

**SHASTA COUNTY DEPARTMENT OF RESOURCE MANAGEMENT  
PLANNING DIVISION**

1855 Placer Street, Suite 103, Redding, California 96001      Phone (530) 225-5532    FAX (530) 245-6468

**Manufactured Home - APPLICATION CHECKLIST**

**ALL APPLICATIONS REQUIRE THE FOLLOWING FIVE (5) ITEMS:**

- 3 floor plans with room dimensions and uses labeled (i.e: bedroom, living room, bathroom, etc.).
- 5 plot plans (2 signed by fire department, if other than CDF).
- One approved Installation Manual with blocking tagged & highlighted and (2) sets of marriage line plan specifying the layout to be used for the **specific snow load**. If the manual is not available see Building Division "Manufactured Homes - No Manual" **Not required on retrofit foundations.**
- Copies of original septic and well permits, if replacing an existing manufactured home. Increasing number of bedrooms may require a waiver from the Environmental Health Division. **Not required on retrofit foundations.**
- Grading Plans (see information packet on grading). Must include wet weather plans if grading between October 15<sup>th</sup> and May 1<sup>st</sup>. **Not required on retrofit foundations.**

**ADDITIONAL INFORMATION FOR ANCHORING / FOUNDATION SYSTEMS - (CHOOSE ONE)**

**A) TIE DOWNS ALSO REQUIRE THE FOLLOWING ITEM:**

- 2 sets of engineered tie down system plans approved by the State of California or a licensed California engineer.

**B) CHATTEL FOUNDATIONS ALSO REQUIRE THE FOLLOWING TWO ITEMS:**

- Title Search on used Manufactured Homes (Request from escrow officer or \*HCD). **Not required on new units.**
- 2 sets of CRC 2016 foundation plans for the specified snow load, by the State of California or a licensed California engineer.

**C) PERMANENT FOUNDATIONS ALSO REQUIRE THE FOLLOWING ITEMS:**

- Title Search on used Manufactured Homes (Request from escrow officer or \*HCD). **Not required on new units.**
- 2 sets of CRC 2016 foundation plans for the specified snow load, by the State of California or a licensed California engineer.
- License / Decal from Manufactured Home. If missing, original \*HCD "STATEMENT OF FACT" form, signed by Manufactured Home owner(s). **Not required on new units.**
- Completed forms 433A & 433B.
- Clear, legible copy of the legal description of the property, including first page of the deed showing property owner. Faxed copies may not be accepted.
- Original Certificate of Title. If the unit is to be paid off, then a letter from the Escrow Officer. If the original Certificate of Title is lost, an \*HCD "APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE" to be submitted with original signature of manufactured home owner(s). **Not required on new units.**
- Original registration. If lost, then an \*HCD "APPLICATION FOR DUPLICATE REGISTRATION" to be submitted with the original signature of unit's legal owner(s). **Not required on new units.**
- Letter from lien holder acknowledging the home will be attached to the real property. If no lien holder, owner to provide a letter stating the home and land are clear of liens.

**\*HCD: State of California Housing and Community Development Department. Phone: 530-224-4815**