

**MONO COUNTY**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

PO Box 347  
Mammoth Lakes, CA 93546  
Phone 760-924-1800, Fax 924-1801  
Inspection Hotline: 760-924-1827

**Building Division**

PO Box 8  
Bridgeport, CA 93517  
Phone 760-924-1800, Fax 924-1801  
commdev@mono.ca.gov

**MANUFACTURED HOME CONSTRUCTION APPLICATION**

Contact the Building Permit Center at 760-924-1823 or 760-932-5420 to discuss specific submittal requirements. Please fill in all information accurately and completely to avoid possible delays in processing:

Permanent Foundation      Attached Garage      Detached Garage      Deck/Porch  
Accessory Buildings      Other: \_\_\_\_\_

**Job Site Address:** \_\_\_\_\_ **Job Site APN(s):** \_\_\_\_\_

1. **Applicant:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

2. **Plan Check Contact:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

3. **Owner:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

4. **Contractor:** \_\_\_\_\_ **Or Check Box if Owner/Builder:**  
Address: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor Lic. #: \_\_\_\_\_ Mono County Business Lic. #: \_\_\_\_\_

*The applicant warrants that the foregoing is true, and if any of this information is found to be incorrect, the permit may be revoked.*

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Building Division Use:</b> Plan Check # _____ Plan Check Fee \$ _____ Received By _____
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**LICENSED CONTRACTOR'S DECLARATION**

*I hereby affirm under penalty of perjury that I am licensed under the 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: \_\_\_\_\_

License No: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

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**DECLARATION REGARDING 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 (Section 8172, Civil Code).*

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

Branch Designation: \_\_\_\_\_

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

*By my signature below, I certify to each of the following:*

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Signature of Property Owner or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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**OWNER-BUILDER DECLARATION**

Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure 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 hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) below:*

I, as owner of the property, or my employees with wages as their sole compensation, will complete  all of -or-  portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the 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 it was not built or improved for the purpose of sale.).

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

I am exempt from licensure under the Contractors' State License Law for the following reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Website:

<http://www.loginfo.ca.gov/calaw.html>.

Signature of Owner or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Staff Use Only</b>	
<b>The following documentation has been presented to verify the property owner and his or her signature:</b>	
California Driver's License	Other: _____
<b>Staff Initials:</b> _____	

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**WORKER'S COMPENSATION DECLARATION**

**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.**

*I hereby affirm under penalty of perjury one of the following declarations (please INITIAL one):*

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

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

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

Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Agent Phone #: \_\_\_\_\_

\_\_\_\_\_ I certify that, in 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 the worker's compensation laws of California, and agree that, if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature of Property Owner or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder permit for my project.

Scope of Construction Project (or Description of Work):

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Project Location or Address:

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Name(s) of Authorized Agent(s):

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Address(es) of Authorized Agent(s):

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Phone Number(s) of Authorized Agent(s):

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I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

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**NOTICE TO PROPERTY OWNER**  
**(Required when Owner-Builder Declaration is submitted)**

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at \_\_\_\_\_.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder.

We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

**OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION**

**DIRECTIONS:** Read and INITIAL each statement below to signify you understand and verify this information.

\_\_\_\_\_ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and materials personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

\_\_\_\_\_ 2. I understand building permits are not required to be signed by properly owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

\_\_\_\_\_ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

\_\_\_\_\_ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

\_\_\_\_\_ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

\_\_\_\_\_ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

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\_\_\_\_\_ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

\_\_\_\_\_ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

\_\_\_\_\_ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or [www.cslb.ca.gov](http://www.cslb.ca.gov) for more information about licensed contractors.

\_\_\_\_\_ 10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address: \_\_\_\_\_

\_\_\_\_\_ 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

\_\_\_\_\_ 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.

Signature of Property Owner: \_\_\_\_\_

Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

## **MINIMUM REQUIREMENTS FOR MANUFACTURED HOME PLAN SUBMITTAL**

Submittals will **NOT** be accepted without the following applicable items (definitions follow):

### **SITE PLAN (4 sets):**

1.  Project location and owner information
2.  Compass bearing w/north arrow and site plan drawn to scale
3.  Lot coverage calculation
4.  Location and dimensions of driveway and parking areas
5.  Location of proposed and existing structures
6.  Outside dimensions of proposed structures
7.  Projected roof plan showing pitch of all portions of roof
8.  Setbacks from all structures, projections, propane tanks, etc. to property lines
9.  Lot dimensions and property lines
10.  Existing site topographical contour lines at min. 2' vertical intervals; if total lot grade is greater than 3'.
11.  Project grading, including topography for any proposed cuts or fills
12.  Easements, rights of way, edges of pavement, and adjoining streets
13.  Location of all utilities and points of connection. (please note burial depths, height of overhead lines, warning tape, 2 grounding rods, etc).
14.  Site photos (2): street view of property and any unusual features (creeks, severe topography) that are on or within 30' from any property line.

### **ARCHITECTURAL/ STRUCTURAL PLANS:**

17.  Structural plans, including home connection details, and calculations with design loads for a permanent foundation stamped by a California licensed engineer or architect (3 sets); alternative standards may be available for MVF rebuilds specific to perimeter foundations
18.  Manufactured home setup manual.
19.  Required snow load certification of manufactured home; i.e., dealer order sheet or copy of factory label ( 1 copy).
20.  Manufactured home elevations showing one end and one side view detail including all Wildland **Urban Interface (WUI) details**
21.  If in a specific plan area, be sure specific plan conditions and/ or requirements are met.
22.  Form 433(a) information and application to be submitted at or just before final inspection ( 1 page).

*I hereby attest that I have submitted all of the applicable items above.*

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date



## DEFINITION OF REQUIREMENTS

**SITE PLAN:** The following items need to be included on your site plan. Use the attached site plan as an example.

1. **Project location:** Include the Assessor's Parcel Number (APN) and the street address of the project.
2. **Compass bearing w/north arrow and site plans drawn to scale:** The north arrow should be taken from a compass and the site should be drawn to scale (for example, 1" = 10' or 1" = 20').
3. **Lot coverage calculation:** The lot coverage (measured in square feet) includes driveways, parking areas, building footprints, and any other impervious surfaces.
4. **Location and dimensions of driveway and parking areas:** Include the slope, dimensions and area of all driveways and parking areas. State on the plans if the driveway and parking areas are paved or gravel.
5. **Location of proposed and existing structures:** Show the current location and setbacks of all proposed and existing structures.
6. **Outside dimensions of proposed structures:** Show dimensions and setbacks of all proposed structures included with this permit.
7. **Projected roof plan showing pitch of all portions of roof:** Show the roof slope (4/12, 6/12, etc.) on all roofs and show all eaves.
8. **Setbacks from all structures, projections, propane tanks, etc. to property lines:** Show all setbacks from existing and proposed buildings, including propane tanks, to property lines. The setback is from the edge of the building to the property line.
9. **Lot dimensions and property lines:** Show the width and depth of the lot. The property lines shall be verified in one of two ways:
  - When the structure is less than 20 feet from the required setback:**
    - 1) conclusive proof is required by a survey pin, hub, and/or monument;
    - 2) the proposed structure's footprint has been staked and verified by an architect or engineer; or
    - 3) other conclusive proof acceptable to the building official.
  - When the structure is greater than 20 feet from the required setback:**
    - 1) reasonable proof is required by a survey pin, hub, and or monument;
    - 2) wood stake or rebar stake;
    - 3) the lot is of substantial size and the proposed structure is well within the setback requirements; or
    - 4) survey pins from adjacent lots that are close to the property line in question.
10. **Topographical contour lines at minimum 2' vertical intervals:** Show the slope of the project site.
11. **Topography for proposed cuts or fills:** All proposed cuts and fills shall be included on the site plan. Cuts and fills shall show enough detail and indicate before and after elevations.
12. **Easements, rights of way, edges of pavement, and adjoining streets:** Site plans shall show all recorded easements, rights of way, pavement edges, and or adjoining streets.
13. **Site section view:** Drawn from center of street through rear of structure noting structure heights. This is an elevation, drawn to scale, that shows the location of the centerline of the street, grade or slope of the property, and height of the proposed structure.
14. **Location of all utilities and points of connection:** Show the location and connection points of all utilities.
15. **Location and setbacks to natural features:** Show the setbacks and locations of all streambeds, lakes, ponds, wet areas/marshes, rock outcroppings.
16. **Outdoor lighting:** A detailed outdoor lighting plan must show manufacturer specifications for all fixtures, including design, wattage, illuminance level of elevations, aiming point, materials, mounting height, etc. Illumination should be minimal needed for safety and reasonable access (walkways and entrances) and not exceeding requirements of Ch. 23: Dark Sky Regulations.
17. **Site photos:** Show street view of property and any unusual features (creeks, severe topography) that are on or within 30' from any property line.

## DEFINITION OF REQUIREMENTS

**SITE PLAN:** The following items need to be included on your site plan. Use the attached site plan as an example.

1. **Project location:** Include the Assessor's Parcel Number (APN) and the street address of the project.
2. **Compass bearing w/north arrow and site plans drawn to scale:** The north arrow should be taken from a compass and the site should be drawn to scale (for example, 1" = 10' or 1" = 20').
3. **Lot coverage calculation:** The lot coverage (measured in square feet) includes driveways, parking areas, building footprints, and any other impervious surfaces.
4. **Location and dimensions of driveway and parking areas:** Include the slope, dimensions and area of all driveways and parking areas. State on the plans if the driveway and parking areas are paved or gravel.
5. **Location of proposed and existing structures:** Show the current location and setbacks of all proposed and existing structures.
6. **Outside dimensions of proposed structures:** Show dimensions and setbacks of all proposed structures included with this permit.
7. **Projected roof plan showing pitch of all portions of roof:** Show the roof slope (4/12, 6/12, etc.) on all roofs and show all eaves.
8. **Setbacks from all structures, projections, propane tanks, etc. to property lines:** Show all setbacks from existing and proposed buildings, including propane tanks, to property lines. The setback is from the edge of the building to the property line.
9. **Lot dimensions and property lines:** Show the width and depth of the lot. The property lines shall be verified in one of two ways:
  - When the structure is less than 20 feet from the required setback:**
    - 1) conclusive proof is required by a survey pin, hub, and/or monument;
    - 2) the proposed structure's footprint has been staked and verified by an architect or engineer; or
    - 3) other conclusive proof acceptable to the building official.
  - When the structure is greater than 20 feet from the required setback:**
    - 1) reasonable proof is required by a survey pin, hub, and or monument;
    - 2) wood stake or rebar stake;
    - 3) the lot is of substantial size and the proposed structure is well within the setback requirements; or
    - 4) survey pins from adjacent lots that are close to the property line in question.
10. **Topographical contour lines at minimum 2' vertical intervals:** Show the slope of the project site.
11. **Topography for proposed cuts or fills:** All proposed cuts and fills shall be included on the site plan. Cuts and fills shall show enough detail and indicate before and after elevations.
12. **Easements, rights of way, edges of pavement, and adjoining streets:** Site plans shall show all recorded easements, rights of way, pavement edges, and or adjoining streets.
13. **Site section view:** Drawn from center of street through rear of structure noting structure heights. This is an elevation, drawn to scale, that shows the location of the centerline of the street, grade or slope of the property, and height of the proposed structure.
14. **Location of all utilities and points of connection:** Show the location and connection points of all utilities.
15. **Location and setbacks to natural features:** Show the setbacks and locations of all streambeds, lakes, ponds, wet areas/marshes, rock outcroppings.

**04.280 Placement of manufactured homes in conventional SFR areas.**

These standards permit the placement of manufactured, factory-built or modular housing in all areas designated for conventional single-family residential dwellings: SFR, ER, RR, MFR-L, MU, RU, RM, AG and OS.

These building and architectural standards are intended to ensure visual compatibility with traditional single-family home construction (stick built). Before an installation permit is issued for any manufactured, factory-built or modular housing, plans shall be submitted in compliance with the following standards:

- A. A site plan in full compliance with the building permit application checklist.
- B. Evidence that the home is 10 years old or newer (except in RMH) and bears a seal of the US Department of Housing and Urban Development (HUD) certifying that HUD construction standards are met ();
- C. Elevations showing the roof slope, roof materials, eave overhang and exterior siding materials;
- D. The unit must meet the design wind, seismic and roof load requirements;
- E. In addition, the following standards shall apply except in the RMH land use designation:
  1. Have a minimum width of 20 feet or more. A minimum width less than 20 feet may be allowed when the home is generally consistent with community or countywide design guidelines.
  2. Be attached to a permanent perimeter foundation constructed of concrete or masonry. This foundation shall meet the same requirements as foundations for all other single-family residential structures in the county. If the home is installed on an engineered foundation system, perimeter concrete or masonry walls shall be required;
  3. Be covered with an exterior material customarily used for conventional dwellings and approved by the Mono County Building Division;
  4. Have a roof pitch of not less than 3 inches for each 12 inches of horizontal run and consisting of shingles or other material customarily used for conventional dwellings and approved by the Mono County Building Division; and
  5. Eaves (roof overhang) shall extend a minimum of 10 inches on all sides of the home. An exception to this eave requirement may be granted by the building official if proof is provided that the 10-inch eave would prohibit transportation of the home.

ADVISORY NOTE: Mono County is not responsible for enforcing Covenants, Codes and Restrictions (CC&Rs). Property owners should consult their applicable CC&Rs for any restrictions on the type of housing.

# Mono County Community Development Department

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## Building Division

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## DESIGN CRITERIA

**CLIMATE ZONE:** 16

**FROST DEPTH:** 18" below exterior finished grade minimum

**ALLOWABLE SOIL BEARING:** 2,000 pounds/square foot maximum

**SNOW:** Use Terrain Category B in ASCE7 to determine Exposure Factor,  $C_e$  for all roofs.

Use Thermal Factor  $C_t = 1.1$  for all roofs.

Use Fig. 7-2b graph in ASCE7 and "All Other Surfaces" curve for determination of  $C_e$ , if roof meets criteria for slope reduction.

<b>DESERT LOCATION</b>	<b>ELEVATION (ft)</b>	<b>GROUND SNOW LOAD, <math>P_g</math> (lbs/sq ft)</b>
Benton	5,400	55
Bridgeport	6,470	65
Chalfant Valley	4,200	55
Coleville	5,100	55
Hammil Valley	4,500	55
Long Valley (east of US 395)	7,000	80
Mono City	6,899	75
Paradise	5,000	55
Tom's Place	7,000	80
Topaz	5,000	55
Walker	5,400	55

<b>MOUNTAIN LOCATION</b>	<b>ELEVATION (ft)</b>	<b>GROUND SNOW LOAD, <math>P_g</math> (lbs/sq ft)</b>
Bald Mountain/Arcularius	7,100	150
Convict Lake	7,580	155
Crestview	7,500	150
Crowley Lake	7,000	125
Devil's Gate	7,400	155
June Lake	7,600	155
Lee Vining	6,800	120
Long Valley (west of US 395)	7,000	125
Lundy Lake (lower)	7,000	150
Lundy Lake (upper)	8,000	285
Pickel Meadow	6,800	155
Rancheria Estates	6,600	105
Sonora Junction	6,500	155
Swall Meadows	6,400	100
Swauger Creek	7,500	150
Twin Lakes	7,200	140
Virginia Lakes	9,600	285





# MONO COUNTY HEALTH DEPARTMENT

## Environmental Health

P.O. Box 476, Bridgeport, CA 93517 Phone (760) 932-5580; Fax (760) 932-5284  
P.O. Box 3329, Mammoth Lakes, CA 93546 Phone (760) 924-1830; Fax (760) 9524-1831

### WATER/SEWER QUESTIONNAIRE

OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
PROPERTY LOCATION \_\_\_\_\_ ASSESSORS PARCEL # \_\_\_\_\_

#### EXISTING FACILITIES

Residence with \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms  Family Room  Garage  
 Guest Quarters with \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms

#### WATER SUPPLY

Private:  On Site  Off Site  Well  Spring  Stream  Other  
Water Treatment:  Filtration  Chlorination  Other  
Coliform Analysis Completion Date \_\_\_\_\_ Results: \_\_\_\_\_  
 Public: Name of Water System \_\_\_\_\_

#### SEWAGE DISPOSAL

Private:  On Site  Off Site Approved for  Residence  Guest Quarters  
 Public: Name of Sewer District \_\_\_\_\_

#### PROPOSED ADDITIONS

New Construction  Remodel  Addition  
 Residence with \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms  Family Room  Garage  
 Guest Quarters with \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms

#### WATER SUPPLY

Private:  On Site  Off Site  Well (please submit well permit application)  Spring  
 Public: Name of Water System \_\_\_\_\_

#### SEWAGE DISPOSAL

Private:  On Site  Off Site System (please submit septic permit application)  
 Public: Name of Sewer District \_\_\_\_\_

#### ENVIRONMENTAL HEALTH USE ONLY:

Approved  
 Approved Pending Receipt of:  
 Septic Permit Application  Well Permit Application  Record of Easement  
 Will Serve Letter for:  Water  Sewer

Environmental Scientist \_\_\_\_\_ Date \_\_\_\_\_

**RESIDENTIAL FIRE SAFE REQUIREMENTS FOR  
MONO COUNTY PUBLIC RESOURCES CODE 4290 AND  
MONO COUNTY ORDINANCE NO. 91-06**

To: Mono County Public Works  
From: Larry Martinez, Battalion Chief

The following requirements shall apply to all Group R Division 3 construction. If you have questions regarding these conditions, please contact the California Department of Forestry and Fire Protection: 2781 S. Round Valley Rd., Bishop, CA 93514, or phone (760) 387-2565.

Fire Department Reference Number \_\_\_\_\_

1. Driveway surfaces shall conform to local ordinances and be capable of supporting a 40,000-pound load.
2. Driveway grades shall not exceed 16%.
3. Driveways shall be a minimum of 10 feet wide and have an unobstructed vertical clearance of 15 feet.
4. Driveways exceeding 150 feet in length, but less than 800 feet in length, shall provide a turnout near the midpoint of the driveway. Where the driveway exceeds 800 feet, turnouts shall be provided no more than 400 feet apart. An approved turnout is 10 feet wide and 30 feet long (see attachment).
5. An approved turnaround with minimum turning radius of 40 feet or an approved hammerhead/T 60 feet in width shall be installed at the end of each driveway 300 feet or longer (see attachment).
6. All driveway gates shall be at least 12 feet in width and shall be located at least 30 feet from the roadway.
7. County-assigned house numbers shall be posted on all dwelling units. The numbers shall be 3" in height, reflectorized with contrasting background.
8. When buildings are in excess of 100 feet from the roadway, an address sign shall be posted at the driveway entrance with the numbers visible from both directions.
9. When it is required for new construction, the owner shall provide one of the following emergency water systems as approved by the fire authority having jurisdiction:
  - a. An approved emergency water supply system with a minimum 2,000-gallon capacity, an approved brass fire valve with 2.5" National Male Thread accessible to fire apparatus, and a #3" reflectorized blue marker on driveway address sign.
  - b. The proposed project is within a fire district, which meets ISO Rural Class 8 Standards.
  - c. A PUC #103 approved fire hydrant within ½-mile by road from the new construction.

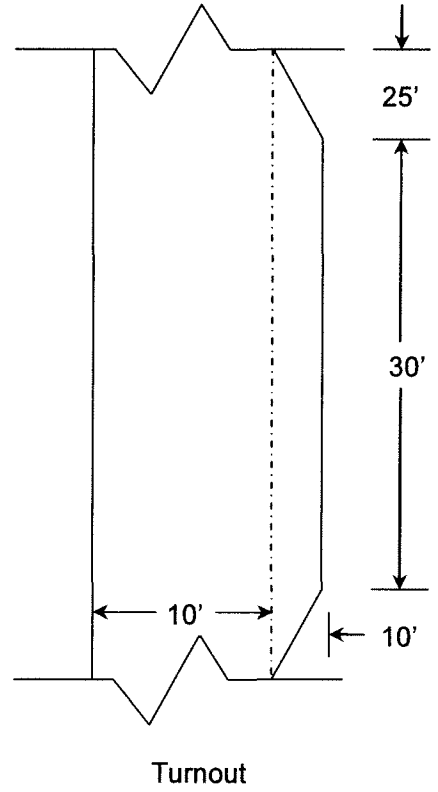
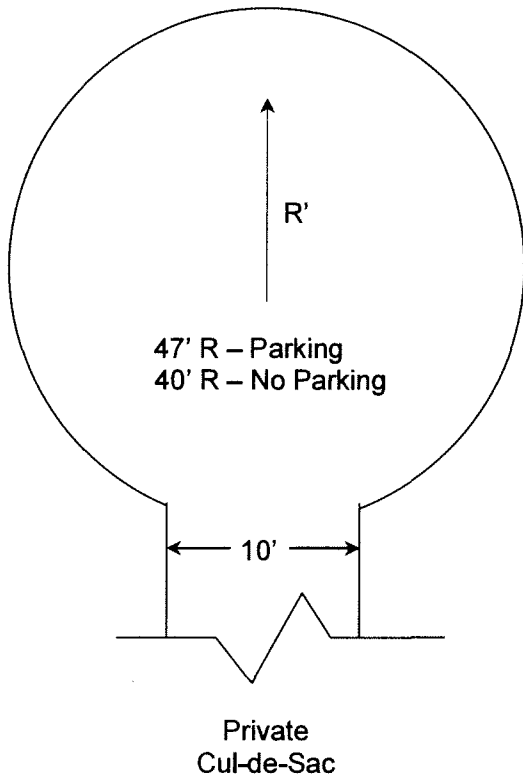
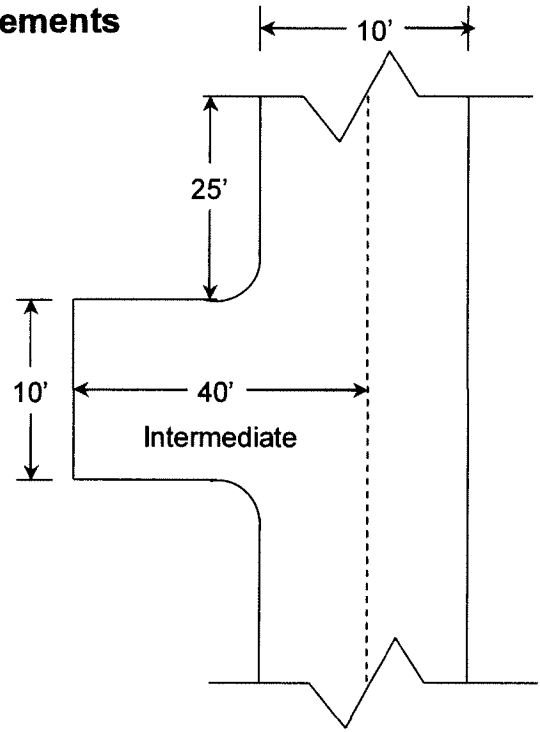
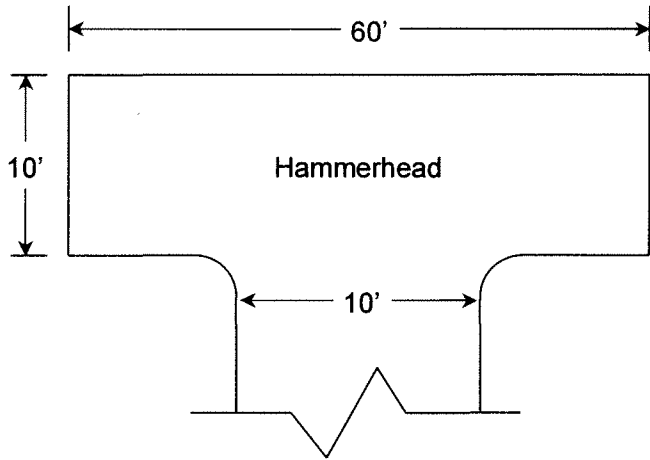
10. All parcels one acre or greater shall provide a building setback of 30 feet from the property line or the center of the road.
11. All flammable vegetation shall be removed or modified from around all buildings for a distance of 30 feet or to the property line.

**PLEASE NOTE:** In addition to the above conditions, your construction may be in a Fire Protection District that has adopted the Uniform Fire Code; those conditions may also apply to your project. Please contact your local Fire Protection District for additional conditions.

Mono County will not finalize your construction project until the above conditions have been met.



**Public Resources Code 4290  
Turnaround Requirements**





**INFORMATION TECHNOLOGY  
COUNTY OF MONO**

MONO COUNTY CIVIC CENTER, 1290 TAVERN ROAD, SUITE 131  
P.O. BOX 7657  
MAMMOTH LAKES, CA 93546  
(760) 924-1684 • FAX (760) 924-1697  
[gis@mono.ca.gov](mailto:gis@mono.ca.gov)

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**REQUEST FOR STREET ADDRESS**

Consistent with applicable statutory requirements, disclosure of street address information is confidential in nature and should not be disclosed to anyone other than the property owner or the property owner’s authorized agent.

Mono County Code regulates the naming of streets and addresses with the intention to enhance the effective and rapid location of properties by public safety personnel, including law enforcement, fire, rescue, and emergency medical services personnel within the geographical area of Mono County. Further, the intent is to provide for the uniform marking of streets and roadways and to provide for the assignment of address numbers for all properties and buildings throughout the County.

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**Please describe the structure by checking the appropriate box:**

- Single Family Residence
- Second Dwelling Unit on Same Parcel
- Commercial Property: \_\_\_\_\_
- Vacant Lot / Parcel: (Note: address numbers are not generally assigned to vacant parcels)
- Other – Please explain: \_\_\_\_\_

**Project Location**

Assessor’s Parcel No.: \_\_\_\_\_ Community: \_\_\_\_\_

Street Name: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*City* *State* *Zip*

Agent’s Name: \_\_\_\_\_ Phone: \_\_\_\_\_

----- Space below reserved for County use only -----

Assigned Address: \_\_\_\_\_



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

POST OFFICE BOX 457 • 74 NORTH SCHOOL STREET • BRIDGEPORT, CALIFORNIA 93517  
760.932.5440 • Fax 760.932.5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov) • [www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## GRADING PERMIT QUESTIONNAIRE

(APPLICATION FOR PERMIT TO PERFORM LAND CLEARING, EARTHWORK, AND/OR DRAINAGE ALTERATION)

This questionnaire is designed to help the Department of Public Works determine whether a grading permit is required for your proposed project. Please answer all the following questions, provide project information, and sign the questionnaire.

Description of Work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached Plan  Plans prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Expected work completion year and month: \_\_\_\_\_

Property Owner / Permittee: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Optional Phone: \_\_\_\_\_

### Project Location

Street Address: \_\_\_\_\_ Community: \_\_\_\_\_ Zip: \_\_\_\_\_

Assessor's Parcel No: \_\_\_\_\_

The following questions apply to grading activities associated with your project, **but do not apply to work to be done within the footprint of your building.** if this questionnaire is being completed in conjunction with a Building Permit. For example, do not consider excavation for a basement – the Building Permit covers that; but do consider excavation for a driveway to a garage in the basement.

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Will you remove the vegetation from more than 10,000 square feet of land?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will you excavate for an underground storage tank larger than 10,000 gallons? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will you excavate 200 or more cubic yards of soil and/or rock? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will your excavation be over 4 feet in depth at any point?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Will your excavation be closer than 2 feet to any property line?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will any excavation slopes be steeper than 2:1 (horizontal to vertical)? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Will your excavation slopes be bare soil without vegetation? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Will you fill more than 200 cubic yards of soil and/or rock? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Will you fill three feet or more in depth at any point?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Will you fill closer than two feet to any property line? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Will you fill on ground having a natural slope steeper than 5:1 (horiz. to vertical)? .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Will you construct a fill that has slopes steeper than 2:1 (horizontal to vertical)?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Will your fill slopes be bare soil without vegetation?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Will you excavate, fill, or clear on or within, any property such that soil or debris washed, eroded, or moved from the property by natural or artificial means creates a public nuisance or hazard on other property or road?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Will you modify, re-direct, obstruct, divert, or interfere with natural or artificial surface drainage swales, ditches, gutters, or other improved or unimproved drainage channels or drainage ways? .....                          | <input type="checkbox"/> | <input type="checkbox"/> |

I certify under penalty of perjury in accordance with the laws of the State of California that I am the owner,\* or have authority to act on behalf of the owner,\*\* of the above-described property and that the answers to the foregoing questions are true and correct to the best of my knowledge. I hereby agree to defend, indemnify and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as a result of an incorrect answer(s) to any of the above questions.

\*Owner is defined by Mono County Code section 13.08.020 as “the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [Mono County Code Chapter 13.08] is planned, where the applicant represents that the property interest encompasses and allows the type of work sought to be performed pursuant to the permit.”

\*\* A valid “Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf” must be completed and on file with Public Works.

Owner/Authorized Agent (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IF YOU HAVE ANSWERED YES TO ANY OF THE QUESTIONS ABOVE,  
PLEASE FILL OUT THE GRADING PERMIT APPLICATION**

# GRADING PERMIT APPLICATION

## APPLICATION REQUESTING AUTHORIZATION TO PERFORM LAND CLEARING, EARTHWORK, AND/OR DRAINAGE ALTERATION

Project data consistent with sections 13.08.060 & 13.08.070 of the Mono County Code and an Application Fee must accompany this application to initiate plan review (check payable to "County of Mono"). Depending upon project scope, additional reports, plans, details, or surveys may be required to complete the application. An inspection fee may be required and acceptable surety may also be required prior to permit issuance.

The Department of Public Works reviews and processes grading permit applications in the order received. Every effort will be made to conduct an initial completeness review within one week of application receipt, and a detailed initial plan check and issuance of technical review comments within three weeks of receiving a complete application, but project work load, staff resources, and other factors may extend these goals.

The undersigned hereby applies for a permit to perform the following activities (complete all that apply to your proposed project; attach additional sheets if necessary):

LAND CLEARING area: \_\_\_\_\_ sq. ft.

EXCAVATION max. depth: \_\_\_\_\_ ft. volume: \_\_\_\_\_ cubic yards

FILL max. height: \_\_\_\_\_ ft. volume: \_\_\_\_\_ cubic yards

DRAINAGE ALTERATION (describe):

Will the activity precede residential building construction by one year or less?  n/a  Yes  No

Have you submitted a NOI to the SWRCB under the statewide NPDES permit?  n/a  Yes  No

### Project Location

Street Address: \_\_\_\_\_ Community: \_\_\_\_\_ Zip: \_\_\_\_\_

Assessor's Parcel No: \_\_\_\_\_ Zoning: \_\_\_\_\_

Property Owner / Permittee: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Optional Phone: \_\_\_\_\_

Grading permits may only be issued to the owner of the property upon which the work is to be performed. Owner is defined by Mono County Code section 13.08.020 as "the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [13.08] is planned, where the applicant represents that the interest encompasses and allows the type of work sought to be performed pursuant to the permit."

The owner is responsible for obtaining all other necessary permits or approvals related to the proposed work including, but not limited to, those that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, and the Great Basin Unified Air Pollution Control District. As a condition to the issuance of a grading permit for the proposed work, the owner must agree to defend, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with the performance of the work covered by the grading permit or its issuance. The owner may be required to provide a bond to guarantee this obligation.

By signing this application (or, in the case of an application signed by an agent for the owner, by signing the attached Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf), the owner certifies, under penalty of perjury in accordance with the laws of the State of California, that he/she is the legal owner of the land upon which all grading, land clearing, earthwork, and or/drainage alteration described in the application to which this authorization is attached (the “Work”) will be performed, or that he/she otherwise has a property interest in such land (e.g., easement, license, or other interest) which gives him/her the legal right to access said lands and to perform the Work thereon.

If this application is signed by an agent of the owner, then Attachment A, “Owner’s Statement and Authorization of Agent to Act on Owner’s Behalf” must be completed by the owner.

Owner/Authorized Agent (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Space below reserved for Public Works -----

Received:

- Questionnaire**
- Attachment A**
- Site Plan** - Plan(s) prepared by: \_\_\_\_\_ Date: \_\_\_\_\_
- Description**  
Notes Related to Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Application Fee** (this fee is typically \$660 based on 5 hours staff time at \$132 hourly rate, and is considered a deposit. Depending upon the project additional fees may be required to cover County expenses)

Amount Collected: \_\_\_\_\_

- Project No:** GP \_\_\_\_\_

**ATTACHMENT A TO GRADING PERMIT APPLICATION  
OWNER’S STATEMENT AND  
AUTHORIZATION OF AGENT TO ACT ON OWNER’S BEHALF**

Assessor’s Parcel No.: \_\_\_\_\_

Street Address: Town: \_\_\_\_\_

I, \_\_\_\_\_ (insert name of owner), hereby certify, under penalty of perjury in accordance with the laws of the State of California, that I am the legal owner of the property described above (and in the attached grading permit application) upon which all grading, land clearing, earthwork, and or/drainage alteration for which a grading permit is sought (the “Work”) will be performed, or that I otherwise have an interest in such property (e.g., easement, license, or other interest) which gives me the legal right to access said property and to perform the Work thereon. All references to the “owner” of the property in this document shall refer to the individual named in this paragraph.

I hereby designate \_\_\_\_\_ (insert name of agent) to act on my behalf with respect to the grading permit application to which this authorization is attached. Such authorization includes, without limitation, authority to: execute and submit a grading permit application on my behalf; execute and complete a grading permit questionnaire on my behalf; and perform any other task necessary to facilitate the issuance of the grading permit, unless such task is specifically required to be completed by the owner as noted below.

I understand that, as the owner of the property and the person to whom the grading permit will be issued, I am responsible for obtaining all other necessary permits or approvals related to the Work, including, but not limited to, those that may be required by the Department of Fish and Game, the Regional Water Quality Control Board, the Great Basin Unified Air Pollution Control District, and/or any other owner of the property whose permission is legally required.

I also understand that, as a condition to the issuance of a grading permit for the proposed Work, I will be required to sign a statement obligating me to defend, indemnify, and hold harmless the County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney’s fees, arising out of, resulting from or in connection with the performance of the Work or arising out of, resulting from, or in connection with the issuance of the grading permit. My agent cannot sign that statement on my behalf. I further understand that I may be required to provide a bond to guarantee the obligations contained in that statement.

Owner/Authorized Agent (print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Mono County Community Development Department

PO Box 3569  
Mammoth Lakes, CA 93546  
760.924.1800, fax 924.1801  
inspection hotline: 760.924.1827  
commdev@mono.ca.gov

## Building Division

PO Box 8  
Bridgeport, CA 93517  
760.932.5420, fax 932.5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

### ENCROACHMENT PERMIT QUESTIONNAIRE

The purpose of this questionnaire is to assist with determining whether an encroachment permit is required for your project, and from which agency. Please answer all of the following questions, provide project information, and sign the questionnaire.

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Is access taken from a County road/right-of-way? .....                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Will new access be constructed?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If access currently exists, will the current driveway apron be modified? .....              | <input type="checkbox"/> | <input type="checkbox"/> |
| c. If access currently exists, will the current finished surface be modified?.....             | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will any work occur within a County right-of-way or County road? .....                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is access, either existing or to be constructed, taken from a State road/right-of-way?..... | <input type="checkbox"/> | <input type="checkbox"/> |

If question #3 was answered yes, *Caltrans* must be contacted regarding the project even if access and/or a Caltrans encroachment permit currently exists. Please contact Gayle Rosander at 760.872.0785 or [gayle\\_rosander@dot.ca.gov](mailto:gayle_rosander@dot.ca.gov).

If a Mono County encroachment permit is required, the Public Works Department will contact the property owner.

#### Project Location

APN: \_\_\_\_\_ Street Address: \_\_\_\_\_

Road from which access is taken: \_\_\_\_\_

#### Property Owner

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Certification Statement

I certify under penalty of perjury in accordance with the laws of the State of California that I am the owner\*, or have authority to act on behalf of the owner\*\*, of the above-described property and that the answers to the foregoing questions are true and correct to the best of my knowledge. I hereby agree to defend, indemnify, and hold harmless the County of Mono, its officers, and employees for any damage and/or expenses arising as a result of an incorrect answer(s) to any of the above questions.

Owner/ Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Owner is defined by Mono County Code section 13.08.020 as "the fee simple owner, an easement holder, licensee, or person claiming a property interest in the property on which work subject to this chapter [Mono County Code Chapter 13.08] is planned, where the applicant represents that the property interest encompasses and allows the type of work sought to be performed pursuant to the permit."

\*\* A valid "Owner's Statement and Authorization of Agent to Act on Owner's Behalf" must be completed and on file with Public Works.



**“ATTACHMENT A”**

**PLEASE USE THIS SPACE TO DRAW YOUR PROJECT DIAGRAM:**

**PLAN**

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**PROFILE**



# MONO COUNTY DEPARTMENT OF PUBLIC WORKS

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Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • monopw@mono.ca.gov

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

## ENCROACHMENT PERMIT GENERAL PROVISIONS

1. **Authority:** This permit is issued in accordance with Chapter 13.04 of the Mono County Code.
2. **Revocation:** Terms and conditions for any Encroachment Permit issued are revocable or subject to modification at any time. However, prior rights, including those evidenced by joint use agreement, franchise rights, or reserved right for operating purposes in a grant of highway easement are not so subjected to revocation.
3. **Term:** The term of each encroachment permit shall expire twenty-four (24) months from the date issued, with further understanding that a maximum extension of twenty-four (24) months may be granted subject to approval by the Public Works Director. Such extension requests must be submitted in writing, thirty (30) days prior to the expiration of the permit. All improvements must be constructed and accepted by the Department of Public Works prior to permit expiration.
4. **Responsible Party:** No party other than the named Permit tee or contractor of the Permit tee is authorized to work under this permit. Permit tee is fully responsible for all expenses related to project improvements.
5. **Acceptance of Provisions:** It is understood and agreed by the Permit tee that the doing of any work or the maintaining of the encroachment under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
6. **No Precedent Established:** This permit is granted with the understanding that this action is not to be considered as establishing any precedent on the question of the expediency of permitting any kind of encroachment to be erected within the Right-of-Way of County roads.
7. **Notice Prior to Starting Work:** Under this permit, the Permitted shall notify the Department of Public Works forty-eight (48) hours prior to the initial start of work.
8. **Keep Permit at the Work Site:** This permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the Department of Public Works or any law enforcement officer on demand.
9. **Permits From Other Agencies:** The party or parties to whom this permit is issued shall, whenever the same is required by law, secure the written order or consent to any work hereunder from the Public Utilities Commission of the State of California, CAL-OSHA, or any other public agency having jurisdiction, and this permit shall not be valid until such order or consent is obtained.
10. **Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights and other safety devices and other measures required for public safety shall conform to and follow the requirements of Section 21401 of the Vehicle Code and of any sign manual issued by the Department of Public Works. Nothing in this permit is intended to impose on the Permitted any different or higher standard of care than that required by law.
11. **Minimum Interference with Traffic:** All work shall be planned and scheduled so that there will be the least possible inconvenience to the traveling public. For full or partial lane closures, permitted is directed to place flagmen to stop and warn traffic for necessary protection to public safety, but traffic shall not be

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unreasonably delayed. The road shall not be closed or traffic lanes blocked unless specifically authorized by this permit or without first obtaining permission from the Department of Public Works. When permission is obtained, the Permitted shall notify the Highway Patrol, Sheriff's Department and Local Fire Department prior to road closure.

12. **Storage of Materials:** No material shall be stored within eight (8) feet from the edge of pavement or traveled way or within the shoulder line where the shoulders are wider than eight (8) feet.
13. **Clean Up Right-Of-Way:** Upon completion of the work, or as otherwise directed, all debris, brush, timber, scraps, construction material, etc., shall be entirely removed from the County Right-of-Way and the roadway left in as presentable condition as existed before work started.
14. **Standards Of Construction:** All work performed within the County Road shall conform to the requirements of the Department of Public Works, and is subject to inspection and approval by the Department.
15. **Expense of Inspection:** The Permitted will be billed for actual costs of inspection; such costs will include salaries, travel expenses, incidental expenses and overhead.
16. **Future Moving of Installation:** It is understood by the Permitted that future construction, reconstruction, or maintenance work in the County Right-of-Way may require that the installation provided for herein be moved or altered and that such improvements shall be immediately moved by and at the sole expense of, the Permitted, upon request by the Department of Public Works.
17. **Liability for Damages:** The Permitted is responsible for all liability for personal injury or property damage which may arise out of work herein permitted, or the encroachment to be maintained hereunder, or which may arise out of failure on the Permit tee's part to perform his obligations under this permit with respect to maintenance. In the event any claim of such is made against the County of Mono, or any department, officer, or employee thereof, Permitted shall defend, indemnify and hold them and each of them harmless from such claim. Nothing herein is intended to impose on the Permitted any different or higher standard of care than that required by law.
18. **Bonding:** This permit shall not be effective for any purpose unless and until the Permitted files with the Department of Public Works, a Faithful Performance Bond or other acceptable sureties in the form and amount established by the Department of Public Works, to insure that the work will be done in conformance with the permit. Surety is not ordinarily required of any public corporation of publicly or privately owned utility, but will be required of any utility that fails to meet any obligation arising out of the work permitted or done under a permit or fails to maintain its plant, work or facilities.
19. **Making Repairs:** In every case, the Permitted shall be responsible for restoring to its former condition any portion of the county roadway which has been excavated or otherwise disturbed except where the Department of Public Works elects to make repairs to paving and except where provision to the contrary is made in the permit. If the roadway is not restored as herein provided, or if the Department elects to make repairs, the Permitted agrees by acceptance of the permit to bear the cost liability.
20. **Maintenance:** By the acceptance of this permit, the permitted agrees to exercise reasonable care; to properly maintain any encroachment placed in the Right-of-Way and to exercise reasonable care in inspection of and the immediate repair of any portion of the Right-of-Way which is damaged as a result of the construction or maintenance of the encroachment done under this permit. Such inspection and immediate repair shall apply to any and all injury to the roadway or Right-of-Way which would not have occurred had such work not been done or such encroachment not placed therein.
21. **Sedimentation and Erosion Control:** Permitted shall ensure that no sediment or erosion shall impact adjoining County Right-of-Way, watercourses or properties during construction. Areas disturbed in the County Right-of-Way as a result of this permit shall be stabilized against future erosion by a method approved by the Department of Public Works.



MONO COUNTY
DEPARTMENT OF PUBLIC WORKS

EXAMPLE

Post Office Box 457 • 74 North School Street • Bridgeport, California 93517
(760) 932-5440 • Fax (760) 932-5441 • monopw@mono.ca.gov

Evan Nikirk, PE
Director

Kelly Garcia, PE
Assistant Director

APPLICATION FOR COUNTY ROAD ENCROACHMENT PERMIT
(Mono County Code Chapter 13.04)

Property Location:

Road Name: DUSTY LANE
Street Address: 123 DUSTY LANE
Assessor's Parcel Number: 00-000-00

Describe work in road right of way: (ie. Construct asphalt drive with 24" culvert, etc.) All work must be consistent with Rural Residential Drive Approach Road Standard Plans, see attached.

CONSTRUCT A DRIVEWAY 20 FEET IN WIDTH. THE DRAINAGE SWALE WILL BE 8 FEET FROM AND 5 INCHES BELOW THE EDGE OF STREET PAVMENT WITH A 6% UPSLOPE TO GARAGE

Estimated Cost: \$5,000

Property Owner (Permit tee): JOHN & JANE DOE Telephone: 760-000-0000

Mailing Address: BOX 000 YOUR TOWN ST. ZIP

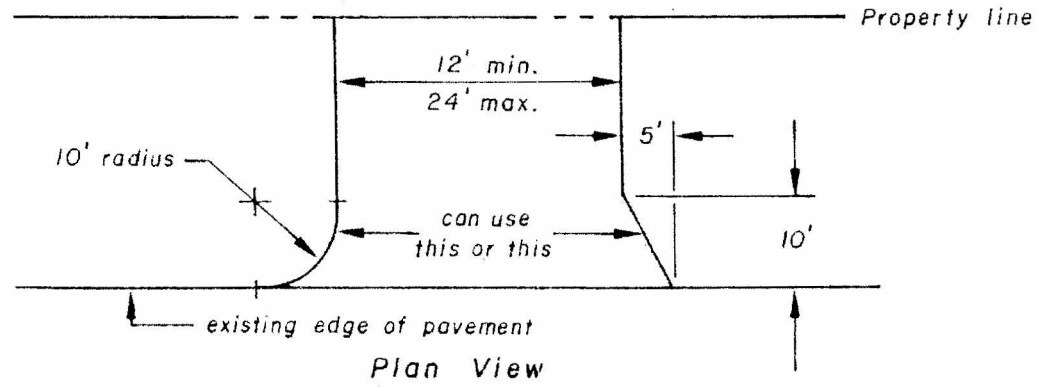
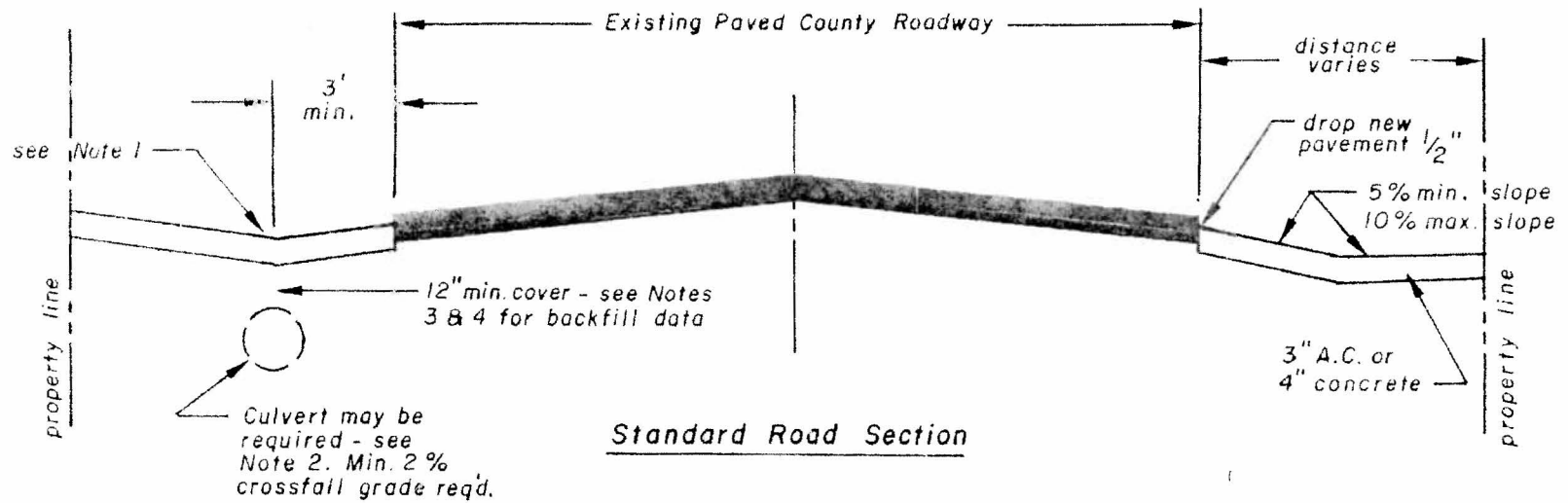
Signature: John Doe Date: 3/29/2000

THIS DOCUMENT MUST BE SIGNED AND SUBMITTED WITH "ATTACHMENT A" AND THE APPROPRIATE FEES.

Fees:

The following fees (as applicable) must be submitted with this application. Applications submitted without the appropriate fee will be considered incomplete and returned to the applicant.

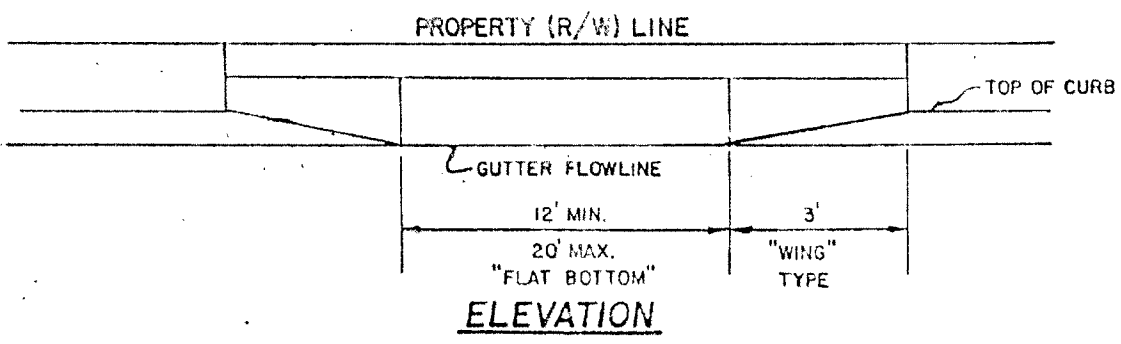
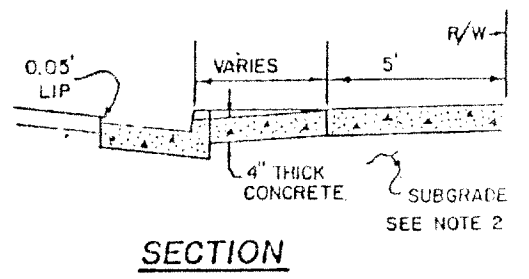
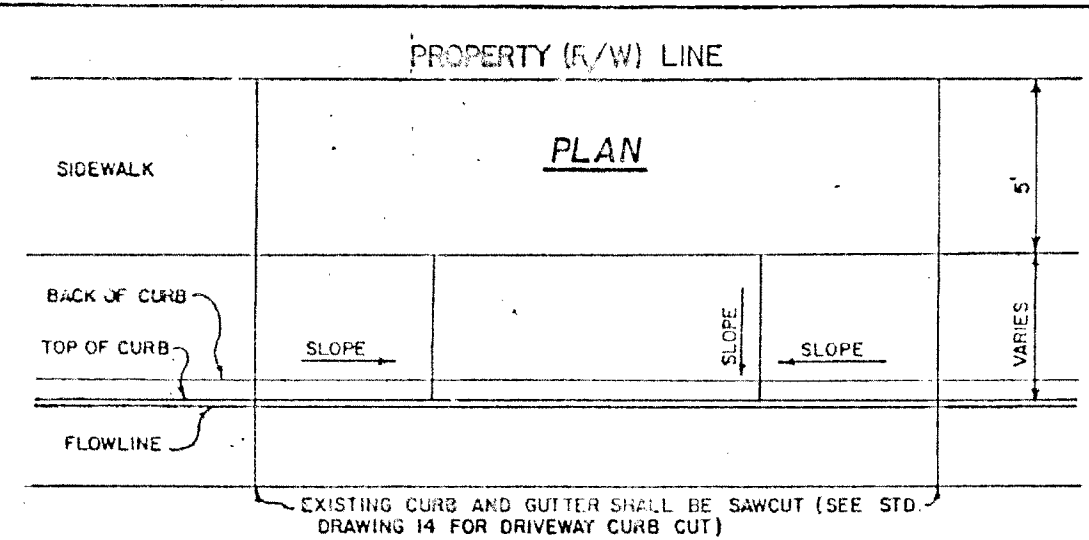
- A. Single Residential Drive: \$210.00 application fee for all driveways plus a \$500.00 security deposit.
B. Public Utility Blanket Permit: \$210.00 application fee plus a \$500.00 security deposit. (Covers routine maintenance activities and new service connections only). Renewable annually.
C. All other encroachment activities: \$210.00 application fee plus 1.5% of the estimated construction costs.
D. Penalties: Where work is started or proceeded prior to obtaining said permit, applicable fees plus a penalty fee equal to the amount of such fees will be required.
E. Note: The final encroachment permit fee will be based on the actual cost of providing the service. Staff time will be charged against the initial deposit. Should the actual cost of administering the permit exceed the deposit; An additional amount shall be paid prior to final permit approval. Should the actual costs of administering the permit be less than the amount on deposit; the applicant shall receive a refund at the time of final permit approval.



Notes :

1. SEE PERMIT CONDITIONS FOR DIMENSIONS OF DRAINAGE DEPRESSION ACROSS DRIVEWAY.
2. CULVERT DRAIN PIPE (IF REQUIRED), SHALL BE A MIN. 16 GAUGE ALUMINUM OR STEEL CORRUGATED PIPE, 12" MIN. DIAMETER.
3. BACKFILL SHALL BE SELECT NATIVE MATERIAL, DECOMPOSED GRANITE OR ¾" AGGREGATE BASE, COMPACTED TO 90% MIN.
4. SUBGRADE SHALL BE A MIN. OF 4" OF SELECT NATIVE MATERIAL, DECOMPOSED GRANITE OR ¾" AGGREGATE BASE COMPACTED TO 90% MIN.
5. DRIVEWAY APPROACH SHALL BE 3" THICK TYPE B, ½" MAX. ASPHALT PAVING MIX OR 4" OF 6 SACK MIX CONCRETE.
6. PROPOSED MODIFICATIONS TO THESE STANDARDS MUST HAVE PRIOR APPROVAL FROM THE DEPARTMENT OF PUBLIC WORKS.
7. PROPERTY OWNER SHALL BE RESPONSIBLE FOR MAINTAINING DRIVEWAY APPROACH, INCLUDING CULVERT.

<b>MONO COUNTY</b>
<b>RURAL</b>
<b>RESIDENTIAL DRIVEWAY</b>
<b>APPROACH</b>
PUBLIC WORKS DEPT. 4-10-2000



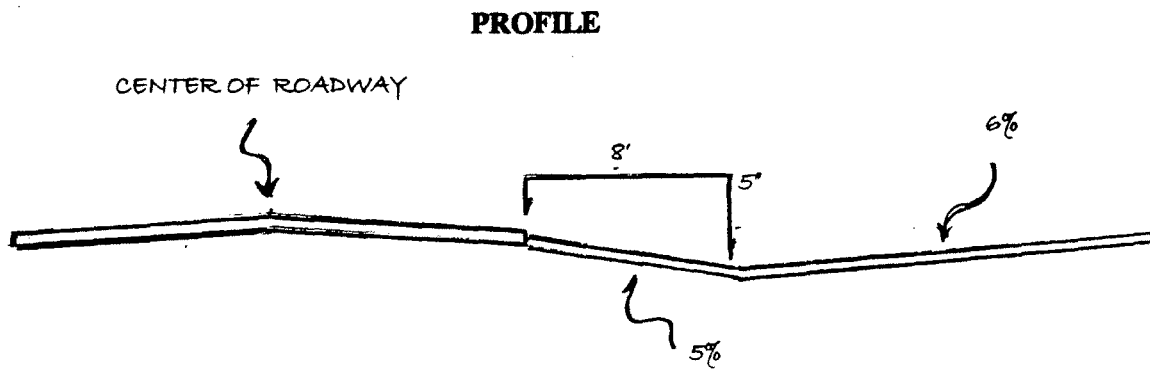
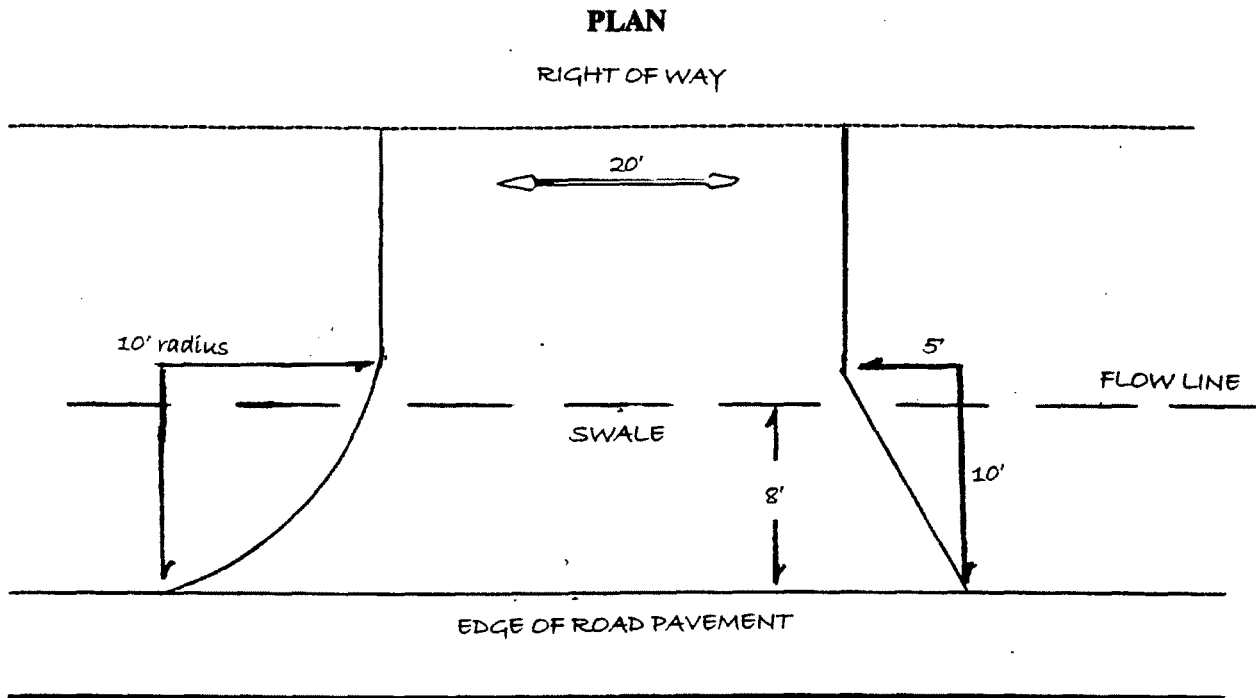
**NOTES:**

1. PORTLAND CONCRETE CEMENT SHALL BE A 7 SACK MIX WITH A 5% AIR CONTENT.
2. SUBGRADE SHALL BE COMPACTED TO 90% MINIMUM.
3. MAXIMUM SLOPE OF DRIVE APPROACH SHALL BE +10% OR LESS OTHERWISE APPROVED BY THE DEPARTMENT OF PUBLIC WORKS.
4. FLAT BOTTOM OF THE APPROACH SHALL NOT BEGIN CLOSER THAN 20 FEET FROM END OF CURB RETURN.
5. FORMS SHALL BE INSPECTED BY THE DEPARTMENT OF PUBLIC WORKS PRIOR TO POURING CONCRETE.
6. SNOW REMOVAL FROM THE DRIVEWAY APPROACH SHALL NOT BE DEPOSITED WITHIN THE RIGHT-OF-WAY.

<b>MONO COUNTY</b>	
<b>RESIDENTIAL DRIVEWAY</b>	
<b>APPROACH</b>	
<b>IN CURB AND GUTTER</b>	
DRAWN: J.W.	DATE: 2-14-85
APPROVED:	PUBLIC WORKS DEPT.

# "ATTACHMENT A"

PLEASE USE THIS SPACE TO DRAW YOUR PROJECT DIAGRAM:



## EXAMPLE !

## Chapter 13.04

### ENCROACHMENTS AND EXCAVATIONS

#### Sections:

13.04.010	<b>Definitions.</b>
13.04.020	<b>Permit – Required.</b>
13.04.021	<b>Exceptions.</b>
13.04.030	<b>Work authorized by permit.</b>
13.04.040	<b>Permittee payment responsibility.</b>
13.04.050	<b>Blanket permit.</b>
13.04.060	<b>Permit – Fee.</b>
13.04.070	<b>Bond or cash deposit required.</b>
13.04.080	<b>Violation – Civil liability.</b>
13.04.090	<b>Enforcement.</b>

#### 13.04.010 Definitions.

As used in this chapter:

A. "Encroachment" includes any tower, pole, pole line, pipeline, fence, billboard, stand, driveway, building excavation or any structure or object of any kind or character not particularly mentioned in this subsection, which is placed in, under or over any portion of the entire width of right of way of a county highway;

B. "Highway" includes all or any part of the entire width of right of way of a county highway, road, street or alley, whether or not such entire area is actually used for highway purposes;

C. "Person" means any person, firm, partnership, association, corporation, district or organization;

D. "Road commissioner" means the county director of transportation appointed pursuant to Section 2006.1, Streets and Highways Code, laws of the state;

E. "Signs" and terms related to signing and advertising are defined in the Outdoor Advertising Act, Section 5200 et seq. of the Business and Professions Code, laws of the state. (Ord. 93-02 § 2, 1993; Ord. 417 § 1, 1971.)

#### 13.04.020 Permit – Required.

A. It is unlawful for any person to make any encroachment in, under, over or on any county highway without first having obtained written permit from the county road commissioner. The road commissioner is authorized to issue written permits, as provided herein, authorizing the permittee to do any of the following acts:

1. Make an opening or excavation for any purpose in any county highway;
2. Place, change or renew any encroachment;
3. Place or display in, under or over any county highway any kind of informational sign or device when such sign or device informs the public of some unique geographical feature or natural phenomena. Any sign or device placed contrary to the provisions hereof is a public nuisance and may be removed immediately.

Nothing herein contained shall prohibit the posting of any notice in the manner required by law or by the order of any court of this state;

4. Plant, remove, cut down, injure or destroy any tree, shrub, plant or flower growing along such county highway.

B. The permit or a copy thereof shall be kept at the job site during construction and/or installation. (Ord. 417 § 2, 1971.)

#### 13.04.20 Exceptions.

The following are exceptions to Section 13.04.020:

A. Those building permit applications for porches, decks, garages, agricultural buildings, and such other additions or remodeling projects that do not allow for, or would permit, increased occupant densities. Applications shall be submitted requesting that an exception be granted. The director of public works shall receive the request for exception and, upon proper finding, issue the exception. (Ord. 81-417-A § 2, 1981.)

#### 13.04.030 Work authorized by permit.

Any act done under the authority of a written permit, issued pursuant to the provisions of this chapter, shall be done in accordance with the provisions of this chapter and the terms and conditions specified in the permit. (Ord. 417 § 3, 1971.)

#### 13.04.040 Permittee payment responsibility.

Any permit issued pursuant to the provisions of this chapter shall provide that the permittee will pay the entire expense of replacing the highway in as good condition as before, and may provide such other conditions as the road commissioner may require for the protection of the highway. (Ord. 417 § 4, 1971.)

#### 13.04.050 Blanket permit.

A city, public corporation, political subdivision or special district may, at the discretion of the road commissioner, be issued a blanket permit, renewable annually, for the installation of service connections and for ordinary maintenance of its facilities located or installed in county highways, but this permit may be revoked at the discretion of the road commissioner if the permittee fails to comply with the terms of this chapter and of such permit. (Ord. 417 § 5, 1971.)

#### 13.04.060 Permit – Fee.

Persons applying for permits under this chapter shall pay a fee in an amount set by resolution of the board of supervisors, not to exceed the county's costs of administering this chapter. (Ord. 00-02 § 2, 2000; Ord. 82-417-B § 1, 1982; Ord. 81-488-A § 1, 1981; Ord. 81-417-A § 1, 1981; Ord. 80-488 § 1, 1980; Ord. 74-446 Art. III § 17, 1974; Ord. 417 § 6, 1971.)



**13.04.070 Bond or cash deposit required.**

Each permittee shall be required to furnish a bond or cash deposit sufficient to defray the cost of repairing the highway, the amount thereof to be specified in the permit. (Ord. 417 § 7, 1971.)

**13.04.080 Violation – Civil liability.**

Any person violating any of the provisions of this chapter is civilly liable in damages to the county for the reasonable value of the cost or removal of any encroachment and the cost of the repair of any county highway. Such action may be maintained by county road commissioner for and on behalf of the county. (Ord. 417 § 8 (part), 1971.)

**13.04.090 Enforcement.**

The provisions of this chapter may be enforced by any peace officer, the county road commissioner or any person duly authorized. (Ord. 417 § 10, 1971.)



## MONO COUNTY DEPARTMENT OF PUBLIC WORKS

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Post Office Box 457 • 74 North School Street • Bridgeport, California 93517  
(760) 932-5440 • Fax (760) 932-5441 • [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov)

Evan Nikirk, PE  
Director

Kelly Garcia, PE  
Assistant Director

### *DEVELOPMENT WITHIN A FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOODPLAIN*

Mono County is a participant in the National Flood Insurance Program (NFIP) which enables property owners to purchase insurance protection against losses from flooding. Participation in the NFIP requires Mono County adopt and enforce a floodplain management ordinance to reduce flood risks to new construction in Special Flood Hazard Areas (SFHA). Excerpts from the adopted Flood Plain Regulations are printed on the reverse side.

The Director of Public Works acts as the Floodplain Administrator in Mono County. In order to determine if your parcel is located within a SFHA where Flood Plain Regulations apply, please contact the **Department of Public Works at Post Office Box 457, 74 North School Street, Bridgeport, California, 93517, (760)932-5440, fax (760)932-5441, or email [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov).** You will need to have the Assessor's Parcel Number and the name of the owner(s) to obtain a flood-plain determination on a parcel.

Typically, development within a floodplain triggers minimum elevation requirements, flood-resistant construction below the base flood elevation, venting of storage areas or under-floor spaces, and protection of utilities. These issues will need to be addressed on the building plans submitted with a building permit application. In areas where base flood elevations are available, a preliminary elevation certificate will also be required. The certificate needs to be prepared by a registered professional engineer or land surveyor.

In some areas of Mono County, a floodway has also been identified by FEMA. A floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles, and erosion potential. Encroachments (including fill, new construction, substantial improvements, and other development) are prohibited in the floodway unless certification from a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood (100-year) discharge.

# DEVELOPMENT STANDARDS – FLOOD PLAIN REGULATIONS

(excerpted from Chapter 21, Mono County General Plan, Land Use Element)

## 21.160 Standards of Construction

In all areas of special flood hazard the following standards are required:

### A. Anchoring

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movements of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
2. All manufactured homes shall meet the anchoring standards of Section 21.190.

### B. Construction Materials and Methods

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
3. All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

### C. Elevations and Floodproofing

1. New construction and substantial improvement of any structure shall have the lowest floor, including basement, elevated to or above the base flood elevation (i.e., the depth number specified in feet on the FIRM), or at least two feet above the highest adjacent grade if no depth number is specified. Nonresidential structures may meet the standards in Section 21.160 – C2. Upon the completion of the structure the elevation of the lowest floor including basement, shall be certified by a registered professional engineer or surveyor, or verified by the county building inspector to be properly elevated. Such certification or verification shall be provided to the Floodplain Administrator.
2. Nonresidential construction shall either be elevated in conformance with Section 21.160-C1 together with attendant utility and sanitary facilities:
  - a. Be floodproofed so that, below the base flood level, the structure is watertight with walls substantially impermeable to the passage of water.
  - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
  - c. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the Floodplain Administrator.
3. Require, for all new construction and substantial improvements, that fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
  - a. Either a minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of flood waters; or
  - b. Be certified to comply with a local floodproofing standard approved by the Federal Insurance Administration.
4. Manufactured homes shall also meet the standards in Section 21.190.

## 21.170 Standards for Utilities

- A. All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharges from the system into flood waters.
- B. On-site waste disposal systems shall be located to avoid impairment to them, or contamination from them during flooding.

# MONO COUNTY

## COMMUNITY DEVELOPMENT DEPARTMENT

PO Box 347  
Mammoth Lakes, CA 93546  
760-924-1800 phone, 924-1801 fax  
[commdev@mono.ca.gov](mailto:commdev@mono.ca.gov)

### Building Division

PO Box 8  
Bridgeport, CA 93517  
760-932-5420 phone, 932-5431 fax  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## HCD Form 433(a) INFORMATION

HCD Form 433(a): “Notice of installation of a manufactured home (mobile home) or commercial coach on a permanent foundation”.

### **1. What is the purpose of HCD Form 433(a)?**

When completed by the Mono County Building Division and recorded by the Mono County Clerk-Recorder, the form certifies that the manufactured home was installed on a California-approved permanent foundation or foundation system.

### **2. Who completes the form?**

The owner completes the Owner Information Section and the Unit Description\* section, and the Mono County Building Division completes the remaining sections. \*The manufacturer’s name, date of manufacture, model name/number, and the serial number can be found on the Manufacturer’s Data Plate, usually located on the base of the cabinet under the kitchen sink. The insignia (State of California) numbers can be located on each unit section, usually at the back end of each unit section (Note: Two insignia numbers are required for a double-wide and three insignia numbers for a triple-wide).

### **3. What is the cost to process the form?**

Two separate checks are required to process the form: one check in the amount of \$7 payable to the Mono County Clerk-Recorder and one check payable to HCD based on \$11 per unit section; i.e., a double-wide is \$22 and a triple-wide is \$33.

### **4. When is the form to be submitted for processing?**

The form can be submitted for processing after all the required building foundation and home attachment inspections have been completed and approved by the Mono County Building Division.

### **5. Where do I submit the form and fees?**

Submit the completed HCD Form 433(a) and required fees (check only) to Terri Jennings (760-932-5432) at the Community Development Department/Building Division, Courthouse Annex I, P.O. Box 8, Bridgeport, CA 93517. Upon receipt of the completed form, required fees, and verification of inspection approval, the form will be recorded by the Mono County Clerk-Recorder.

### **6. What happens after the form is recorded?**

A recorded copy is sent to the California Department of Housing and Community Development (HCD) and to the property owner in conjunction with a final Certificate of Occupancy.

RECORDING REQUESTED BY:

AND WHEN RECORDED MAIL TO:

NAME

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY



STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
MANUFACTURED HOUSING PROGRAM
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 manufactured home/mobilehome (MH) or commercial modular described herein, including corrections and/or reporting the removal of a unit from a foundation system, 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 with the real property.

Mandatory: Select all appropriate box(es) below:

- New Recording
Correct a Recording
Report a Unit Removed from a Foundation System

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

IDENTIFY THE TYPE OF LAND OWNERSHIP:

- FEE-SIMPLE DEED TO THE PROPERTY
RESIDENT-OWNED MH SUBDIVISIONS
MH CONDOMINIUM MOBILEHOME PARKS
LONG-TERM LEASE
MH STOCK COOPERATIVES

OWNER INFORMATION

UNIT OWNER (if also property owner, write "SAME")
MAILING ADDRESS
CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY
MAILING ADDRESS
CITY COUNTY STATE ZIP CODE
BUILDING PERMIT NO TELEPHONE NUMBER
EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION
PROVIDED/ATTACHED—SEE REVERSE NOTE #2 (Check [ ] if applicable)
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 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 MOO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL



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

**GENERAL GUIDE AND INSTRUCTIONS**

**A building permit is required from the enforcement agency to construct a foundation system (under new units or retrofits to existing units). To apply for a building permit—the owner, dealer, or contractor must comply with certain provisions of the California Health and Safety Code, as follows:**

- 1) Provide evidence that the registered owner(s) of the unit(s) to be installed either holds title or is purchasing the real property on which the installation is to be made, or written evidence of ownership in a resident-owned subdivision, stock cooperative, MH condominium mobilehome park, or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause. Written evidence must specify the type of land ownership.
- 2) Provide written evidence that the registered owner(s) owns the unit(s) free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the unit(s) on a foundation system as an improvement to the underlying property.  
If the Department of Housing and Community Development's (HCD's) registration and title records for the unit do not match the name of the applicant, the applicant shall correct the recorded information with HCD before the enforcement agency can approve the ownership interest, the unit installation or record this form with the county recorder's office.  
*Note: An enforcement agency may obtain a title search from HCD's Registration and Titling Program. The information on the title search may be compared to the information shown on the surrendered HCD Certificate of Title or Department of Motor Vehicle (DMV) pink slip(s) and registration card(s) (see below). This will ensure that the most recent ownership and registration documents have been submitted to the enforcement agency and that the registered owner owns the unit(s) free of any liens or encumbrances. Where the title search indicates a recorded legal owner or junior lienholder, or both, evidence should be provided to the enforcement agency that the legal owner or junior lienholder, or both, have been paid in full or that the legal owner or junior lienholder, or both, consent to the attachment of the unit(s) upon the satisfaction of their liens by the registered owner.*
- 3) Provide the plans and specifications required by HCD regulations.
- 4) Provide the approved manufacturer's installation instructions or plans and specifications signed by a licensed California architect or engineer covering the installation of the unit(s).
- 5) Pay building permit fees as required by the local jurisdiction issuing the building permit.
- 6) Complete an original and three (3) copies of form HCD 433A with all information available at the time the building permit is issued for the installation of a manufactured home, mobilehome, or commercial modular unit(s).
- 7) Pay a state fee of \$11.00 per transportable section and submit with form HCD 433A.

**Reporting Corrections or Removal of Manufactured Home, Mobilehome, or Commercial Modular from a foundation system:**

- 1) Mandatory selection of the appropriate recordation type near the top of page 1, to indicate this is a new recordation, correction, or to report that a unit has been removed from a foundation system.
- 2) For correction or reporting unit removal, complete the entire application except for DEALER INFORMATION, unless applicable.
- 3) In the REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL section, explain in detail correction or reasons for removal and final disposition or destination of unit(s). (e.g., rectification, recording errors, re-titled, transferred, salvaged, sold, relocated, theft, destroyed by accident, or natural disaster). Attach form HCD RT 476.6, Statement of Facts, if additional space is needed.
- 4) As appropriate, file this form with HCD, the proper County Recorder, County Tax Assessor, and/or the Local Building Department.

**After installation is complete and prior to issuance of a form HCD 513C, Certificate of Occupancy**, the following requirements must be met:

- 1) If the unit(s) has been sold to the owner by a dealer, all information not originally available to complete form HCD 433A [i.e., manufacturer name, serial number(s), date of manufacture, dealer's license number and HCD insignia(s)/HUD label number(s)] must be completed. Incomplete forms will be returned for completion.
- 2) If the unit(s) is owned by the individual requesting installation, the following items are required to be surrendered to the local building department prior to issuance of a Certificate of Occupancy:
  - Certificate of Title and Registration issued by either HCD or DMV
  - Any license plates or decals issued by either HCD or DMV

**CAUTION: DO NOT REMOVE THE HCD INSIGNIA(S)/HUD LABEL(S) THAT CERTIFY THE COMPLIANCE OF THE UNIT(S).**

- 3) When form HCD 433A is completed with all required information and all titles, certificates, plates, or decals (if required) surrendered, a Certificate of Occupancy may be issued and form HCD 433A recorded with the county recorder. The owner is to be provided with a copy of form HCD 433B—Notice to Assessor by the local building department. The owner is required to complete and submit the Notice to Assessor to the county assessor.
- 4) Within five (5) business days of the issuance of the Certificate of Occupancy, the enforcement agency shall record this document with the county recorder's office.
- 5) Once recorded, the enforcement agency shall transmit all of the following: the recorded copy of form HCD 433A; a copy of the Certificate of Occupancy; fees collected in the amount of \$11.00 per transportable section; and, *if unit currently titled as personal property*, all applicable titles, certificates, license plates, or registration decals to:

Department of Housing and Community Development  
Division of Codes and Standards  
Registration and Titling Program  
P.O. Box 277820  
Sacramento, CA 95827-7820

For information on establishing a Requester Account for obtaining title search printouts online or for general information contact HCD at (800) 952-8356 or via email at [ContactRT@hcd.ca.gov](mailto:ContactRT@hcd.ca.gov).