



INSTALLING MOBILE & MANUFACTURED HOMES ON COUNTY PARCELS

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 Division.

For Residential or Commercial Use

Subject to the provisions of the Napa County Code and State requirements, these types of units can be installed on properties in Napa County (outside of mobile home parks) **on permanent** foundations in AW, AP, RS and PD zoning districts. Once installed, they must be converted to real property and are assessed as improvements to the property. Though the county may approve installation, the property owner has the burden of determining if there are any conditions, covenants or restrictions or other private agreements which may prohibit such installation.

A building permit is required for the installation of a mobile home on a permanent foundation. Generally the building permit will cover the foundation system and the mobile home installation including utility connections (sewer, water, electric, gas, etc). Clearances from the Division of Environmental Health will be required for on-site septic system and wells.

As Temporary Farm Labor Housing

Both types of structures can be used for temporary farm labor housing provided the use is for no more than 120 days per year and they comply with the other requirements of Zoning Code Section 18.104.300 . These units are referred to as *Farm Labor Trailers* and must still comply with all state and local requirements of the building code.

"Farm Labor Trailer" means any mobile home or mobile homes used for housing or shelter of persons on a seasonal basis which is located either (a) on the premises of a farm where such persons are bona fide employees of such farm, or (b) in a permitted farm labor camp.

As A Dead Storage Structure

These types of structures can also be used for *Dead Storage* per the county code. They must still comply with all the state & local requirements for manufactured & mobile homes including placement on a permanent foundation.

"Dead Storage" means the maintaining of a mobile home on any land where the mobile home is not used for occupancy or business purposes. The connection of any utility or service connection, such as electrical, water, gas or sewage, to the mobile home shall be prima facie evidence that the mobile home is being used for habitation or business purposes.

Process Overview: Steps to Take

1. Contact the Planning Division to see if, where, & how you can install one of these structures on your property.
2. If you need to install a well or septic system, contact the Environmental Services for permitting requirements.
3. If you need to install a roadway, contact the Engineering Division.
4. Select the manufacturer & model you intend to purchase. Gather the installation information required to apply for a building permit.
5. Submit your applications for Planning and Environmental Services as necessary.
6. Apply for your building permit.
7. Make corrections to your review as necessary.
8. Obtain your building permit.
9. Order Your unit & arrange for delivery.
10. Schedule the appropriate inspections & provide the Building Division with the HCD 433(A) form containing the information on your unit.
11. Complete the process by converting your unit to real property with form HCD 433(B) and receiving your Certificate of Occupancy, Form HCD 513C.

Building Permit Submittal Requirements

1. Provide evidence that the registered owner of the unit either holds title to or is purchasing the real property on which the unit is to be placed, or hold a transferable lease on the property with a term of 35 years or more. If the term of the lease is for less than 35 years, the term must be mutually agreed to by the lessor and the lessee and may not be revocable by the lessor, except for cause.
2. Provide written evidence that the registered owner owns the unit free of any liens or if there is a lien holder(s), that the lien holder(s) has consented to the placement of the unit of a foundation system.
3. Provide 2 copies of plans and specifications of the unit(s) as required by HCD regulations.
4. Provide 2 copies of the approved manufacturers installation instructions.
5. Provide 3 copies of a site plan indentifying all features of the parcel including the proposed location of the unit(s).
6. Provide 3 copies of plans and specifications signed by a California licensed architect or engineer covering the foundation and installation of the unit.
7. Provide all other documents as required for a permit submittal. Check with our staff.
8. Pay plan review fees. When review has been approved, applicant must pay the inspection fee & remaining state fees.

Once a Building Permit Has Been Issued

1. Have the appropriate inspections. This may include inspections on separate grading, septic, or well permits if required.
2. Once installation is complete, file the HCD 433A form with our office and submit the required state fee (currently \$11 per section). We will provide you with a copy of the 433A and the HCD Form 433B. You will have these recorded, and submit the 433B to the Assessor. **IT IS IMPORTANT THAT YOU READ AND FOLLOW THE DIRECTIONS ON HCD 433(A) COMPLETELY. YOUR PAPERWORK WILL NOT BE PROCESSED BY THE STATE UNLESS IT IS COMPLETE.**
3. When all HCD forms have been received & recorded, we will provide you with a Certificate of Occupancy.

To Contact HCD:

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