

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev 05/2009)

The matrixes below are provided as an informational summary to assist the public in determining what constitutes an alteration to a manufactured home (MH) as well as identify when a permit is, or is not, required; when plans are required; when electrical load calculations are required; and when the plans must be submitted and certified by a California licensed engineer or architect. The matrixes are divided into five classifications consisting of: Electrical, Mechanical, Plumbing, Structural, and Structural (Accessory Structure). If the type of MH alteration work to be performed is not identified in the matrixes, you should contact the nearest field operations office noted below for further assistance.

**NOTE:** When multiple alterations are being done to the same MH such as plumbing, electrical and structural, the alterations may be included on the same Application for Permit (HCD 415). The HCD 415 can be located on the Internet at: <http://www.hcd.ca.gov/codes/mhp/>

Northern Area Field Operations  
9342 Tech Center Dr., Suite 550  
Sacramento, Ca. 95826  
(916) 255-2501

Southern Area Field Operations  
3737 Main Street  
Riverside, Ca. 92501  
(951) 782-4420

<b>ELECTRICAL</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Load Calculations Required</b>	<b>Comments</b>
<b>Air Conditioning</b>				
Install ( <i>Add</i> ) – Air Conditioning	Yes	No	*Yes	*Unless home is factory A/C ready. Refer also to Mechanical.
Replace – Air Conditioning	Yes	No	*Yes	*If A/C amperage is increased. Refer also to Mechanical.
<b>Appliance</b>				
Install ( <i>Add</i> ) -- “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
<b>Ceiling Fan</b>				
Install ( <i>Add</i> ) – Ceiling Fan	Yes	No	No	
<b>Receptacle/Switch</b>				
Replace – Receptacle/Switch	No	No	No	
<b>Misc.</b>				
Change – Electrical System ( <i>Upgrade/Downgrade</i> )	Yes	No	Yes	
Install ( <i>Add</i> ) – Dedicated Branch Circuit	Yes	No	Yes	Furnace, Water Heater, etc.
Install ( <i>Add</i> )/Replace – Electrical Panel	Yes	No	No	
Install ( <i>Add</i> )/Replace – Electrical Circuit	Yes	No	*	*Load calculations may be required.
Install – Meter Base	Yes	Yes*	No	*HCD detail available.
Replace – Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Transition – Branch Circuits from aluminum to copper	Yes	No	No	Pigtail, receptacles and switches.

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<b>MECHANICAL</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Air Conditioning / Evaporative Cooler</b>				
Install – Air Conditioning ( <i>New or Replacement</i> )	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
<b>Furnace / Heater / Heat Pump / Stove</b>				
Replace – Furnace ( <i>No system changes</i> )	Yes	No	No	
Replace – Furnace ( <i>Any changes or outside MH</i> )	Yes	Yes	No	
Replace or Install – Heater ( <i>Freestanding Gas or Oil Burning</i> )	Yes	No	No	
Replace or Install – Heat Pump	Yes	No	No	
Replace or Install – Wood or Pellet Burning Stove	Yes	No	No	
<b>Gas Line</b>				
Install/Add to Length/or Modify – Gas Line	Yes	Yes	No	
<b>Range, Oven, or Cooktop (Gas)</b>				
Replace – Built-in oven, range, cooktop, or freestanding range.	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
<b>Range Hood</b>				
Replace – Range Hood	*No	No	No	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
<b>Water Heater</b>				
Replace or Install – Water Heater ( <i>Gas or electric</i> )	Yes	No	No	Water heaters installed outside and adjacent to the home, with connections provided from the home and placed in an approved manufactured metal cabinet will not require an Alternate Approval.

<b>PLUMBING</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Drain, Waste and Vent</b>				
Install/Modify – Drain, Waste and Vent ( <i>DWV</i> ) or Water System.	*Yes	Yes	No	*Bathtub, Dishwasher, Lavatory, Shower, Sink, Toilet, Washing Machine, etc.
Repair/Replace – DWV Tailpiece or Trap	No	No	No	
Replace – Kitchen Sink, Lavatory, or Toilet.	*No	No	No	*Provided no alteration to DWV or water system.
Replace – Mechanical Auto Vent	No	No	No	

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<b>PLUMBING</b> (Continued)				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Load Calculations Required</b>	<b>Comments</b>
<b>Garbage Disposal</b>				
Install ( <i>Add</i> ) – Garbage Disposal	Yes	No	No	
Replace – Garbage Disposal	No	No	No	
<b>Washing Machine</b>				
Install/Replace – Washing Machine	*No	No	No	*Permit required if water supply and/or drain line not present or altered.
<b>Misc.</b>				
Gas Lines				See MECHANICAL requirements.
Water Heater				See MECHANICAL requirements.

<b>STRUCTURAL</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Chassis / Frame</b>				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required for units manufactured after Sept. 15, 1971.
<b>Doors (<i>Exterior</i>)</b>				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
<b>Floors</b>				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
<b>Roof</b>				
“California Roof”	Yes	Yes	*Yes	*An engineered plan or design is required for units manufactured after Sept. 15, 1971. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required for units manufactured after Sept. 15, 1971.
Insulated Roof System*	*Yes	Yes	No	*One inspection required.
Re-Roof* ( <i>Existing roof covering removed</i> )	*Yes	No	No	*Two inspections required ( <i>Underlayment and final</i> ). This does not include coating metal roof with approved roof coating material.
Repair – Rafter or Truss	Yes	Yes	No	
Repair/Replace – Sheathing	Yes	No	No	
Replace – Truss	Yes	Yes	*Yes/No	*An engineered plan or design is required for units manufactured after Sept. 15, 1971.

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<b>STRUCTURAL</b> (Continued)				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Walls</b>				
Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required for units manufactured after Sept. 15, 1971.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required for units manufactured after Sept. 15, 1971.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. (Details available for flame spread requirements)
Sidewall or Endwall Opening (New or enlarged)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
<b>Windows</b>				
Replace – Windows (Same size/type)	*Yes/No	No	No	*Permit required for units manufactured after Sept. 15, 1971 when openings are enlarged or reduced; when bedroom egress window is replaced; or when structural change to window framing or header is necessary. <u>No permit required</u> when replacing single pane window with dual pane window or when installation of bay window(s) requires no additional support.

<b>STRUCTURAL</b> (Accessory Structure)				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Load Calculations Required</b>	<b>Comments</b>
<b>Structure Attachment</b>				
Attach – *Awning (Wood), Garage, or Porch	**Yes	Yes	***Yes/No	* Awning shall comply with T25, Section 1468. **MH Alteration Permit required from HCD. Awning, Garage, and Porch construction is a separate permit issued by the enforcement agency having jurisdiction. Alternate Approval from HCD <u>may</u> be required for attachment. ***An engineered plan or design is required for units manufactured after Sept. 15, 1971.