

GLENN COUNTY

Planning & Public Works Agency

P.O. Box 1070 / 777 N. Colusa Street
Willows, CA 95988
530.934.6530 Fax 530.934.6533
www.gcppwa.net



MINIMUM REQUIREMENTS FOR OBTAINING A BUILDING PERMIT MANUFACTURED HOME ON A PERMANENT FOUNDATION SYSTEM (PFS)

Please utilize the following check list when submitting applications for a manufactured home in Glenn County. **ALL** items on the check list must be submitted with the plans at the time of submittal unless specifically stated otherwise. **INCOMPLETE** plans will not be accepted.

1. ___ A plan check fee **payable to the Glenn County Building Department** will be required at the time of submittal of the **complete permit application** package.
2. ___ Three copies of a plot plan showing the location of the proposed manufactured home and all other structures and improvements on the property, indicate dimensions between structures and from each structure to all property lines. (Sample attached.)
3. ___ Three copies of the Manufactured Home's floor plan showing overall dimensions of the home.
4. ___ Two sets of a state approved Permanent Foundation System plan, or foundation plans designed by an engineer or architect licensed by the State of California.
5. ___ Two Manufactured home set-up manuals and two sets of plans showing the type, size and spacing of main beam and/or perimeter supports and footings. (MH Support Data form.)
6. ___ Two set of plans showing the loads of the marriage line columns, and the type, size and location of the marriage line footings.
7. ___ Gas demand of the home in BTU's per hour (MH Installation Data form attached).
8. ___ Three copies of the details/plans for the exit stairs, landings, handrails, the skirting, and the eaves (12" eave is required) to be installed on the Manufactured Home.
9. ___ Approval from the **Glenn County Planning Division**, (located at 777 North Colusa Street, Willows 530-934-6540) for zoning, plot plan approval, setbacks, 2nd dwellings, and any special requirements that may apply.
10. ___ Approval from the **Glenn County Environmental Health Department** (located at 247 North Villa Avenue, Willows, 530-934-6102) regarding sewage disposal system and domestic well permits.
11. ___ Encroachment Permit as required by the **Glenn County Public Works Department**. Applications are available at 777 North Colusa Street, Willows. Application and payment due at the time of submittal of plans.
12. ___ Impact Fees. Development impact fees will be collected per Glenn County Resolution 2007-71.

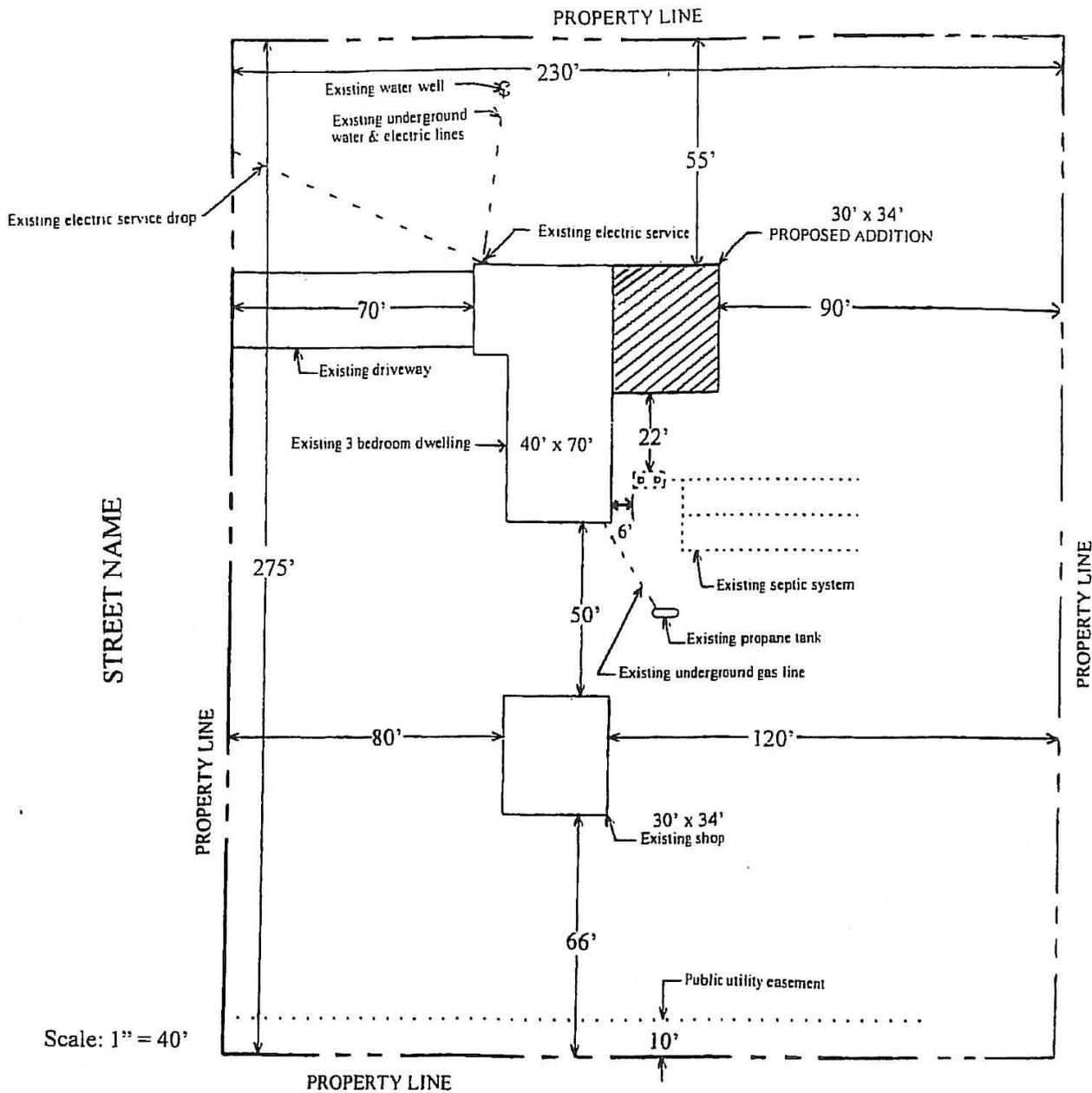
School District Development fee forms will be filled out by the Building Division at time of plan submittal and given to the applicant if installation is in an area where **Developer Fees** are required. The fees are to be paid directly to the appropriate school district listed below and copies supplied to the building department prior to issuance of the building permit:

- Hamilton City** - District Office Located: NE corner of Hwy. 32 (Sixth St.) and Co. Rd. 203, H.C. 826-3261; **\$2.97/s.f.** for Residential and **\$.47/s.f.** for Commercial/Industrial.
- Orland** - District office Located: 1320 6th Street (Hwy. 99) in Orland; 865-1200; **\$3.20/s.f.** for Residential and **\$.51/s.f.** for Commercial/Industrial.
- Willows** - District office Located: 334 W. Sycamore Street in Willows; 934-6600; **\$.81/s.f.** for Residential and **\$.0/s.f.** for Commercial/Industrial.

13. ___ Complete a County "**APPLICATION for a Development Permit**" form. (Green Application Form)
14. ___ Complete all information on the 3 attached forms: HCD 433(a), 433(b), & Declaration.
15. ___ Provide a copy of deed complete with description of the property.
16. ___ Provide 3 separate checks at time of permit issuance for:
 - Fee to record HCD 433(a) form payable to the Glenn County Records Office. The fee will be \$14 for the first page plus \$3 for each additional page recorded. (Building Division staff will determine cost)
 - State fee of \$11 per transportable unit, payable to the California Dept. of HCD. (\$11 for single wide units, \$22 for double wide, \$33 for triple wide, etc.).
 - The building permit fee payable to the Glenn County Building Department.
17. ___ Provide a copy of a "Manufactured Home Purchase Order and Federal Disclosure Statement" or a sales receipt.
18. ___ Provide a copy of the "Manufacturers Certificate of Origin" (MCO) prior to building final. If the MCO is not available, please provide a copy of the State of California Department of Housing and Community Development registration card.
19. ___ Review the additional information attached:
 - Minimum Residential Construction Standards
 - Detail - Residential Stairway
 - MH Installation - Final Inspection Requirements
20. ___ Additional Information and documentation as required by the building official.

ALL INFORMATION IDENTIFIED ABOVE IS REVIEWED AND APPROVED BY THE BUILDING DIVISION PRIOR TO ISSUANCE OF A BUILDING PERMIT.

PLOT PLAN EXAMPLE



STREET NAME

John Smith
 123 Maple Drive
 Somewhere, CA 55555
 APN# 123-456-789

PLEASE SHOW THE FOLLOWING ON YOUR PLOT PLAN:

- ✓ Location and distance between proposed and existing buildings.
- ✓ Building setback distances from proposed project to all property lines.
- ✓ Location of sewage systems (proposed and existing).
- ✓ Water supply or well location.
- ✓ Easements (roads or utility).
- ✓ North direction arrow.
- ✓ All adjacent street names.
- ✓ Plot plan scale size.
- ✓ Name of property owner & address of proposed project
- ✓ Assessor parcel number.



STATE OF CALIFORNIA
 BUSINESS, TRANSPORTATION AND HOUSING AGENCY
 DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
 DIVISION OF CODES AND STANDARDS
 MANUFACTURED HOUSING PROGRAM

THIS SPACE FOR RECORDER USE ONLY

RECORDING REQUESTED BY:

County of Glenn, Planning & Public Works Agency

WHEN RECORDED MAIL TO:

NAME

County of Glenn, Building Division

ADDRESS

777 North Colusa Street

CITY, STATE, ZIP CODE

Willows CA 95988

ONLY THE ENFORCEMENT AGENCY MAY RECORD THIS DOCUMENT

**NOTICE OF MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR –
 INSTALLATION ON A FOUNDATION SYSTEM**

Recording of this document by the enforcement agency indicates compliance with California Health and Safety Code Section 18551(a). This document is evidence that the enforcement agency has inspected the installation and issued a Certificate of Occupancy, form HCD 513C, for the unit described herein upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing the real property.

ALL INFORMATION BELOW MUST BE ENTERED BY THE ENFORCEMENT AGENCY

PROPERTY INFORMATION

REAL PROPERTY OWNER NAME(S)

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

INSTALLATION ADDRESS (if different)

CITY COUNTY STATE ZIP CODE

OWNER INFORMATION

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

Glenn County Building Division

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

777 North Colusa Street

MAILING ADDRESS

Willows Glenn CA 95988
 CITY COUNTY STATE ZIP CODE

(530) 934-6530

TELEPHONE NUMBER

BUILDING PERMIT NO.

EVIDENCE OF UNIT LIENHOLDERS(S) RELEASE, OR CONSENT TO INSTALLATION
 PROVIDED/ATTACHED – SEE REVERSE

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL

DATE

DEALER INFORMATION

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NUMBER

DEALER BUSINESS ADDRESS

CITY COUNTY STATE ZIP CODE

MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR UNIT DESCRIPTION

MANUFACTURER'S NAME MODEL NAME / NUMBER MANUFACTURE DATE

SERIAL NUMBER(S)

LENGTH X WIDTH CA INSIGNIA(S)/HUD LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION



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

NOTICE TO ASSESSOR

THIS FORM MUST BE COMPLETED BY THE OWNER OF A MANUFACTURED HOME, MOBILEHOME OR COMMERCIAL MODULAR AND FORWARDED TO THE COUNTY ASSESSOR UPON COMPLETION OF THE INSTALLATION OF THE UNIT ON A FOUNDATION SYSTEM PURSUANT TO SECTION 18551 HEALTH AND SAFETY CODE.

ORIGINAL PURCHASE PRICE FOR:

- 1. The Basic Unit \$ _____
- 2. Optional Equipment & Upgrades \$ _____
- 3. Subtotal \$ _____
- 4. Accessories & Accessory Structures \$ _____
- 5. Other (Specify) _____ \$ _____
- 6. Delivery & Installation \$ _____
- 7. TOTAL SALES PRICE \$ _____

Type of Exterior Wall Covering: _____
(Metal, Wood, etc.)

Type of Roof Covering: _____
(Metal, Wood, Composition, etc.)

Heating Type: Forced Air Floor or Wall

- Air Conditioning: YES NO Tons _____
- Evaporative Cooler: YES NO
- Built-in Cooktop: YES NO
- Built-in Oven: YES NO
- Built-in Dishwasher: YES NO
- Built-in Wet Bar: YES NO
- Refrigerator: YES NO
- Roof Overhang (Eaves): YES NO _____ inches
- Furniture Included: YES NO Value \$ _____

DOES THE BASIC PRICE INCLUDE:

- The Towbar(s) YES NO
- Tires & Wheels YES NO
- Wheelhubs & Axles YES NO

LIST NUMBER OF ROOMS:

- Bedrooms _____ Dining Room _____
- Baths _____ Family Room _____
- Kitchen _____ Utility Room _____
- Living Room _____ Other Rooms _____

- Carport: YES NO _____ x _____
- Awning: YES NO _____ x _____
- Porch: YES NO _____ x _____
- Garage: YES NO _____ x _____
- Storage Shed: YES NO _____ x _____
- Skirting: YES NO _____ LINEAL FEET

The sales price as shown does not include any amount for any in-place location.

The Assessor's Parcel Number of the installation site is _____.

(Signature)

(Address)

(Telephone)

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MANUFACTURED HOME INSTALLATION DATA

1. Owner's Name: _____
2. Assessor's Parcel No.: _____
3. Installer's Name: _____
4. Is the site currently under permit? Yes No Permit No. _____
5. Is the site an existing site? Yes No (If yes, furnish three plot plans).
6. What is the electrical rating of the MH unit? _____ Amperes
7. What is the MH site circuit breaker rating? _____ Amperes
8. What is the electrical rating of the MH site? _____ Amperes
9. Is the main service remote from the MH site? Yes No
If it is, what is the rating? _____ Amperes
10. Is there any other electric load to be served by the MH site electric service (i.e. well, garage, etc.)?
Yes No If yes, please identify the load and size:
 - a) The MH site:
Load _____ Amperes _____
 - b) The main service:
Load _____ Amperes _____
11. Type of gas service at MH site: Natural Propane None
12. Size of gas pipe at the MH site from the meter or tank: _____ inches
13. What is the gas pipe length from the meter or tank to the MH? _____ feet
14. What is the MH gas demand? _____ B.T.U.*
*(This information is not required if the pipe length is less than 6 feet on natural gas or less than 50 feet on propane.)

MANUFACTURED HOME SUPPORT DATA

MH Manufacturer: _____ Manufacture Year: _____

If other than single wide, furnish Setup Model Number: _____

Width: _____ ft. Length: _____ ft. Tagalong or Expando Size: _____ ft. x _____ ft.

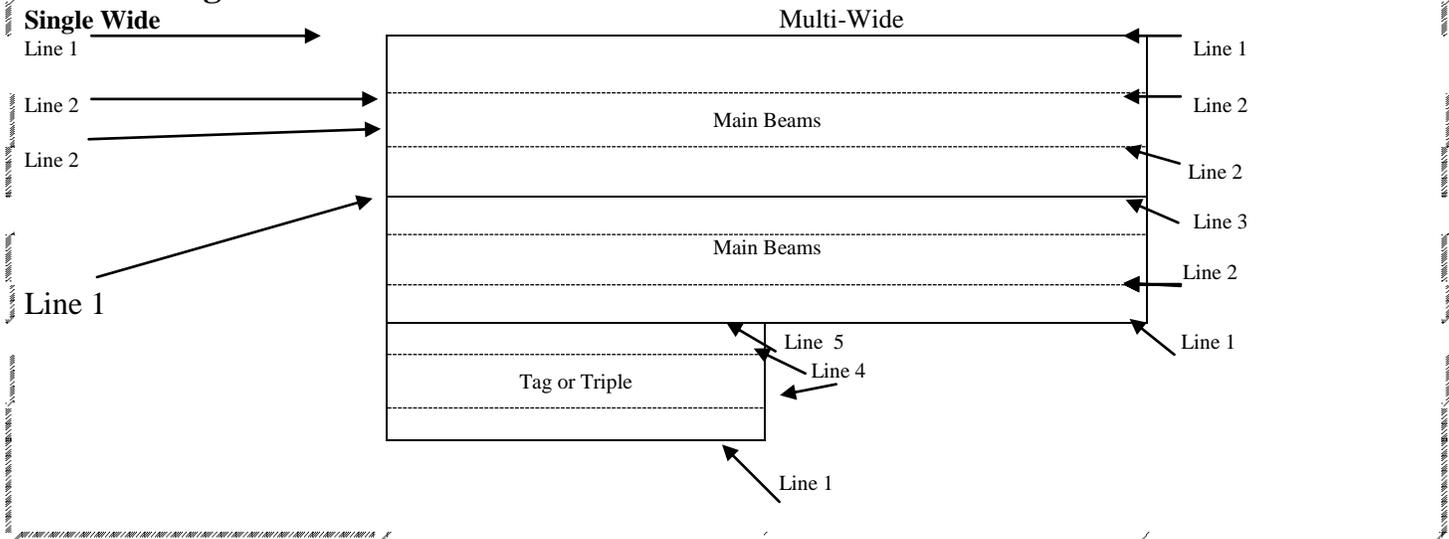
On all MHs units manufactured after October 7, 1973, furnish manufacturer's installation manual and structural setup sheets.

FOOTINGS: Wood pressure treated or foundation grade () Other: _____

SUPPORTS: Concrete block () Other: _____

Provide Tie Down Specification for all MHs: _____

Pier Footings Sizes and Location



Line 1 Piers:

Size minimum: [] X []
 Spacing maximum: [] X []
 From ends-maximum: [] X []

Line 1 Openings:

Size minimum: [] X []
 Each side of openings: [] X []
 With width over: [] X []

Line 2 Piers:

Size minimum: [] X []
 Spacing maximum: [] X []
 From ends-maximum: [] X []

Line 4 Piers:

Size minimum: [] X []
 Spacing maximum: [] X []
 From ends-maximum: [] X []

Line 3 Roof Loads:

Size minimum: [] X []
 Location (from rear): [] X []

Line 5 Roof Loads:

Size minimum: [] X []
 Location (from rear): [] X []

**DECLARATION REGARDING THE INSTALLATION OF A MANUFACTURED HOME
ON A PERMANENT FOUNDATION SYSTEM IN GLENN COUNTY**

We, the undersigned, declare as follows:

1. We are the sole owners of the herein described manufactured home, mobilehome or commercial coach (hereinafter referred to as "MH"). All persons or entities having any interest, including liens and encumbrances, in the said MH are listed below.

Description of MH: _____

Date Manufactured: _____

Full Names and Addresses of all Owners, Holders of Liens, Encumbrances and Legal Title:

How MH Title is Vested: _____

Date Purchased: _____

Seller's Name and Address: _____

Address of location where MH is to be located on Foundation: _____

2. We have attached to this declaration, evidence that we are the owners, hold title to, are purchasing or are leasing (see H&SC § 18551 (b)(1)), the real property where the MH will be placed on a foundation.

3. All the above-listed owners, lienors, encumbrancers and legal owners consent to the installation of the MH on the foundation system. Evidence of consent is attached to this Declaration.

We declare under penalty of perjury that the foregoing is true and correct. Executed at the places and dates indicated:

Date: _____ Name: _____

Place: _____ Signature: _____

MINIMUM RESIDENTIAL CONSTRUCTION STANDARDS

15.590.10 Applicability

- A. All single-family dwellings, mobilehomes, modular homes and temporary dwellings shall meet the minimum residential construction standards set forth in this Chapter.
- B. All farm labor quarters in the TPZ, RZ, AP and AE zones shall meet all the standards of this chapter with the exception of the permanent foundation requirement. Farm labor quarters must be elusively occupied by an employee who is employed specifically as a farm laborer for the owner of the farm where the mobilehome is placed. No farm labor quarters shall be rented to anyone other than a farm laborer employed exclusively by that farm upon which the farm labor quarters is placed. An affidavit stipulating that the farm labor quarters shall be occupied by a farm laborer exclusively employed by that farm shall be required prior to issuance of an administrative permit.
- C. Minimum Residential Construction Standards may be amended upon first securing a conditional use permit.
(Ord. 1183 § 2, 2006)

15.590.020 Standards

- A. All dwelling units shall be at least fourteen feet in width or diameter (excluding eaves) and at least seven hundred square feet in gross floor area.
- B. Mobile homes shall be certified under the National Manufactured Home Construction and Safety Standards Act of 1974 and be at least constructed after 1979. All mobile homes on engineered Tie-down Systems shall have skirting approved by the building inspection division to be installed within sixty (60) days from the date of issuance of the Certificate of Occupancy by the building inspection division.
- C. All units shall be attached to a permanent foundation or permanent foundation system, pursuant to Health and Safety Code Section 18551. A mobile home used for a watchman or caretaker, who is employed by an on-going business on that parcel, in any commercial or industrial zone shall not be required to be attached to a permanent foundation system.
- D. All units shall be designed so that exterior walls look like wood or masonry or stucco regardless of their actual composition and must be framed with a minimum of two inch by four inch studs.
- E. The roofing materials shall be designed to look like composition roofing, tile, shakes, shingles, or tar and gravel, or architectural metal roof sheathing with factory applied color coatings.
- F. Unit siding shall extend to the ground level (wood excluded) except that when a solid concrete or masonry perimeter foundation is used, then siding need only extend one and one-half inches below the top of the foundation.
- G. The slope of the main roof shall not be less than two (2) inches of vertical rise for twelve (12) inches of horizontal run. Ramadas encompassing manufactured housing shall be prohibited.
- H. All units shall have a perimeter roof overhang perpendicular to the axis of the roof line of not less than one foot measured from the vertical side of the home.
(Ord. 1183 § 2, 2006)

15.590.030 Commercial Coach

One commercial coach meeting the standards in Section 15.590.020 may be used as an office, appurtenant to and accessory to, and in conjunction with, the operation of an allowed or permitted business in a commercial, industrial or agricultural zone. (Ord. 1183 § 2, 2006)

15.590.40 Temporary Use

- A. One mobilehome, commercial coach, trailer or recreational vehicle may be permitted, with approval by the planning authority and a building permit issued by the building department, as a temporary office or residence, after obtaining a building permit for the construction of a permanent building for the same use on the same lot. Such use shall be limited to twelve months from the date of issuance of the building permit and shall automatically terminate upon the expiration or voidance of the building permit.
- B. The building department may renew such special permit for an additional period of six months, if substantial progress has been made in the construction of the permanent building and it is reasonable and probable that the permanent building will be completed within such additional period. The occupancy of any and all mobilehomes, commercial coach, trailers or recreational vehicles so permitted shall cease upon the expiration or voidance of such permit or any extension thereof.
(Ord. 1183 § 2, 2006)

15.590.050 Exceptions

- A. The planning director may waive the requirements of subsections 15.590.020 (F), (G) and (H) of this chapter when additions to existing dwellings without pitched roofs or roof overhangs are proposed, or when a proposed new dwelling has an architectural design or style including but not limited to the French mansard, pole houses, domes or California mission styles.
- B. Travel Trailers and mobile homes not meeting the above standards and mobile homes or manufactured housing home parks or trailer parks subject to the applicable provisions of the Health and Safety Code of the State of California, or in any public camping ground.
- C. Mobilehomes that meet all of the applicable requirements of section 15.590.020, except for the requirement that the mobile home be 1980 model year or newer, may be permitted in the Agricultural zone, provided that an inspection by the Building Inspector confirms compliance with all other requirements in this Chapter.
- D. Mobilehomes placed on an individual lot in accordance with applicable laws and ordinances at the time of installation may remain at the existing location. The permitted use of such mobilehome shall run with the land and shall be transferable to subsequent purchasers. If such mobilehome is moved within the county it must be installed in conformance with this chapter.
(Ord. 1200 § 3, 2008; Ord. 1183 § 2, 2006)

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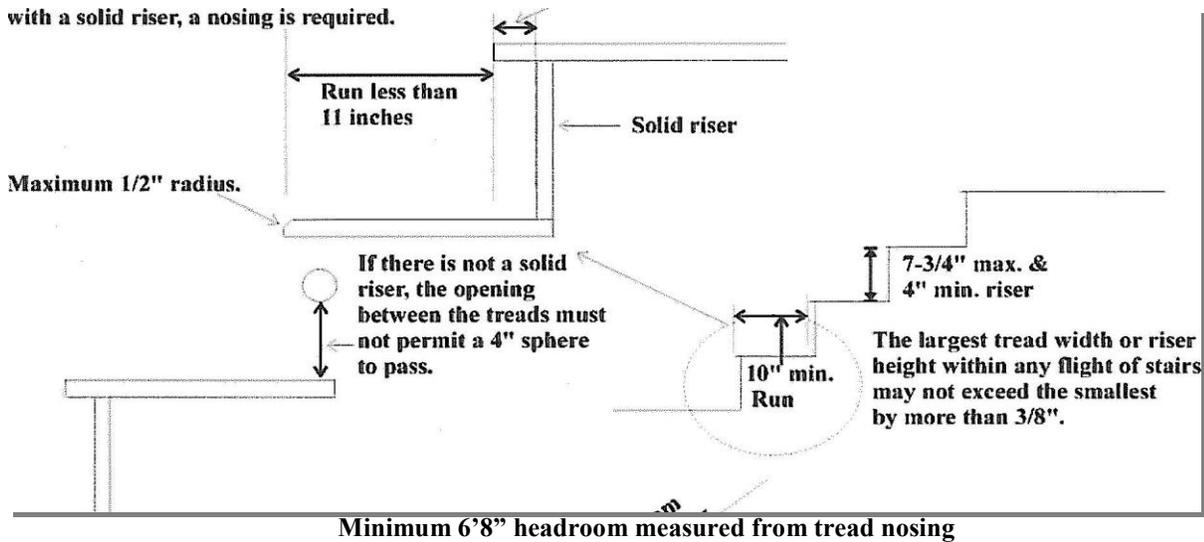
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Residential Stairways and Landings Building Division

When the run is less than 11 inches

Nosing 3/4" to 1-1/4"



Handrails must be set at a height of 34"-38" measured from the nosing of the stairway tread. The guardrails on the side of stairways consisting of vertical or horizontal rails spaced so a 4'-3/8" sphere cannot pass through.

The ends of handrails must be returned to the wall or terminate in a post or safety terminal.

On landings and decks and similar platforms more than 30" above grade, the vertical or horizontal rails must be spaced so a 4" sphere cannot pass through

42" minimum height on guardrails.

Guardrails are required at the open sides of stairways and landings which are more than 30" above grade.

Triangular openings formed by the riser, tread, and bottom of guardrail shall be sized so a 6" sphere cannot pass through.

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MANUFACTURED HOME INSTALLATION

FINAL INSPECTION REQUIREMENTS

The following installation requirements that must be completed prior to the issuance of a Certificate of Occupancy and/or recording of the HCD Form 433(A), within the unincorporated areas of Glenn County, please note the following:

1. Connection to an approved sewage disposal system.
2. Connection to an approved potable water source.
3. Connection to a permanent electrical supply by the local utilities company.
4. Connection to natural gas or L.P.G. supply system established, (a gas inspection “green tag” will not be released until final inspection requirements are met).
5. Stairway(s) must be completed and meet the requirements of the 2001 California Building Code, Chapter 10 or permits issued for construction of a porch/patio meeting exit requirements. Any stairs in excess of the minimum standards set forth in the CBC, Chapter 10 will require a building permit.
6. The finished construction flood elevation certificate form must be submitted to this office for projects located in a flood zone requiring certification.
7. Eave requirements, as stated in the “Minimum Residential Construction Standards”, and/or an approved alternate method, i.e., carport, decks/porches, etc., must be completed.
8. Completion and approval of Public Works Encroachment requirements or acceptable arrangements by the same.

Should you have any questions regarding this or any related matter, please feel free to contact the Glenn County Building Division at (530) 934-6546.