



# New Manufactured Home Plan Submittal Checklist

## Purpose

This handout summarizes the requirements for a complete plan review submittal for a new residential manufactured home. The following guideline shall be reviewed before commencing any work.

*Note: Manufactured homes cannot be older than 10 years from manufacturer date to permit submittal date.*

## Additional Agency Approvals

### Planning

Contact the **Planning Division** at (530)552-3701 for land use and setbacks prior to submittal of plans.

If located in **City of Gridley**, contact the City Planning Department at (530) 846-3631

If located in **City of Biggs**, contact the City Planning Department at (530) 868-5447

### Environmental Health

Contact the Environmental Health Department for septic or well requirements at (530) 552-3880 or stop by their office located at 202 Mira Loma Dr., Oroville CA 95965.

### Public Works

Contact the **Public Works Department** for information on encroachment permit requirements or legal lot determination at (530) 538-7681.

### Butte County Fire

Contact **Butte County Fire** for requirements at (530) 538-6320 for new construction.

## Plan Submittal for Construction

### Quantity

Complete plans and documents can be submitted directly to the Building Division counter between 8:00 am to 4:00 pm, Monday through Friday (Wednesdays hours are 8:00 am to 3:00 pm) or by Ushare via upload to [www.bccdds.net/drop](http://www.bccdds.net/drop).

- If submitting digital plans, only one set of the following is required.
- Three (3) complete sets of plans. At least two sets must be signed by their designer.
- One installation manual from the manufacturer.

- Two (2) complete foundation or tie down plans, stamped and signed by the licensed professional and/or stamped approved by the State of California.
- Two (2) complete Butte County Manufactured Home Support Data Sheets ([Form DBP-52](#)).
- Two (2) marriage line plan from the manufacturer (If the home is larger than a single wide)
- Complete permit application.
- Permit fee payment.

## Minimum Plan Requirements

### Size

Plans must be drawn to scale, fully dimensioned and legible on minimum 11 x 17-inch paper (e.g., site plan: 1/8-in = 1-ft, floor plan: 1/4-in = 1-ft) in a concise, detailed, and professional manner.

### Cover Sheet and / or Site Plan

- o Job address / name and address of owner, contractor and contact person / address, phone number, title and registration of designer or design professional / description of work / applicable codes / type of construction / fire sprinkler system (yes or no) / sheet index / etc.
- o Site plan identifying lot and building location / setback dimensions from new construction to all property lines and other existing buildings / location of easements / location of utilities such as electric meter, well/water meter, propane tank/gas meter / north arrow / etc.

### Plans

- o Manufacturer's floor plan identifying room uses and all dimensions of home.
- o Plans for the landings serving all exterior doors. Details for stairs, handrails, guards, decking material, framing, fasteners, etc.

### Flood Zone Verification

- o Complete two elevation certificates if the structure is in a FEMA flood hazardous zone.

## Design Criteria

Butte County has adopted the following codes and amendments:

2022 California Residential Code  
2022 California Building Code  
2022 California Mechanical Code  
2022 California Electrical Code  
2022 California Plumbing Code  
2022 California Fire Code  
2022 California Energy Code  
2022 California Green Building Standards Code  
Title 25 - Limited Density Owner Built Rural Dwelling

For additional design criteria, see our *Design Criteria* handout at the following link:

<https://www.buttecounty.net/DocumentCenter/View/7553/DPC-05-Building-Design-Criteria---CBC-2022-PDF>

Snow loads per Title 25 Table 1338-1 Region III:

| Elevation     | Roof Live Load                               |
|---------------|--|
| 0-2000 ft.    | 20 psf                                       |
| 2001-3000 ft. | 30 psf                                       |
| 3001-4000 ft. | 60 psf                                       |
| 4001-5000 ft. | 80 psf                                       |
| Over 5000 ft  | See Design Criteria<br><a href="#">DPC-5</a> |

## 433A (Permanent Foundation – Real Property)

### Purpose

In order to complete the process of recording a home as Real property with Butte County as well as HCD, the county needs to collect and prepare certain documents with the Records Office.

### Required Documents

- A copy of the most current recorded Grant Deed with Legal Description.
- If the home is used, a current Title (HCD Title) will be required at time of application. If the home is new, a Manufacturers Certificate of Origin (MCO) is provided upon delivery of the home and must be turned in to the Building Division prior to scheduling a Final inspection.

- Once the building permit has passed Final Inspection, the Building Division will record the documents and notify the applicant to provide a check for the amount of \$11.00 per section (\$11.00 single wide, \$22.00 double wide, etc.) made out to HCD. This will be sent in with your application.

## Plan Check Time

Refer to the following link for current plan check times: <https://www.buttecounty.net/252/Building>

## Permit Issuance

The following will be required at time of permit issuance:

- School District fees.
- Proof of current contractor's license / Worker's Compensation insurance (for contractors only).
- Outstanding building fee payment.

One set of approved plans will be returned to the applicant to be maintained at the job site until the final inspection has been made. The Building & Safety Division will keep a second set on file. The third set will be forwarded to the County's Assessor's Office. (If submitted digitally, a copy of the approved plans will be emailed to the applicant)

## Questions

Contact the **Building Division** at (530) 552-3700 for inquiries on plan check and building fees.