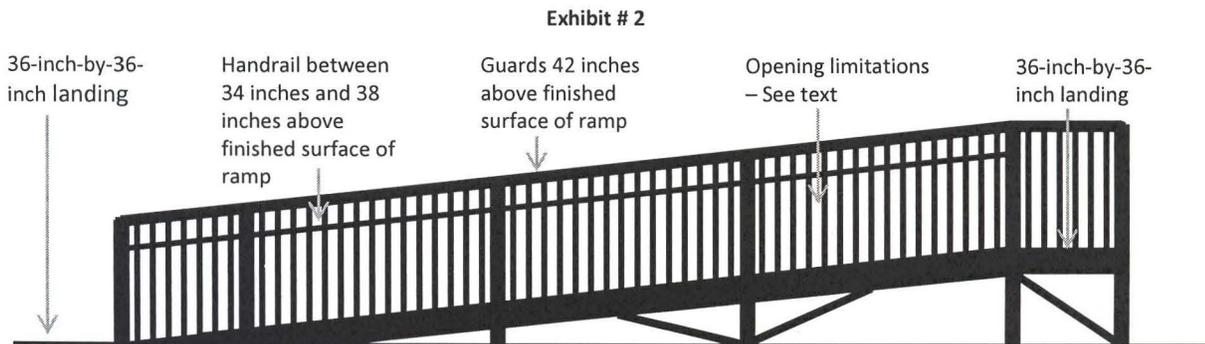
**Landings required:**

**Exhibit # 1 - A** shows minimum landing areas of **36-inch-by-36-inch** which must be provided at the top and bottom of ramps, where doors open onto ramps and where ramps change direction.

**Note:** These provisions are for a private residential ramp and not applicable to public ramps or public access.

**Handrails and Guards required:**

**Exhibit # 2:** Handrails and guards must be provided on at least one side of all ramps exceeding a slope of **1 unit vertical** (height) to **12 units horizontal** (length) or ramps over 30 inches in height. If the ramp does not run along the side (parallel) of the manufactured home, handrails and guards must be installed on both sides of the ramp.



## Ramps, Landings, Handrails and Guards

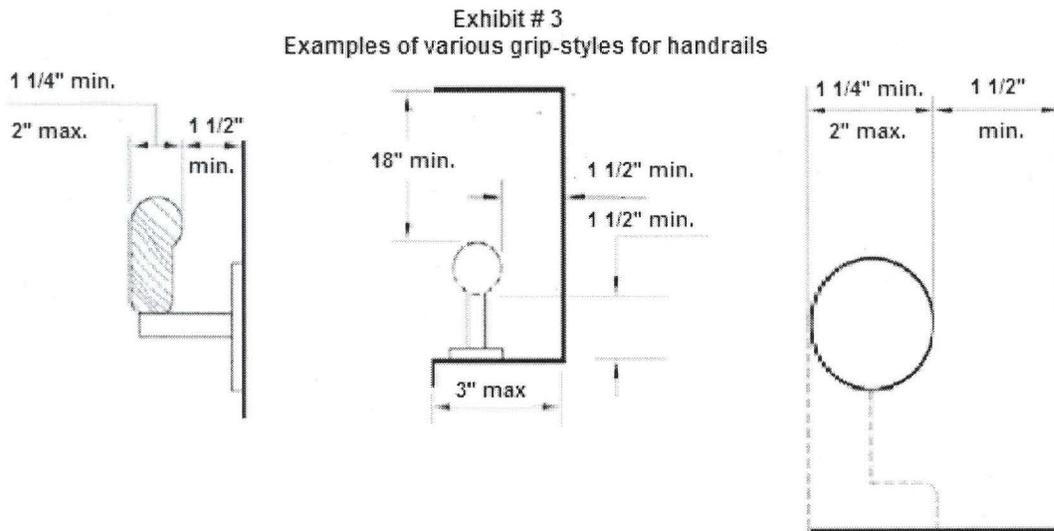
### Height:

**Exhibit # 2:** Handrail height must be not less than **34 inches** and not more than **38 inches** measured from the finished surface of the ramp to the top of the handrail.

Ramps that are over 30 inches in height must have a guard and the height must not be less than **42 inches** measured from the finished surface of the ramp to the top of the guard.

### Grip size:

Handrails on ramps shall comply with CRC. Refer to handrail exhibit #3.



### Handrail Termination:

Where handrails are required on ramps they must be continuous for the full length of the ramp. Handrail ends shall be returned or shall terminate in newel posts or rounded safety terminals. Handrails adjacent to a wall shall have a space of not less than 1-1/2 inches (38 mm) between the wall and the handrails.

**Opening limitations:** Required guards must not have openings between the walking surface and the required height that would allow the passage of a sphere 4 inches in diameter.



**APPLICATION FOR PERMIT TO CONSTRUCT**

(SEE REVERSE SIDE OF FORM FOR INSTRUCTIONS AND ADDITIONAL INFORMATION)

**CONTRACTOR/OWNER BUILDER DECLARATIONS**

Not required for commercial modulars or Recreational Vehicles

**1. LICENSED CONTRACTORS DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class \_\_\_\_\_ Lic. No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

**2. OWNER-BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5), Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.):

I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended of offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.).

I am exempt under Sec. \_\_\_\_\_, B. & P.C. for this reason:

Owner \_\_\_\_\_ Date \_\_\_\_\_

**3. WORKERS' COMPENSATION DECLARATION**

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

(This section need not be completed if the permit is for one hundred dollars (\$100) or less).

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to workers' compensation laws of California, and agree that if I should become subject to workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

**WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.**

**4. CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name \_\_\_\_\_

Lender's Address \_\_\_\_\_

**5. CERTIFICATION**

I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant or Agent \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 1 - OWNER/APPLICANT INFORMATION**

Park Name \_\_\_\_\_

Park Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

Zip \_\_\_\_\_ Unincorporated \_\_\_\_\_ Incorporated \_\_\_\_\_

Park Owner \_\_\_\_\_

APPLICANT \_\_\_\_\_

CONTRACTOR  OWNER  Other \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Architect/Engineer \_\_\_\_\_ Lic. No. \_\_\_\_\_

Address \_\_\_\_\_ Tel. No. \_\_\_\_\_

**SECTION 2 - DESCRIPTION OF WORK AND VALUATION**

\_\_\_\_\_  
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Valuation \$ \_\_\_\_\_

**SECTION 3 - ACCESSORY BUILDINGS or STRUCTURES**

NEW  REINSTALL Standard Plan Approval No. \_\_\_\_\_

Awning  Carport  Porch  Cabana

Other (specify) \_\_\_\_\_

OWNER \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

RESIDENT \_\_\_\_\_ Tel. No. \_\_\_\_\_

Lot No. \_\_\_\_\_

**SECTION 4 - MANUFACTURED HOME/MOBILEHOME INSTALLATION**

Owner \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

Resident \_\_\_\_\_ Lot No. \_\_\_\_\_

Serial Number(s) \_\_\_\_\_

Manufacturer Name/

Date of MFG. \_\_\_\_\_ Model Name \_\_\_\_\_

Insignia/HUD

Label No. \_\_\_\_\_

**SECTION 5 - PARK OWNER, OPERATOR OR MANAGER SIGNATURE**

APPROVED:

\_\_\_\_\_  
 (Signature Required) \_\_\_\_\_ Date \_\_\_\_\_

**DEPARTMENT USE ONLY**

ID. No. \_\_\_\_\_

MP  AS  MHI

Closed By \_\_\_\_\_

Date Closed \_\_\_\_\_

**COLLECTION INFORMATION**

Collection # \_\_\_\_\_

Fee Rec'd \_\_\_\_\_

Collection Date \_\_\_\_\_

Assigned To \_\_\_\_\_

Routed By \_\_\_\_\_

Upon Department approval to release, and payment of fees, this permit is issued only for items validated below.

PERMIT # \_\_\_\_\_

MH ACC/S \_\_\_\_\_

MP \_\_\_\_\_

BLDG \_\_\_\_\_

MHI \_\_\_\_\_

MISC. \_\_\_\_\_

TECH SER. \_\_\_\_\_

PLCK \_\_\_\_\_

S.M.I. \_\_\_\_\_

ISSUE \_\_\_\_\_

TOTAL \_\_\_\_\_

**DIVISION PROCESS RECORD**

Application \_\_\_\_\_

Local Planning \_\_\_\_\_

Local Fire \_\_\_\_\_

Local Health \_\_\_\_\_

Public Works \_\_\_\_\_

Environmental Impact \_\_\_\_\_

Negative Declaration \_\_\_\_\_

School Impact Fees \_\_\_\_\_

Date \_\_\_\_\_

Issued By \_\_\_\_\_

\_\_\_\_\_

Expires \_\_\_\_\_

## INSTRUCTIONS

**ACCESSORY STRUCTURES:** Complete Sections 1, 3, 5 and Contractor/Owner Builder Declarations. Submit the completed application and the required fees to the appropriate Area Office listed below.

**MANUFACTURED HOME/MOBILEHOME INSTALLATION:** Complete Sections 1, 4, 5, and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

**18551 FOUNDATION SYSTEM:** Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and the required fees to the appropriate Area Office listed below.

**PARK UTILITIES:** Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

**NEW PARKS AND PERMANENT BUILDINGS:** Complete Sections 1, 2, 5 and Contractor/Owner Builder Declarations. Submit the completed application and required fees to the appropriate Area Office listed below.

Northern Area Office  
9342 Tech Center Drive, Suite 550  
Sacramento, CA 95826  
(916) 255-2501

Southern Area Office  
3737 Main St., Suite 400  
Riverside, CA 92501  
(951) 782-4420

- SECTION 1 -** OWNER/APPLICANT INFORMATION: Enter the park name and address. Indicate if the park is located in an unincorporated area or an incorporated area. Enter the park owner's name(s). Enter the applicant's name, address and telephone number (The Department will contact or correspond with the party that is entered as the applicant.) Check the appropriate box to describe the applicant. If the box "Other" is marked, please indicate the relationship to the owner. If the requested services involve an architect or engineer, enter the architect or engineer's name, address, telephone number, and license number.
- SECTION 2 -** DESCRIPTION OF WORK AND VALUATION: Provide a description of the work to be performed (i.e., installing a manufactured home on a foundation system, etc.) Enter the total cost of the work to be performed (total contract price).
- SECTION 3 -** ACCESSORY BUILDINGS or STRUCTURES: Check the appropriate box to indicate if the accessory building/structure is a new installation or a reinstallation. A new installation means a new accessory building or structure or an accessory building or structure that has not previously been installed with the unit. A reinstallation means an accessory building or structure that is being reinstalled for the same purpose as the original installation. Enter the Standard Plan Approval Number if this is a new installation. Check the appropriate box to indicate the type of accessory building/structure. If the box "Other" is checked, enter the type of building/structure on the line provided (i.e. storage building, greenhouse, etc.). Enter the name, telephone number and address of the owner. If the occupant of the manufactured home/mobilehome is other than the owner, enter the name of the resident, telephone number and the lot number where the unit is located.
- SECTION 4 -** MANUFACTURED HOME/MOBILEHOME INSTALLATION: Enter the name, telephone number and address of the owner. If the occupant of the manufactured home/mobilehome is other than the owner, enter the name of the resident and the lot number where the unit is located. Enter the serial number(s) of the manufactured home/mobilehome. The serial number(s) can be located on the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or on the front cross member of the unit. Enter the year the unit was manufactured. Enter the manufacturer's name and Model name. This information can be obtained from the Manufacturer's Certificate of Origin, the Certificate of Title, registration documents or may be designated on the outside of the unit itself. Enter the California Insignia Number(s) or HUD Label Number(s) issued for this unit, if known.
- SECTION 5 -** PARK OWNER, OPERATOR OR MANAGER SIGNATURE: The signature of the park owner, operator or manager is required along with the date the form is signed. This signature is an acknowledgment that the park is aware and approves of the services being requested in this application.

### CONTRACTOR/OWNER BUILDER DECLARATIONS

**Contractor:** Contractors proposing construction are required by state law to provide the following information:

- Item 1 - Licensed Contractor Declaration: Enter the contractor's license class, license number, date the license expires, the contractor's signature and date.
- Item 3 - Workers' Compensation Declaration: Place a check mark next to the declaration regarding the workers' compensation coverage that applies to the contractor. If the second declaration is marked, the contractor must also provide the carrier's name and policy number. This item must be signed by the contractor and dated.
- Item 4 - Construction Lending Agency: If there is a construction lending agency for the performance of the work for the service being requested, enter the name and address of the lending agency. If there is no lending agency involved, enter the word "none."
- Item 5 - Certification: The certification must be signed and dated by the contractor or agent on behalf of the contractor.

**Owner Builder:** If the work or activity as described on the application, is being completed by the owner, the owner must complete the following items:

- Item 2 - Owner-Builder Declaration: Place a check mark next to the declaration which is applicable. If the third declaration is marked, enter the section number from the Business and Profession Code which provides the exemption and the reason for the exemption. The owner must also sign and date this section.
- Item 5 - Certification: The certification must be signed and dated by the owner.

**LOT PLOT PLAN AND PARK INFORMATION**

A) Park Name \_\_\_\_\_  
 Homeowner Name \_\_\_\_\_  
 Homeowner Address \_\_\_\_\_ Sp# \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_

B) Design Information:  
 Home Amperage: \_\_\_\_\_ Pedestal Amperage: \_\_\_\_\_  
 Home Voltage: \_\_\_\_\_ Pedestal Voltage: \_\_\_\_\_  
 Home Roof Load: \_\_\_\_\_ PSF  
 Roof Load for locality: \_\_\_\_\_ PSF

C) Is the park located in a snow area requiring 30 lb or greater roof loading?  YES  NO

D) The lot line corners at the front and rear are clearly and permanently marked pursuant to Title 25 of the California Code of Regulations, Sections 11104 or 2104 in the following manner: \_\_\_\_\_

NOTE: Each lot line corner shall be clearly and permanently marked prior to installation and inspection.

**STATEMENT OF RESPONSIBILITY  
 (ORIGINAL SIGNATURE REQUIRED)**

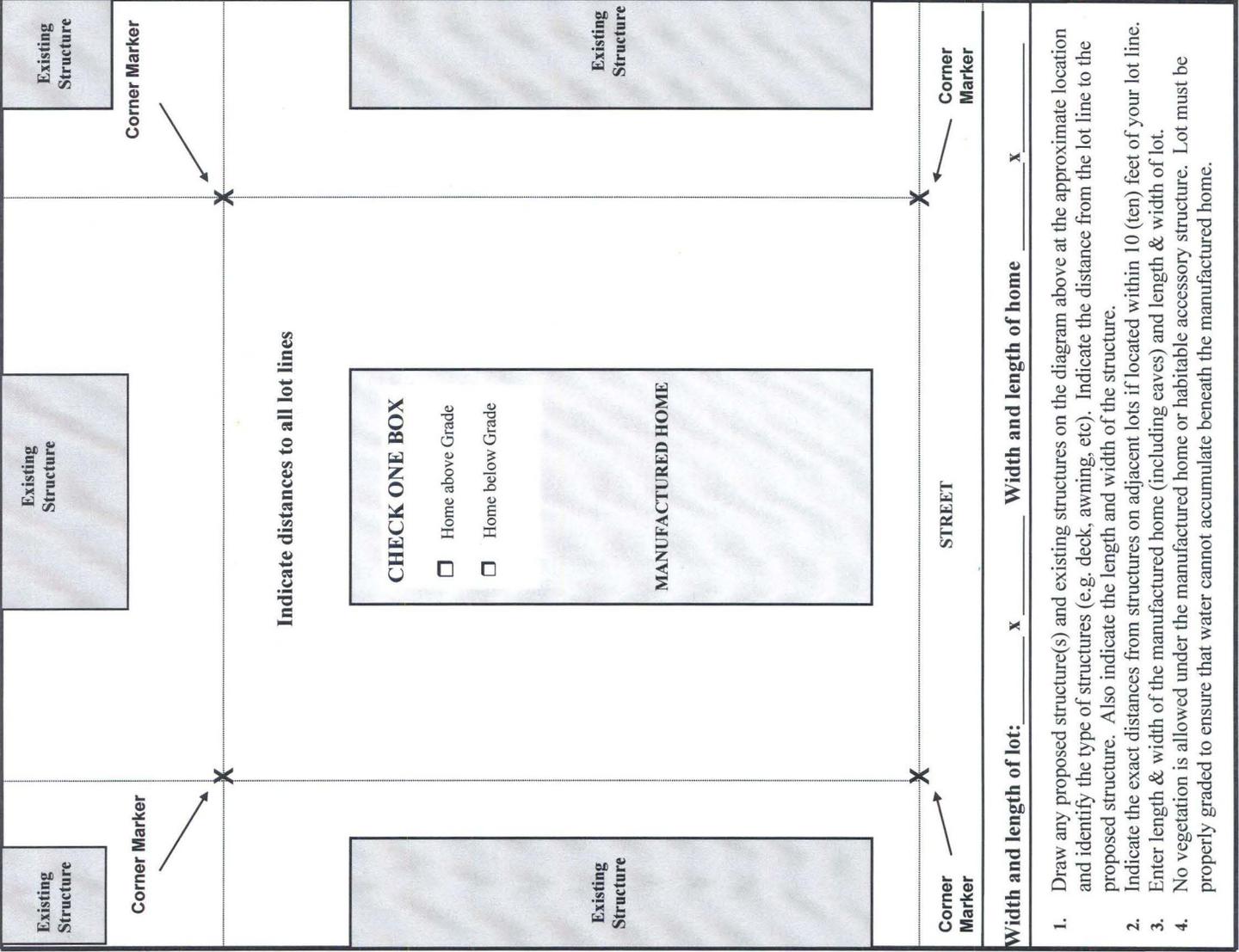
As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, all related accessory structure locations and separations and the park and homeowner information is true, accurate and complete. Lot corners have been identified as in item D above.

Signature of Park Owner, Operator, or Manager \_\_\_\_\_  
 State of California  
 Department of Housing and Community Development  
 Division of Codes and Standards

Northern Area Office  
 9342 Tech Center Drive, Suite 550  
 Sacramento, CA 95826

Southern Area Office  
 3737 Main St. Ste 400  
 Riverside, CA 92501

HCD 538 Revised 7/04



## Lot Plot Plan Instructions

### DRAINAGE AND GRADING

- Each mobilehome lot or site shall be graded to insure that water cannot accumulate beneath the unit.
- Final grading must be complete prior to final approval.

### IMPORTANT INFORMATION

- Within mobilehome parks constructed on or after 9/15/61, minimum distances from a manufactured home/mobilehome to:
  1. A permanent building shall be 10 (ten) feet, measured from the eaves:
  2. Another manufactured home/mobilehome, installed, including eaves,
    - a. Side to side 10 (ten feet)
    - b. Side to rear or side to front 8 (eight) feet
    - c. Rear to front or rear to rear 6 (six) feet
- Within mobilehome parks constructed prior to 9/15/61, (verification required) a 6 (six) foot separation to any permanent building or another manufactured home/mobilehome is required.
- Manufactured home/mobilehomes or accessory structures shall not be located:
  1. Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded).
  2. Over main sewer line clean outs.
  3. Within 5 (five) feet of a septic tank.
  4. Within 8 (eight) feet of sewage disposal (leach) fields.
  5. Under overhead insulated electrical conductors, unless 8 (eight) feet of clearance is provided.
  6. So as to restrict access to park electrical equipment, indicate clearances.
  7. Over lot gas risers or meters.
- Additionally, accessory structures shall not be located:
  1. As to restrict access or ventilation of the lot gas risers or meters.
  2. So as to block:
    - a. Required light or ventilation in the manufactured home/mobilehome.
    - b. Required egress windows or exit doors in the manufactured home/mobilehome.
    - c. Access to the manufactured home/mobilehome's fixed appliances.
- All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 (three) feet from the lot lines (except a lot line bordering a roadway). NOTE: Metal storage cabinets (sheds) with no combustible framing (walls/roof) may be placed up to a lot line, provided there is 3 feet clearance from any structure on the adjacent lot.
- The locations of proposed units or accessory buildings or structures in relation to liquefied petroleum gas (LPG) tanks shall be in accordance with Title 25, section 1211 or 2211.
- A Flood Plain Ordinance Compliance Certificate (HCD Form 547) is required for manufactured home installations where the local government agency has adopted a Flood Plain Management Program.
- For manufactured home/mobilehome installation inspections and accessory buildings or structures that enclose an exit, **ALL** exterior doorways shall be provided with a means of egress (stairway, ramp, etc.) complying with the California Building Code at the time of the home installation inspection.
- The total occupied area of a lot may not exceed 75% of the lot area, including but not limited to the unit, awnings, carports, storage cabinets, storage buildings, porches, stairways and ramps. Driveways, walkways, slabs and similar flat work are not subject to this limitation.
- Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot, do not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.
- A School Impact Fee Certification (HCD Form 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).

**DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT  
 FREESTANDING AWNING, CARPORT, DECK, RAMADA OR  
 ENCLOSURE PLANS INSTALLED ON A MOBILEHOME LOT  
 (HCD PLANS ONLY)**



**THIS FEE SCHEDULE BECOMES EFFECTIVE FEBRUARY 1, 2009**

<b>SQ. FOOTAGE PER STRUCTURE</b>	<b>PERMIT FEE</b>	<b>VALUATION</b>	<b>TOTAL FEES</b>
0 - 54	196.00	45.00	196.00
55 - 82	196.00	54.00	196.00
82 - 108	196.00	63.00	196.00
109 - 135	196.00	72.00	196.00
136 - 162	196.00	81.00	196.00
163 - 190	196.00	90.00	196.00
191 - 217	196.00	99.00	196.00
218 - 244	196.00	108.00	196.00
245 - 271	196.00	117.00	196.00
272 - 298	196.00	126.00	196.00
299 - 325	196.00	135.00	196.00
326 - 352	196.00	144.00	196.00
353 - 379	196.00	153.00	196.00
380 - 406	196.00	162.00	196.00
407 - 433	196.00	171.00	196.00
434 - 460	196.00	180.00	196.00
461 - 488	196.00	189.00	196.00
489 - 515	196.00	198.00	198.00
516 - 542	196.00	207.00	207.00
543 - 569	196.00	216.00	216.00
570 - 596	196.00	225.00	225.00
597 - 623	196.00	234.00	234.00
624 - 651	196.00	243.00	243.00

**NOTES:**

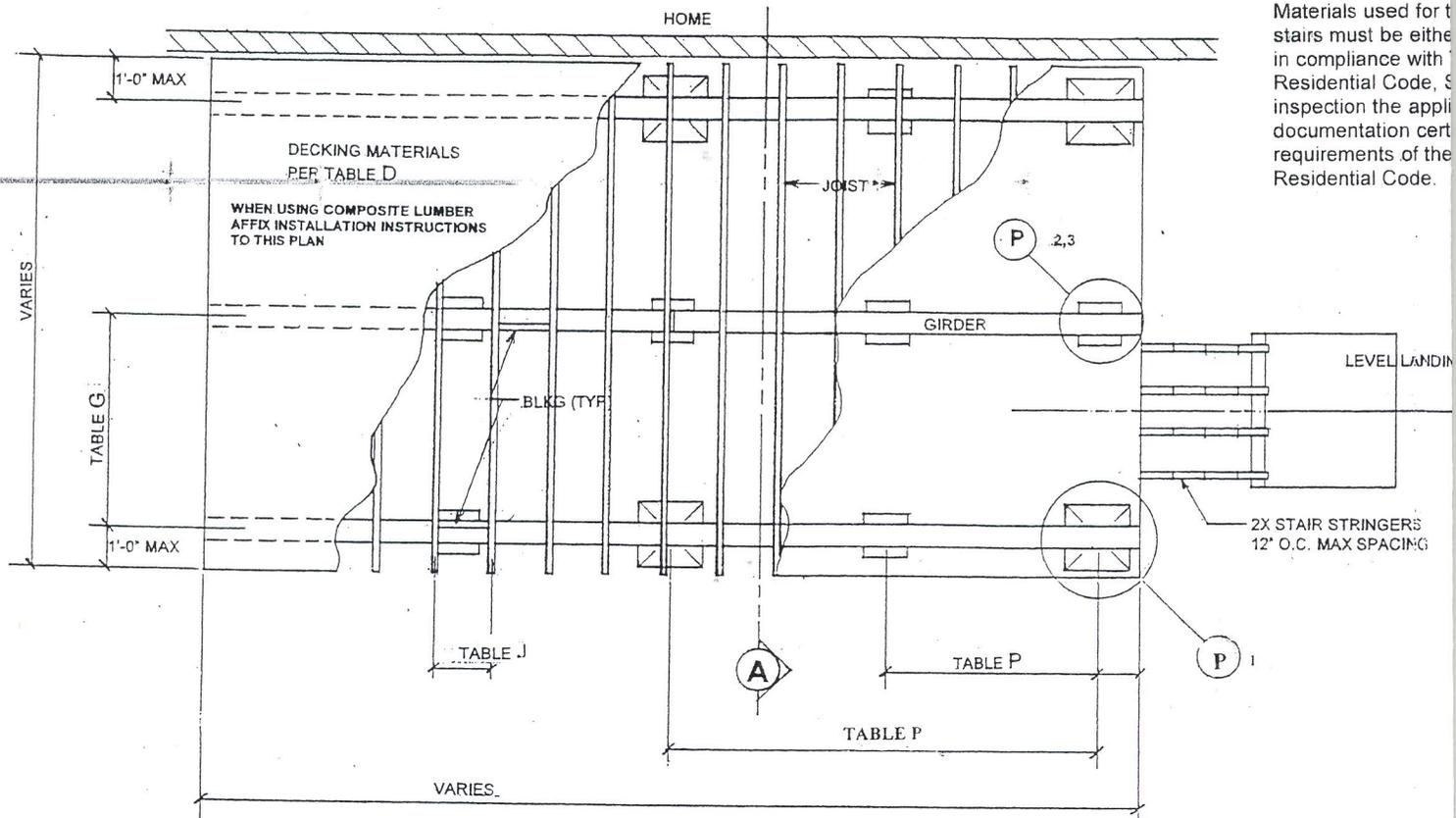
**Any deviation from the HCD plans shall be subject to a minimum plan check fee of \$203.00 per hour.**

**Add \$7.00 to this fee schedule to alter the park lot electrical service for power to the enclosure. If the MH-Unit is to be altered to gain power, a separate permit (HCD 415) with a \$196.00 fee is required.**

(Evaluation fees are based on regulatory provisions identified in the California State Building Code)

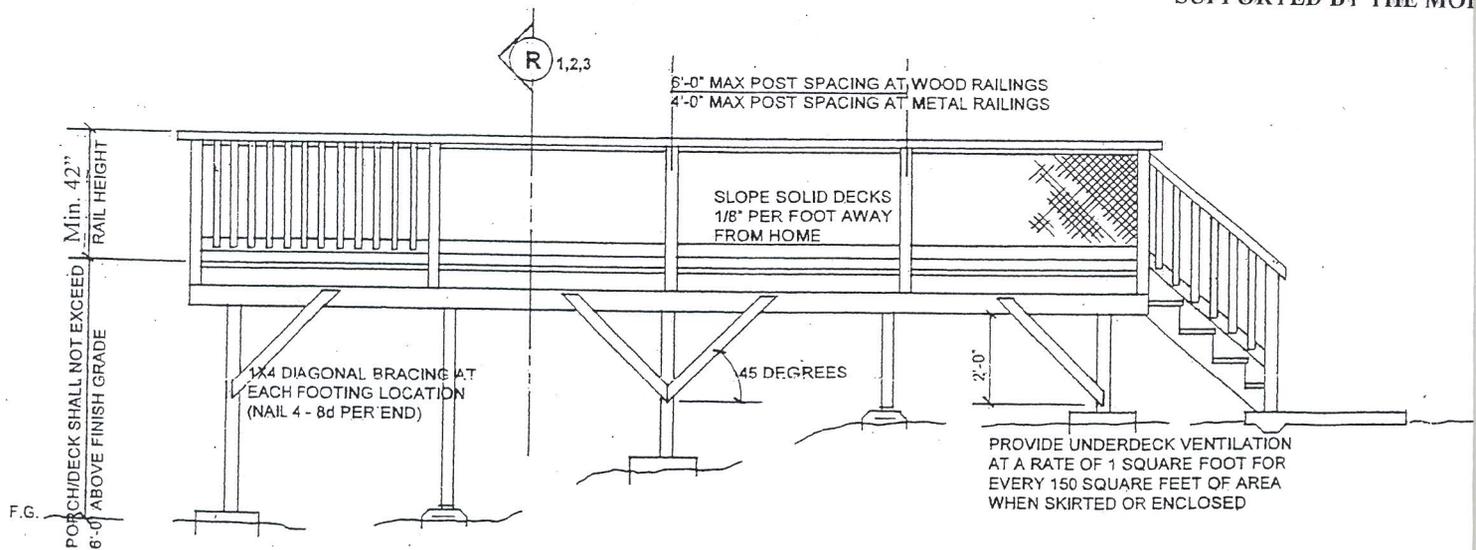
**Porches/Decks**

Materials used for stairs must be either in compliance with the Residential Code, or upon inspection the applicable documentation certifies the requirements of the Residential Code.



**PLAN**

**NOTE: PORCH/DECK SHALL BE SUPPORTED BY THE MO...**



**ELEVATION**

**TABLE D**

DECKING		
MATERIAL	JOIST / GIRDER SPACING (max.)	COMMENTS
2X6 DOUGLAS-FIR	24" O.C.	NO. 2 OR BTR
2X6 CEDAR	24" O.C.	ALL CLEAR OR KNOTTY GRADES
2X6 REDWOOD	24" O.C.	HEART B GRADE OR BTR
COMPOSITE LUMBER (I.E. TREX)	2" - 20" O.C.	PER MFGR SPECS
HARDWOODS (I.E. IPE, MAHOGANY)	5/4" - 16" O.C.	PREDRILLING OF FASTENER HOLES REQ'D
PLYWOOD, EXTERIOR GRADE, EXP. GP. 1		<b>SPAN RATING</b>
1. 7/16" - 1/2"	16" O.C.	24/16
2. 19/32" - 5/8"	20" O.C.	40/20
3. 23/32" - 7/8"	24" O.C.	48/24
4. 7/8" - 1"	32" O.C.	54/32
5. 1" - 1-1/8"	48" O.C.	60/48

**D NOTES:**

- REFER TO SPECIFIC MANUFACTURER SPECIFICATIONS FOR INSTALLATION OF COMPOSITE LUMBER DECKING MATERIALS. INCLUDE SPECS. WITH PLAN FOR PERMIT.
- PLYWOOD SHEETING SHALL BE TONGUE AND GROOVE OR ALL EDGES SHALL BE BLOCKED.
- ALLOWABLE SPANS BASED ON SHEETING BEING CONTINUOUS OVER TWO OR MORE SUPPORTS, WITH STRENGTH AXIS PERPENDICULAR TO JOIST OR GIRDER SUPPORTS, WITH FASTENERS AT EACH JOIST.
- DIMENSIONAL LUMBER DECKING SPANS BASED ON MATERIAL INSTALLATION PERPENDICULAR TO JOISTS. WHEN INSTALLING AT ANGLES, REDUCE 2" O.C. AT 60 DEGREES, 4" O.C. AT 45 DEGREES AND 1/2" SPECIFIED JOIST SPACING AT 30 DEGREES.
- WOOD SURFACES EXPOSED TO WEATHER SHALL BE PAINTED OR OTHERWISE PROTECTED FROM THE ELEMENTS IF NOT NATURALLY RESISTANT TO DECAY.
- USE CORROSION-RESISTANT FASTENERS (I.E. HOT-DIPPED GALV. ALUMINUM, OR STAINLESS STEEL); TWO PER BEARING POINT. SIZE FASTENER TO PENETRATE JOIST AT LEAST 1-1/2" INCHES (I.E. 16d NAILS OR #12 SCREWS).

**Porch/Deck Skirting**

If installed, skirting or ignition-resistant California Residential Code provide protection from embers in accordance with must be installed at

**located in Fire Severity Zones**

for the walking surface of decks and other Class A or B flame spread and be with Title 24, Part 2, California Code of Regulations, Section 327.9. At the time of final inspection, the applicant shall provide the supporting documents certifying the materials comply with the current edition of the California Building Code.

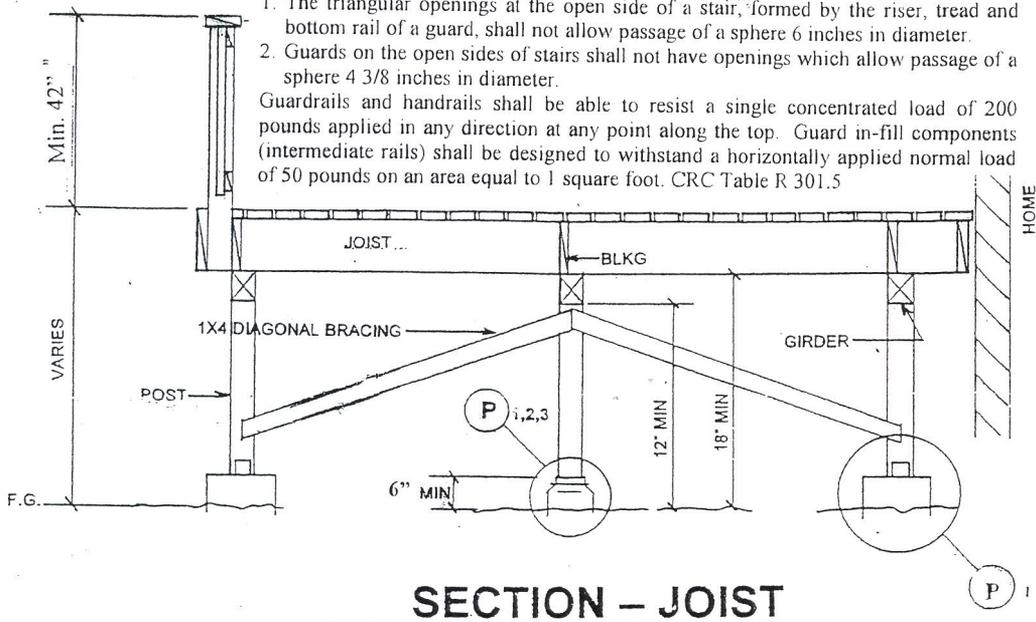
Guards shall be located along open-sided walking surfaces, including stairs, ramps and landings, that are located more than 30 inches vertically to the floor or grade below any point within 36 inches horizontally to the edge of the open side. Required guards shall be not less than 42 inches high measured vertically above the adjacent walking surface, adjacent fixed seating or the line connecting the leading edges of the treads. Required guards shall not have openings from the walking surface to the required guard height which allow passage of a sphere 4 inches in diameter. 25 CCR 1502 & 2502 and CRC R 312.1, 312.2, 312.3.

Exceptions:

1. The triangular openings at the open side of a stair, formed by the riser, tread and bottom rail of a guard, shall not allow passage of a sphere 6 inches in diameter.
2. Guards on the open sides of stairs shall not have openings which allow passage of a sphere 4 3/8 inches in diameter.

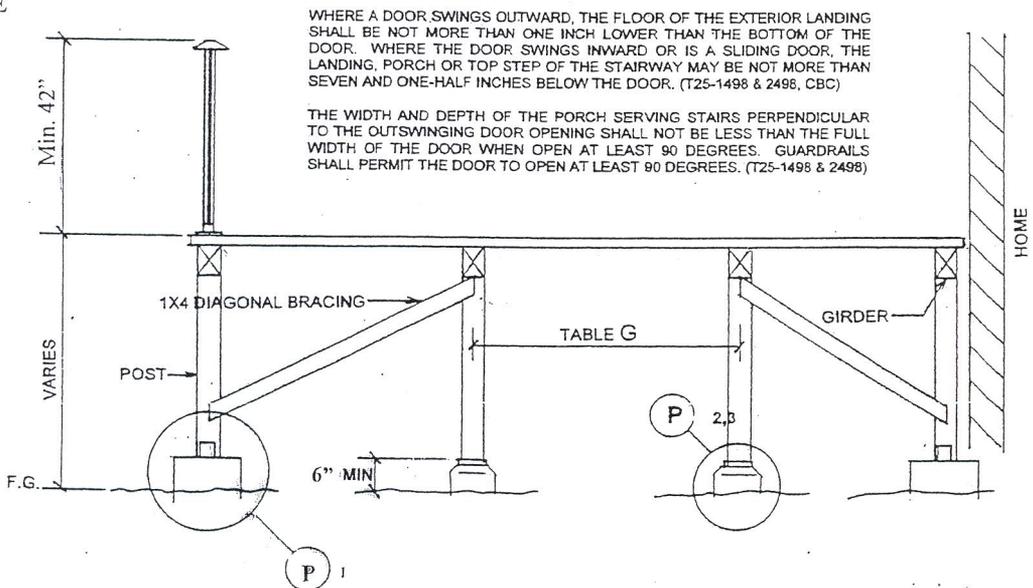
Guardrails and handrails shall be able to resist a single concentrated load of 200 pounds applied in any direction at any point along the top. Guard in-fill components (intermediate rails) shall be designed to withstand a horizontally applied normal load of 50 pounds on an area equal to 1 square foot. CRC Table R 301.5

REVISIONS	BY
4/15/08	AK
6/30/09	AK
12/11	AK



**SECTION - JOIST**

**SHALL NOT BE MOBILEHOME**



**SECTION - GIRDER**

WHERE A DOOR SWINGS OUTWARD, THE FLOOR OF THE EXTERIOR LANDING SHALL BE NOT MORE THAN ONE INCH LOWER THAN THE BOTTOM OF THE DOOR. WHERE THE DOOR SWINGS INWARD OR IS A SLIDING DOOR, THE LANDING, PORCH OR TOP STEP OF THE STAIRWAY MAY BE NOT MORE THAN SEVEN AND ONE-HALF INCHES BELOW THE DOOR. (T25-1498 & 2498, CBC)

THE WIDTH AND DEPTH OF THE PORCH SERVING STAIRS PERPENDICULAR TO THE OUTSWINGING DOOR OPENING SHALL NOT BE LESS THAN THE FULL WIDTH OF THE DOOR WHEN OPEN AT LEAST 90 DEGREES. GUARDRAILS SHALL PERMIT THE DOOR TO OPEN AT LEAST 90 DEGREES. (T25-1498 & 2498)

**DESIGN ASSUMPTIONS**

- Floor Load 40 psf dead, 20 psf live
- Wind 85 MPH
- Soil bearing 1,500 psf vertical
- Seismic D
- Codes 25 CCR Chapter 2 and 2.1 and Calif. Residential Code
- Hardware Simpson Strong-Tie or equal

**located in Fire Severity Zones**

shall be approved noncombustible material per Title 24, Part 2, California Code of Regulations Section 327.7. It shall be designed to resist the intrusion of flames and heat from the intrusion of flames and heat in accordance with Standard SFM 12-7A-1 and at the time of final inspection.

**PORCH / DECK PLAN - FREESTANDING**

STATE OF CALIFORNIA  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF CODES AND STANDARDS



Date	4/15/08
Scale	
Drawn	NOWMAN
Job	HCD C&S
Sheet	1
Of	2 Sheets

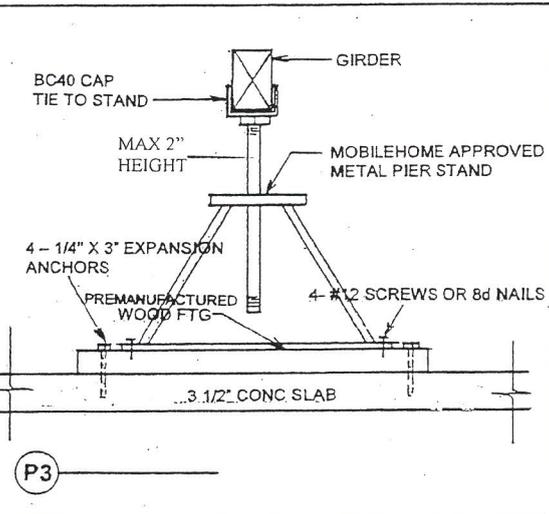
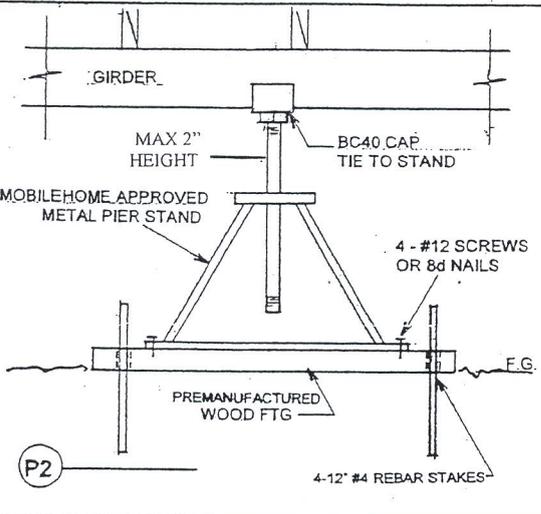
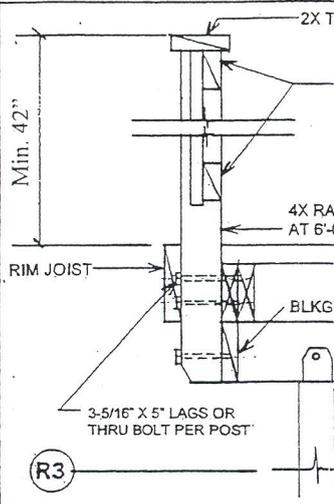
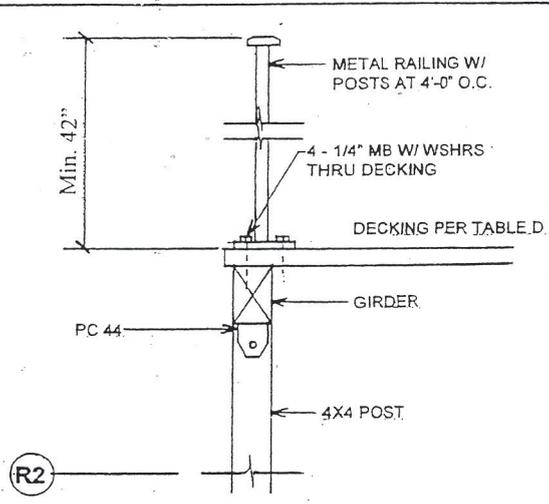
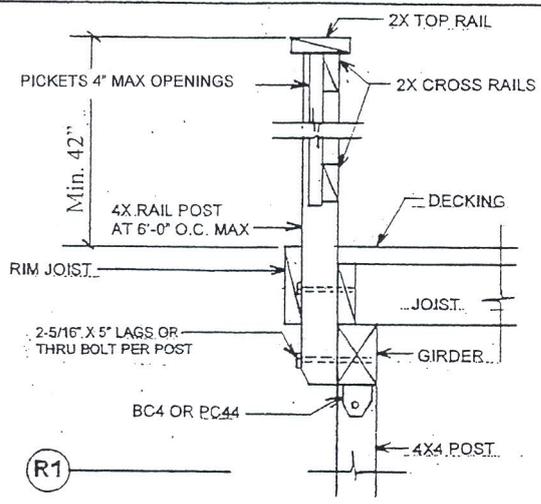
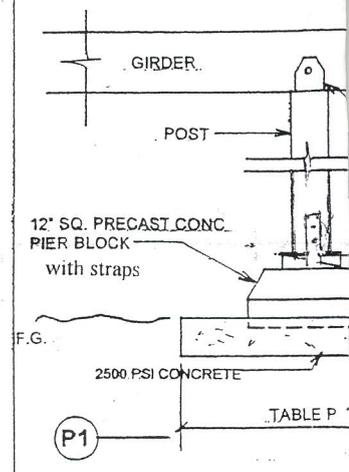


TABLE J

ALLOWABLE SPAN	
SIZE OF FLOOR JOIST	SPACING OF JOIST (INCHES)
2 X 6	12
	16
	24
2 X 8	12
	16
	24

TABLE G

ALLOWABLE SPANS FOR GIRDERS		
GIRDER SIZE	4' O.C. SPACING	6' O.C. SPACING
4 X 6	5' 5"	5' 5"
4 X 8	6' 10"	6' 10"
4 X 10	8' 5"	8' 5"
4 X 12	9' 9"	9' 9"

G NOTES:

1. WHEN USING GIRDER ONLY DECK SYSTEM; GIRDER SPANS WILL BE LIMITED BY DECKING MATERIAL SPANS, REFER TO TABLE D.
2. WHERE A GIRDER IS SPLICED OVER A SUPPORT, AN ADEQUATE TIE SHALL BE PROVIDED.
3. POSITIVE POST-TO-BEAM CONNECTION IS REQUIRED TO ENSURE AGAINST UPLIFT AND LATERAL DISPLACEMENT.

J NOTES:

1. JOIST TO GIRDER NAILING SHALL BE AS SHOWN IN TABLE J.
2. PROVIDE FULL DEPTH GIRDER BEARING ANCHORS TO PREVENT GIRDER BEARING ANCHORS FROM BEING LAPPED AT LEAST APPROVED MANNER.
3. JOIST FRAMING FROM MOBILEHOME SHALL BE LAPPED AT LEAST APPROVED MANNER.
4. NOTCHES ON THE END OF JOIST SHALL NOT EXCEED ONE THIRD OF THE JOIST DEPTH AT THE TOP OR BOTTOM OF THE JOIST, AND THE DIAMETER OF THE NOTCHES SHALL NOT EXCEED ONE SIXTH OF THE DEPTH OF THE JOIST.





## CLASSIFICATION OF FIRE HAZARD SEVERITY ZONE

The following information is used by the **Department of Housing and Community Development** (HCD) to determine the correct materials and construction methods to provide the required Ignition-Resistant Construction in wildfire exposure areas. Applicants should submit the following information with the permit form at the time of application to HCD.

Applicant Name \_\_\_\_\_

Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

### Applicant to complete items 1 through 4.

1. Site Location of Home: \_\_\_\_\_
2. Assessor Parcel Number (if known): \_\_\_\_\_
3. Mobilehome Park Name (if applicable): \_\_\_\_\_
4. Park ID # \_\_\_\_\_

### Applicant should obtain the following information from the Local Fire Department:

- A. Fire Department or District: \_\_\_\_\_
- B. Contact Person: \_\_\_\_\_
- C. Telephone Number: \_\_\_\_\_

The home installation or construction described above is or is intended to be located in the fire hazard zone noted below:

### Fire Hazard Severity Zone rating for this area is?

Very High       High       Moderate       Un-zoned

**State Responsibility Area (SRA)** where CalFire does fire suppression.

**Local Responsibility Area (LRA)**

**Wildland Urban Interface Fire Area (WUI)** Where a Local Jurisdiction has determined by ordinance, an area to be at significant risk for wildfire, they have specified the materials and construction methods for ignition-resistant construction for this property to be as follows:

\_\_\_\_\_  
\_\_\_\_\_.

NA