



# SUTTER COUNTY

## DEVELOPMENT SERVICES DEPARTMENT

Building Inspection  
Code Enforcement

Engineering/Water Resources  
Environmental Health

Planning  
Road Maintenance

### 2019 MANUFACTURED HOME/COMMERCIAL COACH CHECKLIST

#### Design Criteria:

- ◆ Seismic Zone D or provide analysis and calculations from California Registered Engineer. 3,000 PSI Concrete required in this seismic zone.
- ◆ Basic velocity 110 mph exposure C or provide wind speed calculations from California Registered Engineer.
- ◆ 2019 Editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC, Fire (CFC), Green Building Standards (CGBSC), 2019 Energy Standards (Title 24), and Health and Safety.
- ◆ Title 25 Manufactured Home Installation Regulations. Also see [www.hcd.ca.gov](http://www.hcd.ca.gov) for more information.

**Note: Site Plans shall be sized 11"x17" – see site plan checklist for further requirements.**

#### Building Plan Criteria:

- ◆ Drawing sizes shall be a **minimum of 8 1/2"x11" to a maximum of 30"x42"** and all pages shall be the same size. Plans must be clear and legible. **Illegible plans will not be accepted.**
- ◆ **Plans must be wet-signed by the preparer on each page. Engineers must affix their seal and wet-sign.**
- ◆ **Cover sheet of supporting documents must be wet-signed.**

#### Requirements on cover sheet of plans:

- ◆ **Property address**
- ◆ **Assessor's Parcel Number (APN)**
- ◆ **Owner's name, address, phone number**
- ◆ **Contractor's name, address, phone number**
- ◆ **Business name, address, phone number**
- ◆ **Architect, engineer, and designer information included on cover page**
- ◆ **Sheet index: Description of page and page numbers**
- ◆ **Square footage of construction and building dimensions**

#### Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner
- California Licensed Contractor
- Structural Plans Included – stamped and signed (original) by a California Registered Engineer

FOR OFFICE USE ONLY
<input type="checkbox"/> Permit application completed and signed
<input type="checkbox"/> Owner Builder signed
<input type="checkbox"/> Fire Department / Access
<input type="checkbox"/> Public Works Improvements required
<input type="checkbox"/> Environmental Health/Septic Replacement Area
<input type="checkbox"/> Planning Department



#### Building Plans: **2 sets required**

- Site Plan, drainage direction arrows and North arrow
- Foundation plan must include:
  - HCD (18551) Approved engineered system or -
  - Stamped and signed foundation design from a structural engineer, indicating all engineered tie-down locations if a perimeter stem wall is not installed
- Floor plan showing all rooms labeled, windows and doors sizes, etc.
- Marriage lines and pier supports and connections, also size, weight and pier spacing
- Two (2) copies of the manufacturer's installation manual
- Plans and documents are clear & legible with permanent ink
- Completed 433a and 433b forms
  - <http://www.hcd.ca.gov/codes/mhp/433a.pdf>
  - <http://www.hcd.ca.gov/codes/mhp/433b.pdf>
- Elevations of all building sides
- Complete electrical plans (main service, subpanels, lighting)
- ADA plans for commercial coach submittals

This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other departments and/or public agencies may review the plans before permits can be issued.

**\* An incomplete plan review submittal will result in delays of your project plan review and may delay building permit issuance.**