



REGULATIONS COVERING

Mobile Home Set Up

Rental Park Requirement Packet

BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION
BULLETIN

109

December 2007

This packet is designed to help you with the requirements to obtain a permit for a mobile home set-up located within an approved rental park.

What's Included in this packet?

1. Example of the minimum approved pier & hold down system requirements.
2. Mobile Home Plot Plan.
3. Site Utility & Mobile home data sheet.
4. Mobile Home Installation Acceptance
5. Mobile Home Installation Inspection Checklist

What needs to be done in order for me to apply for a permit?

Following is a detailed list of those required.

- 3 copies of approved State of California approved plans. These plans will have a SPA# stamped on them and can be provided by the manufacturer or the mobile home or a distributor of the installation system. We have a book available of the approved agencies with installation plans approved, unfortunately, we can not tell you which system will work in your situation.
- 3 copies of the completed Mobile Home plot plan.
- 3 copies of the Site Utility & Mobile home data sheet.
- 3 copies of the Owner/Operator acknowledgment form with completed plot plan.
- 2 copies of the installation manual from the manufacturer of the mobile/manufactured home.
- A Mobile Home Installation Acceptance
- If installing a used mobile home, you will need to pay a none refundable technical service fees. This is at the applicants own risk, the mobile may or may not be approved to be moved into the City. This permit pays for inspection and travel time for the inspector. The completed Mobile Home Installation Inspection Checklist will need to be submitted later. Please refer to the note below for fee details.
This inspection will determine whether or not we will

allow the used mobile home to be installed in the City of Hemet. Once you have had the inspection, you will get the attached list of corrections marked with the necessary repairs that need to be made. **Before coming in to apply for an Install permit you must provide us with a FINALED permit from HCD for any improvements that needed to be made to the mobile home.** When applying for the Install permit bring in the correction list and the finalized job card attached. This will need to be submitted with your paperwork for an Install permit.

Furthermore, a copy of the signed contract will be required to be submitted along with the packet.

***A separate permit is required to be submitted for ALL Accessory Structures, please refer to *Information Bulletin 158*.

*****Please note: Due to recent events the Building Department is requiring a technical service fee to be paid per Title 25, Chapter 2, Section 1017 for any used mobile home to be installed in the City. The fee is as follows:**

(1) One hundred ninety-six dollars (\$196.) Providing the technical service does not exceed one hour. When the related technical service exceeds one hour, the following fees shall apply:

(A) Second and subsequent whole hours: eighty-two dollars (\$82).

(B) Each thirty (30) minutes, or fractional part thereof: forty-one dollars (\$41).

Attached is a list of the basic requirements for installing a used mobile home. Please follow them carefully. Also note there may be additional requirements based on the condition of your installation.

NOTICE

The City of Hemet has recently adopted the practice of using the Title 25 fee schedule for all mobile home permits and their accessories. The fee schedule is in the latest Title 25. We will now require a separate permit for every structure on the property, which means you will need to bring in three sets for every individual structure. We will no longer put multiple accessory structures on one permit.

It is also important to note that a re-inspection fee of \$178.00 will be charged for every time an inspection fails and will need to be paid before any more inspections will continue. This could cause delays in your project so keep this in mind.

Listed below is a brake down of inspections:

MOBILE HOME INSTALLATION IN A RENTAL PARK

- INSPECTION #1: SETBACKS
 PIERS
 TIE-DOWNS
 ROOF CONNECTION
 GAS LINE
 WATER LINE
 SEWER LINE
 CONTINUITY
 ROUGH ELECTRICAL
 ELECTRICAL RELEASE
 GAS RELEASE
 FINAL

M/H ACCESSORY STRUCTURE

- | | DECK | AWNING | AWNING |
|----------------|-----------------------------------|--|--------------------------------|
| INSPECTION #1: | <input type="checkbox"/> SETBACKS | <input type="checkbox"/> FOOTINGS
<input type="checkbox"/> DECK NAIL
<input type="checkbox"/> PIERS
<input type="checkbox"/> FOOTINGS | |
| INSPECTION #2: | <input type="checkbox"/> FINAL | <input type="checkbox"/> FINAL | <input type="checkbox"/> FINAL |

RELOCATION OF MOBILE HOME UTILITIES

- INSPECTION #1: SETBACKS
 U/G WATER LINE
 U/G ELECTRICAL
 U/G GAS LINE
 U/G SEWER LINE
 FOOTINGS
- INSPECTION #2: ROUGH ELECTRICAL
 ELECTRICAL RELEASE
 GAS RELEASE
 FINAL

NEW MOBILE HOME INSTALL ON OWN LOT

- INSPECTION #1: SETBACKS
 FOOTINGS
- INSPECTION #2: BOND BEAM
- INSPECTION #3: PLATE LINE
- INSPECTION #4: TIE-DOWNS
 PIERS
 ROOF CONNECTION
 CONTINUITY
 SEWER
 WATER
 GAS LINE
- INSPECTION #5: U/G SEWER LINE
 U/G WATER LINE
 U/G GAS LINE
 GAS LINE
 U/G ROUGH ELECTRICAL
 INFILTRATOR
- INSPECTION #6: ROUGH ELECTRICAL
 FINAL

PERMANENT FOUNDATION TO EXISTING M/H IN A RENTAL PARK

- INSPECTION #1: FOOTINGS
- INSPECTION #2: FINAL

MOBILE HOME REPLACEMENT/INSTALL ON OWN LOT

- INSPECTION #1: VERIFICATION OF EXISTING
- INSPECTION #2: SETBACKS
 FOOTINGS
- INSPECTION #3: BOND BEAM
- INSPECTION #4: PLATE LINE
- INSPECTION #5: TIE-DOWNS
 PIERS
 ROOF CONNECTION
 CONTINUITY
 SEWER
 WATER
 GASLINE
- INSPECTION #6: U/G SEWER LINE
 U/G WATER LINE
 U/G GAS LINE
 GAS LINE
 U/G ROUGH ELECTRICAL
 INFILTRATOR
- INSPECTION #7: ROUGH ELECTRICAL
 FINAL

PERMANENT FOUNDATION TO EXISTING M/H ON OWN LOT

- INSPECTION #1: FOOTINGS
- INSPECTION #2: FINAL

GARAGE FOR MOBILE HOME

- INSPECTION #1: SETBACKS
 FOOTINGS
 U/G ELECTRICAL
- INSPECTION #2: SLAB GRADE
- INSPECTION #3: ROOF NAIL
 POPOUT SHEAR
- INSPECTION #4: PREWRAP
- INSPECTION #5: ROUGH FRAME
 ROUGH ELECTRICAL
- INSPECTION #6: DRYWALL NAIL
 FIREWALL
 EXTERIOR LATH
- INSPECTION #7: SCRATCH COAT
- INSPECTION #8: FINAL

This is how the inspection process works. If any part of the inspection fails the applicant will be required to come in and pay for a re-inspection fee. If more than the number of inspections listed is called in, the applicant will be required to come in and pay for additional inspection time first. If you have any questions please call the Building Department.

SITE PLOT PLAN

Site Address: _____ Lot#: _____
* Please show all property lines, lot width and length and all setbacks below.
Please also indicate where the utilities are going to be located.

SITE UTILITY SERVICES

NOTES: Utility connections shall be located outside the rear half of the mobile home within 4 feet of the left wall or rear.

- 1. Gas: natural _____ other _____ riser size _____
- 2. Drain Inlet: size _____ material _____
- 3. Electrical Equipment: _____
 - (a) Equipment (pedestal) rating amps _____
Circuit Breaker amps _____
 - (b) Pedestal ground type _____
 - (c) Connection for mobile home power supply
plug _____ direct _____

MOBILEHOME DATA

- 1. SIZE: length _____ width _____
- 2. ELECTRICAL:
 - Power supply cord amp rating _____
 - Power supply panel amp. rating _____
 - Flex conduit size _____
- 3. GAS SUPPLY INLET: Size _____
GAS CONNECTOR, DESCRIBE TYPE: _____
- 4. WATER CONNECTOR, DESCRIBE TYPE: _____
- 5. MANUFACTURER: _____ DATE MFRD. _____
 - Model _____ Serial No. _____
 - State insignia number A Unit: _____
 - Unit B: _____ Unit C: _____
 - Roof live load: _____ p.s.f.
 - Wind load: _____ p.s.f.

NOTE: Mobile home to be min. (4") above slab and 1" away from raised slab. Water pressure regulator is required. Anit-siphon device on hose bib are required.

City of Hemet
 Department of Building and Safety
 APPLICATION FOR BUILDING PERMIT

NOTE: 5 sets of plans and 2 sets of specifications must be submitted for all new residential and commercial construction. 3 sets of plans and specifications for all other residential construction. A copy of the signed contract between the owner and the contractor for proposed work is also required. By signing below, I acknowledge that all required documents are included in the submittal and I am aware that the omittance of any items may result in a delay of the plan check turn around time, rejection of the submitted plans or additional plan check fees. Furthermore, I am aware that my plans will expire 180 days from the date of submittal unless a permit has been issued or a request for extension has been granted. Note: All submittals are subject to a Site Development Review that may be determined at a later date. Submittal of plans at this time is at your own risk. Plan check fees will cover inital check and one recheck. Additional plan check fees will be charged for all additional rechecks. Please review back side for additional requirements.

Project Address: _____ Date: _____

Assessors Parcel Number: _____ Lot Number: _____ Valuation: _____

Is this a Mobile Home Yes No Located in a Rental Park Located on Own Land

Description of Work: _____

Existing Residential Pool or Spa

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () - Fax: () - Email: _____

CONTRACTOR INFORMATION:	ARCHITECT/ENGINEER INFO.
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Name: _____	Name: _____
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Address: _____	Address: _____
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City: _____	State: _____	Zip: _____	City: _____	State: _____	Zip: _____
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Telephone: () -	Telephone:() -
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Fax: () -	License Number: _____	Email: _____
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Contact Person: _____	Telephone: () -	Email: _____
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State License Number: _____	Type: _____	Expiration Date: _____
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Contractor's Workers Comp. Ins. Carrier: _____	Number: _____	Exp. Date: _____
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Contractors City Business License Number: _____	Expiration Date: _____
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DEPARTMENTAL USE ONLY

SET BACKS - FRONT _____ SIDE _____ BACK _____ ZONING _____
 TRACT NUMBER _____ TYPE OF CONST. _____ OCC. GROUP _____
 LOG NUMBER: _____ P/C BUILDING _____ P/C FIRE _____

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

Owner/Applicant Signature: _____

City of Hemet
Department of Building and Safety
APPLICATION FOR BUILDING PERMIT

ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

Now that your plans have been submitted we wanted to make you aware of some items that we hope that you haven't overlooked. Prior to permit issuance the City will require the following:

- A digital copy of the final set of plans sized greater than 11" X 17" in a TIF image is required before permit issuance.
- School Fee Letter: The actual school fee notification is sent the Hemet Unified School District when the plans have been approved and the fees are calculated for the permit. The owner/developer is responsible for paying those fees to the School District. Even though the School District does not have your actual square footage they can advise you of the current per square footage fee for your project. Once the permit is "run" and fees are calculated, the school district will be notified and you will then be able to pay the fees to the district. Hemet Unified's phone number is 791-2431.
- Contract: The City requires that the value of the project is verified prior to submittal of plans. If this is not available at time of submittal, it must be provided prior to permit issuance. If the project is to be owner/builder, we will then require a certification from the engineer of record for the valuation.
- First Release from Eastern Municipal Water District (EMWD). All projects are required to obtain a First Release from EMWD whether or not you are in their service area. EMWD can be reached at 928-3777.
- First Release from applicable water & sewer agency. There are 3 agencies that provide water or sewer services to the valley. You are required to get a first release from the agency(s) that will provide sewer and water service to your project. They can be reached at the following numbers:

EMWD	928-3777
Lake Hemet Municipal Water District	658-3241
City of Hemet	765-2350
- Development Impact Fee (DIF) waivers. The Building Department will not waive any DIF fees without written notification from the department that we collect it for. If you are exempt from TUMF or MSHCP, written documentation is required from the Planning Department. You are responsible for ensuring that documentation is received by our Department.
- Pool and Spa Anti-Entrapment Cover Declaration form for all residential projects.



Owner/Operator Acknowledgement Form

CITY OF HEMET
BUILDING & SAFETY DIVISION
445 E. Florida Ave.
Hemet, CA 92543 (951) 765-2475

Mobile Home Park-Name

Address

I, _____, OWNER/OPERATOR of the _____

Park, operating permit _____ dated _____, agree to permit the

installation of a/an _____ on lot number _____ in the

foresaid park.

Such installation shall be in accordance with the provisions of Title 25 and the City of Hemet Municipal Code.

Signed _____

Mobile Home Park Owner/Operator

PLOT PLAN ON REVERSE SIDE
PLEASE COMPLETE ALL EIGHT ITEMS IN INSTRUCTIONS

I hereby acknowledge that I have seen the plot plan as completed on reverse and that it is correct as shown. I further acknowledge that the structure, for which this permit is issued, will be installed in conformance to said plot plan. Any unauthorized deviations or changes may be cause for correction or removal of newly installed structure.

Signed _____

Mobile Home Owner

Signed _____

Installation Contractor



MOBILE HOME PARK PLOT PLAN

PARK NAME : _____ PHONE: _____

ADDRESS : _____ LOT # _____ ZIP CODE _____

NEAREST MAJOR CROSS STREETS: _____

ASSESSOR'S PARCEL NO: _____

See property tax bill or call the County Assessor's Office 951-766-2500

Please follow instructions below:

- | | |
|--|--|
| 1. Draw exact lot shape and dimensions | 6. Calculate the percentage of lot coverage |
| 2. Show size of existing mobile home and accessory structures. | _____ % (Please note that lot coverage must not be more than 75%) |
| 3. Show distances from all proposed structures to existing structures. | 7. Plot plan must be complete and approved prior to issuance of permit. |
| 4. Indicate by name what each structure is. (existing and proposed) | 8. No work shall begin until approved plans and permit are on job site. |
| 5. Show distances from all structures to property lines. | 9. Date of Manufacture: _____ |



City of Hemet

445 E. Florida Ave.

Hemet, CA 92543

(951) 765-2475

MOBILEHOME INSTALLATION ACCEPTANCE

I.D. No. _____

Permit No. _____

Address or Location of Mobile home: _____

Owner's Name: _____

Owner's Address : _____

Insignia or HUD Number: _____

Manufacturer's Name: _____

Serial Number or V.I.N. _____ Year of Manufacture: _____

Official Approving Installation

Date

Phone

IF THE MOBILEHOME IS MOVED OR RELOCATED, THE MOBILEHOME INSTALLATION ACCEPTANCE SHALL BECOME INVALID.

MOBILE HOME INSTALLATION INSPECTION CHECKLIST

The following list should be used when considering the installation of a used mobile home in a park. During the inspection process, the inspector will be checking that the following requirements have been properly addressed.

Please keep in mind that this may not be a complete list of requirements, and the inspector may request additional corrections at the time of your inspection.

Inspector Name: _____

Inspection Date: _____

Inspection Time: _____

Misc. Permit #: _____

Fees Assessed: _____

Lot and Setbacks:

- Provide plot plan showing all property lines, roads, and distances to surrounding mobile homes or structures.
- Properly and permanently mark all property lines for the lot. The markers shall be of a permanent material, shall be clearly visible, and shall not pose a trip hazard.
- All materials left behind from previous installations (i.e. unused footings, posts, pipes, concrete pads, etc.) shall be removed.
- All vegetation and trees under and near the mobile home shall be removed. Tree stumps shall be removed under the mobile home.
- The total area of the lot covered by the mobile home, stairs, decks, and any other accessory structure shall not exceed 75% of the total lot. A minimum of 25% of the lot must remain open space.
- The mobile home and/or any accessory structures may be placed directly on the lot line, however, they shall maintain a minimum 3-foot clearance from any adjacent mobile home or accessory structure.
 - Other: _____

Roof Connection and Piers:

- Roof connection to be completed per the manufacturer's installation instructions.

If installing an used mobile home and the original installation instructions cannot be located, the roof connection shall be completed per Title 25 minimum standards.

- Pier spacing and pad sizing, along with the methods for securing the piers to the mobile, and the pads to the piers shall be completed per the manufacturer's installation instructions. If installing a used mobile home and the original installation instructions cannot be located, the pier spacing, pad sizing, and methods for securing them shall be completed per Title 25 minimum standards.
- Install any required seismic bracing per the manufacturer's installation instructions.
- Properly bond together the chassis' of double and triple-wide mobile homes.
- The serial numbers on each chassis must be legible and must match. Unmatched chassis' cannot be married to form a complete mobile home.
- Other: _____

Electrical, Gas and Water:

- Install anti-siphon valves on all hose bibs.
- Install pressure-regulating device at water service to mobile connection.
- Replace and/or repair damaged and unapproved piping under mobile home.
- Install flexible connections between the mobile home and the sewer and water connections.
- All piping to be properly supported per code. Dissimilar metals on gas and water lines shall not touch.
- Remove and replace bonding clamps on water and gas lines.
- Provide pressure test to existing gas lines.
- Repair and/or replace all electrical junction boxes underneath the mobile home.
- Remove all unused wiring and properly terminate wiring for future electrical in an approved manner. Exterior wiring shall terminate in a weatherproof junction box.
- New termination points are required at all indoor and outdoor receptacles, junction boxes and electrical panels where aluminum wiring is used. All

- connections shall be made using an oxide-inhibiting compound to prevent oxidation.
- Properly ground all electrical panels and/or pedestals.
- Install blanks in all empty circuit-breaker spaces in electrical panels and/or pedestals.
- Properly label all circuit breakers in electrical panels and/or pedestals as per their use.
- Other: _____

- Replace all interior lights and outlets. Outlets in the bathrooms and around the kitchen sink shall be of the GFCI type.
- Repair and/or replace all leaking and damaged fixtures. Toilets, shower heads, etc. shall be of the low-flow type.
- Replace furnace if it is no longer under manufacturer's warranty, or is not in working order.
- Replace water heater if it is no longer under manufacturer's warranty, or is not in working order. Provide combustion air to water heater as required per code.
- Install working smoke detectors in each bedroom and in each hall leading to the bedrooms.
- Repair and/or replace any damaged drywall, paneling, carpet, or any other floor or wall coverings.
- Other: _____

Exterior Condition:

- A report supplied by a licensed pest control professional shall be provided for the mobile home.
- Repair and/or replace any damaged materials as recommended by the pest control agency.
- Windows shall have window screens in place. Screens shall be in good condition.
- Doors shall have thresholds and weather-stripping in place and must be in good condition.
- Replace all exterior lights and outlets. Outlets shall be of the GFCI type.
- Repair and/or replace any wood or siding that has been damaged.
- Install skirting around mobile home and provide required ventilation and access panels. **Note: skirting must not be installed until the inspector approves all components that will be covered by the skirting.**
- Repair and/or replace all damaged roof coverings, flashing, roof jacks, etc.
- Install and/or replace missing or damaged vent caps, stacks, chimneys, etc.
- Reseal all roof penetrations with an approved mastic.
- Install approved access steps, ramps, and/or handrails at all exits.
- Install correct space number for mobile home. Remove all old space numbers or addresses from previous locations if re-installing a used mobile home.
- Mobile homes shall be repainted once all repairs to the exterior have been made.
- Other: _____

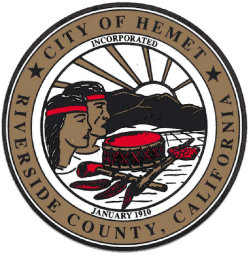
Inspectors Determination:

- Accepted with corrections
- Declined, substandard construction

Inspector Signature: _____

Date: _____

Interior condition:



ACKNOWLEDGMENT FORM

I, _____, have read and understand the attached corrections sheet and agree to correct everything listed before installing the mobile home into the City of Hemet. I further acknowledge that I am aware that any corrections needed to be made are at my expense. I also understand that it is my obligation to obtain any necessary permits for improvements through Housing Community Development and that I need to submit a finalized copy to the Building department with my Install permit submittal packet.

Print

Date

Signature

Date

NOTE: This sheet must be submitted to the Building Department with Install submittal packet.

OFFICE USE ONLY

DATE INSPECTED: _____

DATE INSPECTED: _____

INSPECTED BY: _____

INSPECTED BY: _____

LOCATION: _____

LOCATION: _____

TIME SPENT: _____

TIME SPENT: _____