

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS**

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December 23, 2024

INFORMATION BULLETIN 2024-04 (MH, MP, SOP)

TO: City and County Building Officials Local Enforcement Agencies
Mobilehome Park Operators and Residents
Special Occupancy Park Operators and Residents
Manufactured Home Manufacturers and Dealers
Interested Parties

FROM: Kyle Krause, Deputy Director
Division of Codes and Standards

SUBJECT: **Manufactured Housing Permit Requirements—Alterations or Conversions**

This Information Bulletin (IB) supersedes IB 2022-11 and clarifies the California Department of Housing and Community Development's (HCD's) permitting and inspection authority¹ for the alteration or conversion of the following units² in California:

- Manufactured homes
- Mobilehomes
- Multifamily manufactured homes
- Special purpose commercial modulars
- Commercial modulars

Pursuant to the Manufactured Housing Act of 1980³ and California Code of Regulations, title 25⁴, **HCD has sole authority for permit issuance and inspections of alterations, conversions, or the change of use of units, or to conduct inspections to obtain insignia of approval.**⁵

¹ Health and Safety Code, sections 18015 and 18029, and California Code of Regulations (CCR), title 25, section 4040

² Health and Safety Code, sections 18007, 18008, 18008.7, 18012.5, and 18001.8

³ Health and Safety Code, division 13, part 2

⁴ CCR, title 25, division 1, chapter 3

⁵ Health and Safety Code, section 18026

Examples of conversions include changing the use, building type, or occupancy classification of a manufactured home/mobilehome (MH), converting a commercial modular to a mobilehome, or converting a commercial modular from a “B” occupancy classification to an “A” occupancy classification.

Unit owners, or their agents intending to alter or convert a unit, must submit an Application for Alteration or Conversion (HCD MH 415) and obtain a permit from HCD prior to commencing such work.

HCD’s MH Alteration and Permit Guidelines, form [HCD MH 604](#) provides clarification on the scope of work that requires an [HCD MH 415](#), plan review, and/or load calculation.

Forms HCD MH 604 and HCD MH 415 are available at Area Offices listed below or on HCD’s website at: <https://www.hcd.ca.gov/manufactured-and-mobilehomes/modifying-mobilehome>

When multiple alterations are proposed to the same MH, such as plumbing, electrical, and structural, the alteration scope of work may be combined on one HCD MH 415.

Questions regarding this IB can be directed to the following offices:

Northern Area Office
9342 Tech Center Dr., Suite 550
Sacramento, CA 95826
(800) 952-8356
NAOStaff@hcd.ca.gov

Southern Area Office
3737 Main Street., Suite 400
Riverside, CA 92501
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City, county, state, and federal agencies are encouraged to share this Information Bulletin with interested parties and direct unit owners/applicants to HCD for HCD MH 415 permit applications, information, and assistance with unit alterations or conversions. For work that does not constitute an alteration or conversion or requires an HCD MH 415 permit, see CCR, title 25, section 4041.