



BUILDING PERMIT APPLICATION REQUIREMENTS FOR EXISTING MOBILE/MANUFACTURED HOME EXISTING SITE TO BE PLACED ON A PERMANENT FOUNDATION SYSTEM (Retrofit)

When applying for a permit for a permanent foundation system under an existing mobile/manufactured home, this process eliminates the mobile/manufactured home title and registration and makes it real property. It is then assessed each year with the parcel by the County tax assessor same as a stick built home. This process eliminates the registration each year of the mobile/manufactured home as personal property through the Housing Community Development (HCD). An HCD Form 433A is created by the Building Department and then recorded by the applicant after the final inspection of the permit for the mobile/manufactured home. The recorded HCD Form 433A and a certificate of occupancy, an HCD 513C, is then sent to HCD by the Building Department thus eliminating the title to the mobile/manufactured home.

- Completed Butte County Department of Developments Services building permit application (form DBP-1).
- Three (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". (1 copy if digital submittal)***

NOTE: If the parcel is in the City of Biggs or the City of Gridley, the site plan must be reviewed and approved by them prior to submitting your building permit application. They can be reached at:

- **City of Biggs (530)868-5447**
- **City of Gridley (530)846-3631**
- Two (2) complete State approved or engineered tie down or foundation plans. (1 copy if digital submittal)
- A copy of the current recorded grant deed with the legal description and a copy of the Title or Registration of the manufactured/mobile home.