BUILDING PERMIT SUBMITTAL REQUIREMENTS
**NEW MANUFACTURED/MOBILE/MODULAR HOME**

**‘New’ refers to the manufactured/mobile/modular home being ‘new’ to the parcel not the age of the unit.**

- Completed Butte County Department of Developments Services building permit application (form DBP-1). Please furnish assessor’s parcel number for the proposed location.

- 3 site plans signed by the preparer of the plans (form DBP-2). Paper to draw site plans and site plan submittal requirements (form DBP-3) are available at the Development Services counter. *At least one site plan must be 11” x 17”.*

  **NOTE:** If the parcel is in the City of Biggs, the site plan must be reviewed and approved prior to submitting your building permit application. They can be reached at (530)868-5447.

- One (1) installation manual from the manufactured/mobile home manufacturer

- Marriage line information from manufactured/mobile home manufacturer if home is larger than a single wide, in duplicate

- Manufactured/Mobile home manufacturer’s floor plan in triplicate. If floor plan is not available it can be drawn by applicant. Floor plan requires dimensions of manufactured/mobile home, indicate all windows and exits, label each room and include any interior fixtures. *At least one floor plan must be 11” x 17”.*

- State approved or engineered tie down or foundation plans in duplicate

- Butte County Manufactured Home Support Information sheet (form DBP-52) completed with information from manufactured/mobile home manufacturer’s installation instructions. This form is available at the Development Services counter or is available for download from our website at [www.buttecounty.net/dds](http://www.buttecounty.net/dds).

- Flood Elevation Certificate, in duplicate, wet stamped and signed (if applicable). To determine if a parcel is in a flood zone go to our website at [www.buttecounty.net/dds](http://www.buttecounty.net/dds) Click on Parcel Lookup from the DDS Menu to do a search.

- A copy of the creation deed may be required for the parcel if the parcel is undeveloped (vacant and never been built on). This will be determined during the permit review by the Land Development Department. Contact number (530)538-7266.

Revised 4.10.18
☐ If being placed on a Permanent Foundation System the following additional items will be required:

A copy of the current recorded grant deed with the legal description

A copy of the Title or Registration of the manufactured/mobile home or if it is a new manufactured/mobile home a copy of the Manufacturer’s Certificate of Origin (MCO)

☐ If the parcel is in a sewer district (not on a septic system) a copy of the approved permit from the sewer district is required.