



## MOBILE HOME PARK INSTALLATIONS

### INSTALLATION

Installation of a mobile or manufactured home in a park in unincorporated Napa County requires a building permit from the Planning Building & Environmental Services Department. You may also need to apply for a separate Environmental Management permit. In order to obtain a building permit you must provide the information listed below:

#### Forms

- Completed Application
- Mobile Home Park Worksheet
- Agent Authorization Form

#### Supporting Documents (2 Copies of Each)

- Manufacturer's Installation Guidelines or
- Engineered foundation plan by Licensed Engineer or
- Foundation plan using HUD prescriptive Requirements.

### ALTERATIONS TO THE UNIT

Alterations to the unit itself require permit through HCD. You must contact them directly to obtain a building permit. You can reach HCD at:

Department of Housing & Community Development  
Manufactured Housing Section  
PO Box 31  
Sacramento, CA 965801  
(916) 455-3338

### ACCESSORY STRUCTURES

For detached accessory structures like garages, decks, stairs, gazebos, etc. you will need to apply for a building permit through the county. Follow the normal procedures for residential accessory structure permits. You will also need approval from the mobile home park. You can find more information including a submittal checklist on our website at [www.countyofnapa.org](http://www.countyofnapa.org).

#### This information applies only to the following two types of factory built homes:

**Mobile Home** – Any manufactured home built prior to June 15, 1976. Homes prior to 1976 cannot be moved or transferred without approval from HUD.

**Manufactured Home** – A complete dwelling unit constructed in a factory in compliance with the U.S. Department of Housing and Urban Development (HUD). The home may be one or more transportable sections each constructed with a steel chassis to which axles and wheels are attached for towing from the factory to the home site. Once placed on site the wheels are removed and the home tied to a foundation. Inspections on the structure itself are done at the factory by HUD. Foundation and connection inspections are done by the Building Department.