



PLAN REVIEW SUBMITTAL CHECKLIST – RESIDENTIAL NEW MANUFACTURED HOME



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Below is a checklist of items that are typically required for a new residential manufactured 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 as needed 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 <input type="checkbox"/> Separate permit application provided for detached garage (if applicable)
Construction Plans	Yes	<input type="checkbox"/> Plans are legible and organized by discipline <input type="checkbox"/> Sheet index provided, plan set matches sheet index <input type="checkbox"/> Cover sheet provided with project information such as detailed scope of work, applicable codes, square footage, etc. <input type="checkbox"/> Confirm if manufactured home will have fire sprinklers or not, make sure this is indicated on the cover sheet <input type="checkbox"/> Site plan provided showing location of new manufactured home, separate garage, and utilities <input type="checkbox"/> Foundation plan/details provided <input type="checkbox"/> Copy of manufacturer’s floor plan with descriptions of rooms and overall dimensions of the home <input type="checkbox"/> Construction plans for detached garage provided (if applicable) <input type="checkbox"/> Plans are stamped and signed by design professionals
Structural Calcs	Yes	<input type="checkbox"/> Required for foundation design, may be “pre-approved” foundation calcs, must have recent approval stamp from HCD <input type="checkbox"/> Ensure separate package of calculations are provided <input type="checkbox"/> Calcs are stamped and signed by design professional
100-Year 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 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.

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