



**SUTTER COUNTY DEVELOPMENT SERVICES DEPARTMENT
BUILDING DEPARTMENT DIVISION**

1130 Civic Center Boulevard, Suite A - Yuba City, CA. 95993 – (530) 822-7400 – Fax (530) 822-7109

***SUBMITTAL CHECKLIST FOR
MANUFACTURED HOMES/ COMMERCIAL COACH***

Design Criteria:

- ◆ Seismic Zone D or provide analysis and calculations from California Registered Engineer. 3,000 PSI Concrete required in this seismic zone.
- ◆ Basic velocity 110 mph exposure C or provide wind speed calculations from California Registered Engineer
- ◆ 2016 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), Energy Standards (Title 24), Administrative code and Health and Safety codes.
- ◆ Title 25 Manufactured Home Installation Regulations. Also see www.hcd.ca.gov for more information

◆ **Site plans must be 11” x 17”-see site plan checklist for further requirements**

Building Plan Criteria:

Drawing sizes shall be a **minimum of 8 1/2” x 11”** to a **maximum of 30” x 42”** and all pages shall be the same size. Plans must be clear and legible; **non-legible plans will not be accepted.**

**Plans must be wet-signed by the preparer on each page. Engineers must affix their seal and wet-sign
(cover sheet of supporting documents to be wet-signed).**

Requirements on Cover sheet of Plans:

- ◆ **Property address**
- ◆ **Assessor’s Parcel Number (APN)**
- ◆ **Owner name, phone number, and address**
- ◆ **Contractor s name, address, and phone number**
- ◆ **Project name, Business name**
- ◆ **The architect, engineer, and designer information included on the cover page.**
- ◆ **Sheet index: Description of page and page numbers,**
- ◆ **Square footage of construction and building dimensions.**

Plans Prepared By:

- California Registered Architect
- California Registered Residential Designer
- Owner
- California Licensed Contractor
- Structural Plans Included – Stamped and Signed (original) by a California Registered Engineer

FOR OFFICE USE ONLY

- Permit Application Completed and Signed
- Owner Builder signed
- Fire Department /Access
- Public Works Improvements Required
- Environmental Health/Septic Replacement Area
- Planning Department

Building Plans: 2 Sets Required

- Site Plan, drainage direction arrows and North arrow
- Foundation plan must include:
 - HCD (18551) Approved engineered system or:
 - Stamped and signed foundation design from a Structural engineer. Indicating all engineered Tie-down locations if a perimeter stem wall is not installed.
- Floor plan showing all rooms labeled, windows and doors sizes etc.
- Marriage lines and pier supports and connections, also size, weight and pier spacing.
- Two (2) copies of the manufacturer’s installation manual
- Plans and documents are clear & legible with permanent ink
- Completed 433a and 433b forms
 - <http://www.hcd.ca.gov/codes/mhp/433A.pdf>
 - <http://www.hcd.ca.gov/codes/mhp/433B.pdf>
- Elevations of all building sides.
- Complete electrical plans (main service, sub-panels, lighting)
- ADA plans for commercial coach submittals

This is not a complete list of all required submittals and additional information may be required to facilitate plan review. Other departments and/or public agencies may have to review the plans before permits can be issued.

***An incomplete plan review submittal will result in delays of your project plan review and may delay building permit issuance.**