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PLAN REVIEW SUBMITTAL CHECKLIST MANUFACTURED HOME



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202 • (209) 937-8561
www.stocktonca.gov/buildinginspection

Below is a checklist of items that are typically required for the installation of a new manufactured/mobile home. This checklist should be used as a guide to ensure that you provide a complete permit submittal, not all items may be applicable to your project, additional items may be requested based on the project scope. Providing a complete submittal is critical to receiving a thorough plan review and expediting the permitting process.

Planning Division Permits:

If your project is located in a Design District, a Planning Division permit may be required prior to providing a submittal for building permit plan review. To find out if your project is located in a Design District please contact the Planning Division at (209) 937-8266.

BUILDING PERMIT PLAN REVIEW ITEMS		
Submittal Item	Required	Completeness Check
Building Permit Application	Yes	<input type="checkbox"/> Completely filled out including owner’s info, architect/engineer, & project contact <input type="checkbox"/> Emails provided for all contacts <input type="checkbox"/> Valuation provided on the form <input type="checkbox"/> Application is signed
Site Plan	Yes	<input type="checkbox"/> Plan is legible and drawn to scale <input type="checkbox"/> All proposed and existing structures shown, easements shown <input type="checkbox"/> Dimensions to all structures and property lines shown <input type="checkbox"/> All utility (sewer, water, gas, electric) connection locations are shown, and size of electrical service specified <input type="checkbox"/> Site access points, frontage improvements, and driveways are shown <input type="checkbox"/> Plans are stamped and signed by design professionals
Foundation System Design	Yes	<input type="checkbox"/> Drawings and specs for foundation system design approved by State of California (must have state stamp) <input type="checkbox"/> Drawings and calculations for foundation system designed by CA licensed engineer
Floor Plan	Yes	<input type="checkbox"/> Provide floor plan with descriptions of rooms and overall dimensions
Manufacturer’s Installation Instructions	Yes	<input type="checkbox"/> Complete set of instructions including specs for structural assembly, under-floor support locations, and load specs.
Garage Plans	Yes	<input type="checkbox"/> Complete set of construction plans for detached garage
Geotechnical (Soils) Report	Maybe	<input type="checkbox"/> *Required where poor soil conditions are known <input type="checkbox"/> Check the date of the report, must be completed within 3-years
100-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> Required for projects located in Zone A, AO, AH, AE on flood map <input type="checkbox"/> Confirm EC is included and completely filled out
200-Year Flood Elevation Certificate	Maybe	<input type="checkbox"/> Required for projects located in yellow, orange, or red areas on 200-year flood map <input type="checkbox"/> Confirm 200-year EC is included and completely filled out

If any of the items identified in the table above are not included, your submittal may be rejected. All submittal documents shall be electronic files formatted in accordance with the City’s [Electronic Plan Check Guide](#).

For any questions regarding your project submittal please contact the Building Division at (209) 937-8561.