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MANUFACTURED HOME CHECKLIST



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

PLAN SUBMITTAL REQUIREMENTS

Please provide **electronic files** of all required documents below:

- [Completed Building Permit Application](#)
- [Site Plan](#) - drawn to a scale.

Site plans must show all proposed and existing structures, utilities, easements, driveways, etc. Indicate building setback line.

- Foundation system design approved by the State of California or California licensed engineer.
- Factory provided floor plan with descriptions of rooms and overall dimensions of the home
- Manufacturer's requirements for main beam and perimeter supports as well as location and loads of marriage line columns.
- [Completed Erosion & Sediment Control Agreement.](#)
- Flood Zone compliance (if applicable)
Contact the Building Division at (209) 937-8561 for a flood zone determination

GENERAL REQUIREMENTS

To record the unit as part of the real property, the following is required:

- Submit completed [HCD Form 433\(a\)](#) including legal description and HCD title search.
- Submit completed [HCD Form 433\(b\)](#), notice to Assessor.
- Check in the amount of \$11.00 per transportable section, made payable to the HCD.
- Tax clearance certificate from the county tax assessor origin (existing units) or a Manufacturer's Certificate Origin (new units). MCOs can be deferred until permit issuance.
- Proof of property ownership (grant deed).
- Written evidence that the registered owner owns the unit(s) free of any liens or provide a unit lienholder(s) release