



Mobile Home Committee Meeting

January 18, 2023

Costa Mesa Assistance Programs



City of Costa Mesa Assistance Programs

- The City of Costa Mesa receives federal grant funds from the U.S. Department of Housing and Urban Development (HUD) for a variety of housing and community development activities including:
 - Housing Rehabilitation Grant Program – the City administers loans and grants to address deferred property improvement needs and to address building code compliance deficiencies.
 - Public Service Programs – the City funds non-profit service organizations that assist low- and moderate- income persons, including meal and food distribution for seniors, senior services, employment services, youth services, fair housing services, and homeless services and assistance.

Housing Rehabilitation Grants



SINGLE FAMILY REHABILITATION GRANT

The HOME Grant Program is designed to assist qualified Costa Mesa property owners to improve Single Family and Mobile Home properties.

Improvements may include, but are not limited to, health and safety code items such as plumbing, electrical, heating, roofing, etc. Grants are available for both Single Family and Mobile Home owners, for property improvements.



FOR MORE INFORMATION PLEASE CALL (714) 754 - 4870

The City does not discriminate against any person based on race, color, national origin, religion, sex (including gender identity and sexual orientation), familial status, or disability.



THE CITY OF COSTA MESA
Housing & Community Development



01 MAXIMUM GRANT AMOUNT/
SINGLE FAMILY PROPERTY:
\$17,500



02 MAXIMUM GRANT AMOUNT/
MOBILE HOME PROPERTY:
\$12,500

Eligibility is based upon
family size and income.
(80% of median)

1		\$75,900		5		\$117,100
2		\$86,750		6		\$125,750
3		\$97,600		7		\$134,450
4		\$108,400		8		\$143,100



Public Services funded by Community Development Block Grant (CDBG)

- City of Costa Mesa Senior Center Outreach Services
 - Counseling and Case Management for seniors. Program is based out of the Costa Mesa Senior Center located at 695 W. 19th Street and available to seniors city-wide.
 - Contact: Lucy Tseng, Outreach Worker, Lucy.tseng@costamesaca.gov, (714) 327-7545
- Community Seniorserv
 - Meals on Wheels of OC Program – Home delivered meals for home-bound seniors
 - Contact: (714) 823-3294
 - Congregate Lunch Program – Weekday senior lunches provided at the Costa Mesa Senior Center
 - Contact: (714) 327-7550
- Fair Housing Foundation
 - Community outreach, education and enforcement of fair housing laws. Next Virtual Fair Housing Workshop will be held on Wednesday, February 15, 2023 via Zoom from 1:30pm to 3:00pm for the City of Costa Mesa.
 - Contact: (800)446-3247
- Families Forward
 - Supportive services for families with minor-aged children to transition from crisis to financial stability and self-sufficiency. Services include housing, counseling, career coaching, life skills education, access to the food pantry and assistance with childcare
 - Contact: (949) 552-2727

Public Services funded by Community Development Block Grant (CDBG)

- Trellis – Labors of Love Program
 - A team of volunteers who possess different skill sets such as landscaping, painting and miscellaneous handyman work that is willing to give of their time to support a neighbor in need
 - Contact Person: Reina Cuthill, reina@wearetrellis.com, (949) 873-5805
- Mercy House – Costa Mesa Bridge Shelter
 - The Bridge Shelter is operated by Mercy House and provides supportive services and housing navigation services to homeless men and women living on the streets of Costa Mesa
 - Contact: NHS (714) 754-5346, nhscostamesa@costamesaca.gov
- Project Hope Alliance
 - One-on-one case management available to students experiencing homelessness with case managers available on elementary, junior high, and high school campuses. Case managers remove barriers to basic needs (food, clothing, transportation) and conduct regular check-ins to provide educational support and facilitate connections to resources.
 - Contact: (949) 722-7863
- Youth Employment Services
 - The Comprehensive Youth Job Readiness Program helps low-income Costa Mesa youth find and keep a job with job readiness training, employment search, and ongoing support services
 - Contact: (949) 642-0474, info@yesworks.org



Community Development Grant Funds

- Public Services are funded by Community Block Grant (CDBG) Funding from July 1 – June 30
 - 15% of the total CDBG allocation for the City is allowed for the funding of public services
 - Nonprofit application for CDBG funding is currently available on the City website
- CDBG Funds are also used for
 - Code Enforcement in CDBG eligible areas
 - Includes City clean-up events
 - Capital Improvement Projects
 - Latest project – Wilson Street rehabilitation



Rental Assistance Available

- Current rental assistance programs apply only for tenants of Mobile Homes. Mobile Home owners paying space rent are not eligible.
- Families Forward
 - Assistance is for families with at least one minor child
 - Contact Person: Kathy Lopez, Housing Program Manager
 - klopez@families-forward.org
 - (949) 936-9015
- Mercy House
 - Contact Person: Patricia Charles, Housing Solutions Case Manager
 - Patriciac@mercyhouse.net
 - (714) 836-7188 x122



Additional Information

- Bulky Item Pick-Up Event at Estancia High School
 - February 4, 2023
 - Organized by Public Works (714) 754-5323
- Graffiti Clean Up or Other Issues within the Public Right of Way
 - Public Works (714) 754-5323





NETWORK FOR HOMELESS SOLUTIONS

To report an issue related to homelessness or to request assistance for a person in need, please call **(714) 754-5346** or email costamesanhs@costamesaca.gov

For more information, please visit the [NHS Website](#)



Questions?

- City Contacts
 - Amber Miranda, Housing Rehabilitation Coordinator
 - Amber.miranda@costamesaca.gov
 - (714) 754-4870
 - Mikelle Daily, Grant Administrator
 - Mikelle.daily@costamesaca.gov
 - (714) 754-5678
 - Nate Robbins, Neighborhood Improvement Manager
 - (714) 754-5274
 - Nate.robbins@costamesaca.gov





Mobile Home Rental Assistance Program (RAP)

What is the Rental Assistance Program (“MHET RAP”)?

The Rental Assistance Program provides monthly rent subsidies to qualified mobile home park residents. It has been serving low-income mobile home owners for over thirty years. The program was designed to provide temporary assistance for qualified mobile home owners who are on the waiting list for the Section 8 government rent subsidy program. This program has been a tremendous success as a completely privately funded and supported program.

Who administers the program?

The program is administered by the Manufactured Housing Educational Trust (MHET), a non-profit trade association. Applications are reviewed and approved based on established criteria with annual reviews to verify continued eligibility and need.

How does the program work?

Once an applicant is approved, a “rent credit” in the amount of the rent subsidy is given each month on the recipient’s monthly rent statement. Subsidies are 10% of the rent, however in some cases where the need exists, mobile home park owners approve higher subsidies.

How long does it take to be approved for the program?

Applications are generally processed within 4-6 weeks with the subsidy beginning within one to two months after receipt of the application.

Who pays the monthly rent subsidy?

The owner of the mobile home park community where the applicant lives pays the subsidy.

Does the rent subsidy have to be refunded or paid back?

No. The subsidy is a gift that does not have to be paid back.

Why was this program established?

MHET established this program because the waiting list for government rent subsidy programs (Section 8) was typically several years long. Since many mobile home park owners were already helping their residents on an informal basis while they waited for Section 8, MHET decided to formalize a park owner funded program and make rental assistance available to qualified mobile home owners.

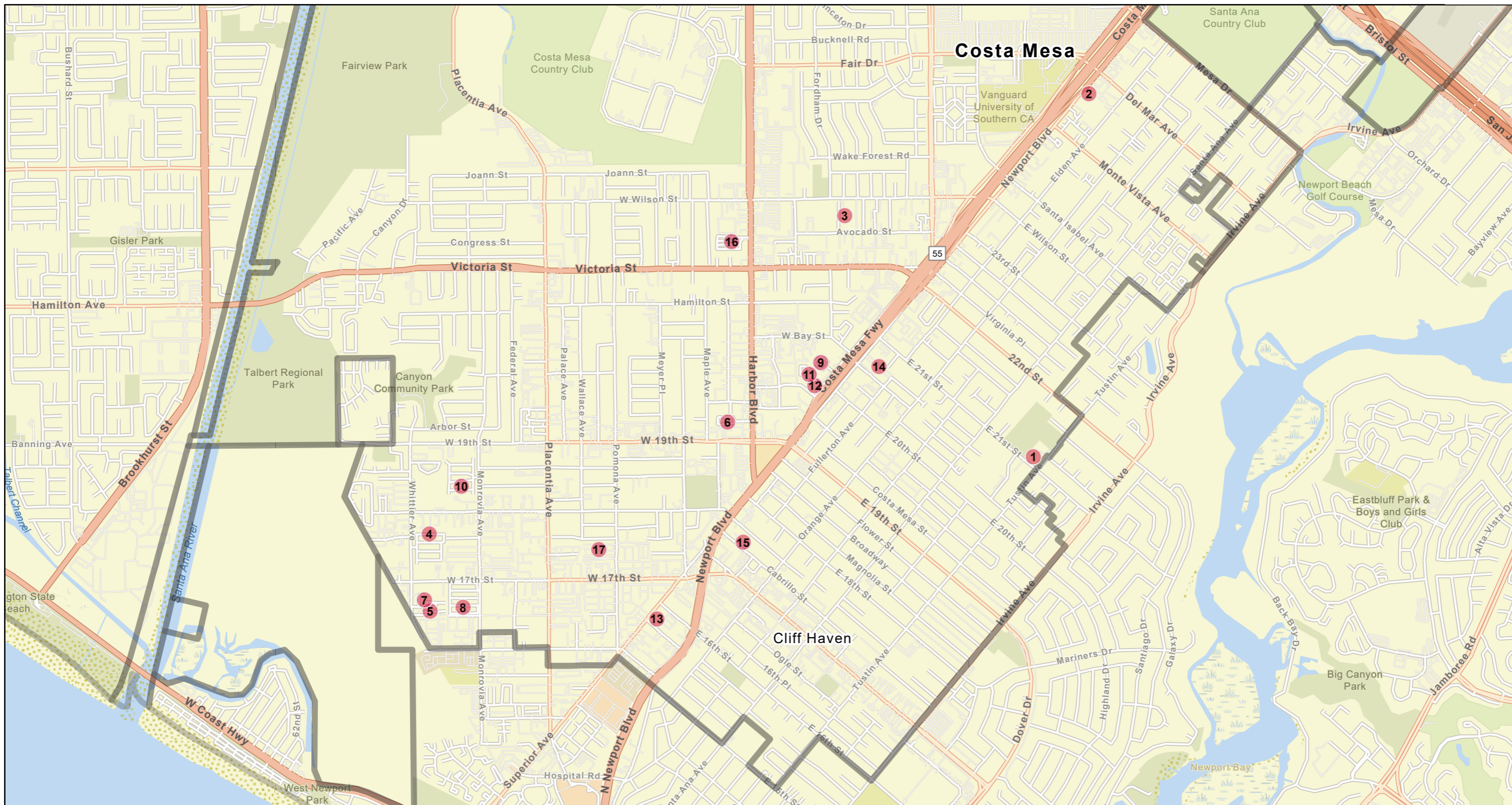
Who do I contact for more information?

Call MHET RAP at (949) 380-3311.

Costa Mesa - Mobile Home Parks



1/19/2023



MAP ID	MOBILE HOME PARK	ADDRESS	MH Spaces	MAP ID	MOBILE HOME PARK	ADDRESS	MH Spaces
1	BAY HARBOR MOBILE HOME PARK	396 E 21ST ST, COSTA MESA, CA 92627, (714) 675-2849	27	10	REGAL MOBILE ESTATES	1845 MONROVIA AVE, COSTA MESA, CA 92627, (714) 548-8703	94
2	COLLEGE TP	2560 NEWPORT BLVD, COSTA MESA, CA 92627, (714) 546-2200	22	11	ROLLING HOMES MP	1973 NEWPORT BLVD, COSTA MESA, CA 92627, (714) 548-5337	56
3	COSTA MESA MOBILE ESTATES	327 W WILSON ST, COSTA MESA, CA 92627, (714) 548-1201	113	12	SANDPIPER TP	1967 NEWPORT BLVD, COSTA MESA, CA 92627, (714) 645-9137	2
4	GREEN LEAF PARK	1750 WHITTIER, COSTA MESA, CA 92627, (949) 233-7586	92	13	SEA BREEZE VILLA L.L.C	133 E 16TH ST, COSTA MESA, CA 92627, (310) 589-9195	60
5	ISLAND VIEW MOBILE HOME PARK	1660 WHITTIER AVE, COSTA MESA, CA 92627, (714) 548-6165	34	14	STARLITE VILLAGE	2060 NEWPORT BLVD, COSTA MESA, CA 92627, (818) 357-9319	55
6	OCEAN BREEZE MOBILE ESTATES	525 FAIRFAX DR, COSTA MESA, CA 92627, (714) 554-5552	43	15	THE PALM	140 CABRILLO, COSTA MESA, CA 92627, (714) 646-0277	28
7	ORANGE COAST MH LODGE	1684 WHITTIER AVE, COSTA MESA, CA 92627, (714) 697-7015	48	16	TRADE WINDS TRAILER VILLAGE	2191 HARBOR BLVD, COSTA MESA, CA 92627, (714) 646-4151	78
8	PLAYPORT MOBILE VILLAGE	903 W 17TH ST, COSTA MESA, CA 92627, (714) 646-8612	103	17	VISTA VERDE MHP	1741 POMONA AVE, COSTA MESA, CA 92627, (714) 852-5575	49
9	PONDEROSA MOBILE ESTATES	1991 NEWPORT BLVD, COSTA MESA, CA 92627, (949) 646-8373	49				

[Mobile Home Park Advisory Committee | City of Costa Mesa \(costamesaca.gov\)](http://costamesaca.gov)

The screenshot shows the City of Costa Mesa website. The header includes the city logo, navigation links (About, Subscribe, Meetings, Job Openings), a Translate dropdown, and a search bar. Below the header is a secondary navigation bar with links for WATCH CMTV LIVE, Trending, Government (underlined), Business, Community, and HOW DO I... A left sidebar lists various commissions and committees, with the Mobile Home Park Advisory Committee selected. The main content area displays the title "MOBILE HOME PARK ADVISORY COMMITTEE" and a brief description of its goal: to help improve the quality of life in mobile home parks and to review matters concerning mobile home parks in the City of Costa Mesa through healthy communication with park owners, manufactured home owners, and the City Council. The committee is comprised of nine members: two mobile home park owners; five mobile home park resident owners; and two independent, at-large citizens with no affiliation or relationship with mobile home parks. Below the description is a list of links: 2023 Agendas and Minutes, 2021 Agendas and Minutes, 2020 Agendas and Minutes, 2019 Agendas and Minutes, and Committee Members and Staff.

- Top 5 Things to Know About Mobile Home Parks
- Mobile Home Parks Locations
- Mobile Home Park Resources
- Zoning District
- Upcoming Meeting Dates
- Contact Information

Suggested "Top 5"

- 1? _____
- 2? _____
- 3? _____
- 4? _____
- 5? _____

Mobile Home Parks Locations

There are 17 Mobile Home Parks located in the City of Costa Mesa.

PARK NAME	ADDRESS	MH Spaces
BAY HARBOR MOBILE HOME PARK	396 E 21 St	27
COLLEGE TP	2560 Newport Blvd	22
COSTA MESA MOBILE ESTATES	327 W Wilson St	113
GREEN LEAF PARK	1750 Whittier Ave	92
ISLAND VIEW MOBILE HOME PARK	1660 Whittier Ave	34
OCEAN BREEZE MOBILE ESTATES	525 Fairfax Dr	43
ORANGE COAST MH LODGE	1684 Whittier Ave	48
PLAYPORT MOBILE VILLAGE	903 W 17th St	103
PONDEROSA MOBILE ESTATES	1991 Newport Blvd	49
REGAL MOBILE ESTATES	1845 Monrovia Ave	94
ROLLING HOMES MP	1973 Newport Blvd	56
SANDPIPER TP	1967 Newport Blvd	2
SEA BREEZE VILLA L.L.C	133 E 16th St	60
STARLITE VILLAGE	2060 Newport Blvd	55
THE PALM	140 Cabrillo St	28
TRADE WINDS TRAILER VILLAGE	2191 Harbor Blvd	78
VISTA VERDE MHP	1741 Pomona Ave	49
	Total Spaces:	953

[Link to pdf Map to download]

City of Costa Mesa Municipal Code permits Mobile Home Parks in the following Zoning Districts with an approved Conditional Use Permit:

R2-MD	PDR-LD ¹	PDR-NCM ¹
R2-HD	PDR-MD ¹	PDC ¹
R3	PDR-HD ¹	PDI ¹

¹Uses proposed in this zone are subject to verification of consistency with the adopted master plan. Uses not specified in the master plan, could be allowed, subject to the review process indicated in this matrix, if the proposed use is determined to be compatible with the adopted

master plan. Residential uses shall not be permitted on any site or parcel of land on which residential uses are expressly prohibited by the general plan.

Mobile Home Park Conversions require a public hearing and final approval by Planning Commission. Specific findings are required for approval:

- a. The impacts of the conversion on the residents of the mobile home park have been duly considered as required by the State Government Code.

- b. The proposed conversion project is consistent with the general plan, any applicable specific plan and this Zoning Code.

Mobile Home Park Resources

State Regulations:

- California Department of Housing and Community Development (HCD) Resource for Mobile Home Parks:

<https://www.hcd.ca.gov/manufactured-and-mobilehomes/mobilehome-parks>

Definition: A Mobile Home Park is any area of land or property that has at least two mobile homes, manufactured homes, recreational vehicles, and/or lots that are held out for rent or lease. Mobile home parks under HCD's enforcement jurisdiction also includes any subdivision, cooperative, condominium, homeowner's association, and/or other forms of resident-ownership properties. If the resident-owned property initially began as a mobile home park that was held out for rent or lease and then later converted or changed its use, the property would still be recognized as a mobile home park under the jurisdiction and standards of HCD.

Mobile Home Parks are governed by HCD

- Mobile Home Residency Law
- Mobile Home Parks Act

Mobilehome Residency Law Protection Program (<https://www.hcd.ca.gov/manufactured-and-mobilehomes/mobilehome-assistance-center/mobilehome-residency-law-protection-program>)

- Created through Mobilehome Residency Law Protection Act of 2018, Assembly Bill 3066, Health and Safety Code Section 18800-18802 [Mobilehome Residency Law (Chapter 2.5, Commencing Section 798, Title 2 of Part 2 of Division 2 of the Civil Code)
 - o "landlord-tenant law" for mobile home parks
 - o Spells out rights and obligations of the park owner/management and mobilehome owners or residents relating to such issues as notices of rent increases, rental agreements, resale of home in the park, or termination of tenancy.
 - o State or local government agencies do not enforce Civil Code provisions

- HCD is prohibited from arbitrating, mediating, negotiating, or providing legal advice in connection with mobile home park rent disputes, lease or rental agreements, or disputes arising from rental or lease agreements
- Enforcement and damages are resolved in courts

Mobile Home Residency Law Protection Program helps resolve disputes between mobile home/manufactured homeowners in mobile home parks and park owners/management

- Submit complaints for alleged violation of the Mobile home Residency Law to HCD beginning July 1, 2020
- Limited term July 1, 2020 to January 1, 2024
- Mobile Home Residency Law Handbook:
https://mobilehomes.senate.ca.gov/sites/mobilehomes.senate.ca.gov/files/2022_mrl_pdf.pdf
- HCD residence Complaint Information: [How to Submit a Complaint | California Department of Housing and Community Development](#), or email at MLRComplaint@hcd.ca.gov or call 1-800-952-8356. HCD will review the complaint to determine if any state law were violated.

Mobile Home Parks Act (Section, Part 2.3 of the California Health and Safety Code – Section 18200)

https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=HSC&division=13.&title=&part=2.1.&chapter=&article=

- Establishes health and safety (building code) requirements for both parks and mobile homes installed in the parks
- Provides minimum standards
- HCD or delegated local government enforce the Parks Act through inspections

Mobile Home Park Regulations (California Code of Regulations, title 25, chapter 2, commencing with chapter 1000)

- Requirements for park construction, maintenance, use, occupancy, and design
- Mobile Home Park Construction and Alteration information:
<https://www.hcd.ca.gov/manufactured-and-mobilehomes/mobilehome-parks/park-construction-and-alterations>

Upcoming Meeting Dates and Time:

[Insert information on how to participate]

Staff Contact:

Anna Partida, Administrative Assistant, ANNA.PARTIDA@costamesaca.gov

Phayvanh Nanthavongdouangsy, Principal Planner: PHAYVANH@costamesaca.gov

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS**

9342 Tech Center Drive, Suite 500, Sacramento, CA 95826
P.O. Box 277820, Sacramento, CA 95827-7820
(800) 952-8356 / TTY (800) 735-2929 / FAX (916) 263-3383
[HCD Website: www.hcd.ca.gov](http://www.hcd.ca.gov)



November 28, 2022

INFORMATION BULLETIN 2022-11 (MH, MP, SOP)

TO: City and County Building Officials
Local Enforcement Agencies
Mobilehome Park Operators and Residents
Special Occupancy Park Operators and Residents
Manufactured Home Manufacturers and Dealers
Interested Parties

FROM: Kyle Krause, Deputy Director
Division of Codes and Standards

SUBJECT: **HCD Permit Requirements—Alterations or Conversions**

This Information Bulletin clarifies the California Department of Housing and Community Development's (HCD's) permitting and inspection authority¹ for the alteration² or conversion of the following units³ in California:

- Manufactured homes⁴
- Mobilehomes⁵
- Multifamily manufactured homes⁶
- Special purpose commercial modulars⁷
- Commercial modulars⁸

¹ Health and Safety Code sections 18015 and 18029, and California Code of Regulations (CCR), title 25, section 4040

² CCR, title 25, section 4004(a)

³ For the purposes of this Information Bulletin, "units" refers collectively to manufactured homes, mobilehomes, multifamily manufactured homes, special purpose commercial modulars, and commercial modulars.

⁴ Health and Safety Code section 18007; HCD is granted authority for alterations and conversions of manufactured homes once they are under the ownership of a first or subsequent user(s).

⁵ Health and Safety Code section 18008

⁶ Health and Safety Code section 18008.7

⁷ Health and Safety Code section 18012.5

⁸ Health and Safety Code section 18001.8

Pursuant to the Manufactured Housing Act of 1980⁹ and California Code of Regulations, title 25¹⁰, **HCD has sole authority for permit issuance and inspections of alterations, conversions, or the change of use of units, or to conduct inspections to obtain insignia of approval.**¹¹

Examples of conversions include changing the use, building type, or occupancy classification of a manufactured home/mobilehome (MH), or commercial modular. For example, converting from a commercial modular to a mobilehome, or converting a commercial modular from a “B” occupancy classification to an “A” occupancy classification.

Unit owners, or their agents (e.g., General Manufactured Housing Contractor (C-47)), intending to alter or convert a unit must submit an Application for Alteration or Conversion (HCD MH 415) and obtain a permit from HCD prior to commencing such work.

The following manufactured home/mobilehome alteration guidelines provide information on HCD’s permitting process, assist in determining what constitutes an alteration¹² to an MH, and assist in identifying when a form HCD MH 415 is or is not required. [Form HCD MH 415](#) can be obtained from an HCD Area Office or on HCD’s website at: <https://www.hcd.ca.gov/building-standards/permits-inspections/docs/hcdmh415.pdf>. When multiple alterations are proposed to the same MH, such as plumbing, electrical, and structural, the alteration scope of work may be combined on one HCD MH 415.

⁹ Health and Safety Code, division 13, part 2

¹⁰ CCR, title 25, division 1, chapter 3

¹¹ Health and Safety Code section 18026

¹² For work that does not constitute an alteration or conversion or require an HCD MH 415 permit, see CCR, title 25, section 4041.

MANUFACTURED HOME/MOBILEHOME ALTERATION GUIDELINES

Organized by electrical, mechanical, plumbing, and structural & general categories:

ELECTRICAL

Electrical Type	Alteration Type	Permit (HCD MH 415)	Plan Review	Load Calculations Required	Comments
Air Conditioning	Install—Add	Yes	No	Yes	Load calculations and the product manufacturer's specifications are required unless MH is factory A/C-ready and has a 100 amperage or higher main service disconnect device. Refer also to Mechanical.
Air Conditioning	Replace	Yes	No	Yes	Load calculations and the product manufacturer's specifications are required if A/C running-load-amperage or the full-load-amperage are increased. Refer also to Mechanical.
Appliance	Install (Add)— "Built-in" Electrical	Yes	No	Yes	N/A
Appliance	Replace—"Built-in" Electrical	Yes	No	No	Load calculations are not required unless amperage is increased.
Ceiling Fan	Install (Add)	Yes	No	No	N/A
Receptacle / Switch	Replace	No	No	No	N/A
Miscellaneous Electrical	Change— Electrical System (Upgrade/ Downgrade)	Yes	No	Yes	N/A

Miscellaneous Electrical	Install (Add)—Dedicated Branch Circuit	Yes	No	Yes	Examples: furnace, water heater, etc.
Miscellaneous Electrical	Install (Add)/Replace—Electrical Panel	Yes	No	No	Load calculations are not required unless de-amping the MH.
Miscellaneous Electrical	Install (Add)/Replace—Electrical Circuit	Yes	No	No	Load calculations are not required unless de-amping the MH.
Miscellaneous Electrical	Install—Meter Base	Yes	Yes	No	HCD detail is available for use.
Miscellaneous Electrical	Replace—Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Miscellaneous Electrical	Transition—Branch Circuits from Aluminum to Copper	Yes	No	No	Includes: pigtail, receptacles, and switches.

MECHANICAL

Mechanical Type	Alteration Type	Permit (HCD MH 415)	Plan Review	Engineered Plans	Comments
Air Conditioning/ Evaporative Cooler	Install—Air Conditioning (New or Replacement)	Yes	No	No	Refer also to Electrical.
Air Conditioning/ Evaporative Cooler	Install—Evaporative Cooler	Yes	No	No	N/A

Furnace/Heater/ Heat Pump/ Stove	Replace—Furnace (No system changes)	Yes	No	No	N/A
Furnace/Heater/ Heat Pump/ Stove	Replace—Furnace, Including Changes or Outside the MH	Yes	Yes	No	N/A
Furnace/Heater/ Heat Pump/ Stove	Replace or Install—Heater (Freestanding Gas or Oil Burning)	Yes	No	No	N/A
Furnace/Heater/ Heat Pump/ Stove	Replace or Install—Heat Pump	Yes	No	No	N/A
Furnace/Heater/ Heat Pump/ Stove	Replace or Install—Wood or Pellet Burning Stove	Yes	No	No	N/A
Gas Line	Install/Add to Length/Modify—Gas Line	Yes	Yes	No	N/A
Range, Oven, or Cooktop (Gas)	Replace—Built-in Oven, Range, Cooktop, or Freestanding Range	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
Range Hood	Replace—Range Hood	No	No	No	HCD MH 415 is not required if range hood is the same size and location, including venting.
Water Heater	Replace or Install—Water Heater (Gas or electric)	Yes	No	No	Water heaters must be installed within the MH; not approved for exterior installation.

PLUMBING

Plumbing Type	Alteration Type	Permit (HCD MH 415)	Plan Review	Engineered Plans	Comments
Drain, Waste, and Vent	Install/Modify—Drain, Waste, and Vent (DWV) or Water System	Yes	Yes	No	HCD MH 415 is required if provided for bathtub, dishwasher, lavatory, shower, sink, toilet, washing machine, etc.
Drain, Waste, and Vent	Repair/Replace—DWV Tailpiece or Trap	No	No	No	N/A
Drain, Waste, and Vent	Replace—Kitchen Sink, Lavatory, or Toilet	No	No	No	HCD MH 415 is not required if there is no alteration to DWV or water system.
Drain, Waste, and Vent	Replace—Mechanical Auto Vent	No	No	No	N/A
Garbage Disposal	Install (Add)	Yes	No	No	N/A
Garbage Disposal	Replace	No	No	No	N/A
Washing Machine	Install/Replace	No	No	No	HCD MH 415 is required if water supply and/or drain line are newly installed or altered.
Miscellaneous Plumbing	Gas Lines	N/A	N/A	N/A	See Mechanical requirements.
Miscellaneous Plumbing	Water Heater	N/A	N/A	N/A	See Mechanical requirements.

STRUCTURAL & GENERAL

Structural & General Type	Alteration Type	Permit (HCD MH 415)	Plan Review	Engineered Plans	Comments
Chassis or Frame	Repair	Yes	Yes	Yes	N/A
Doors (Exterior)	Replace—Door(s) with Same Size and Type	Yes / No	No	No	HCD MH 415 is required if changing size or type.
Floors	Repair—Decking	Yes	No	No	HCD MH 415 is required if over four (4) square feet.
Floors	Repair—Joist	Yes	Yes	No	N/A
Floors	Replace—Joist	Yes	No	No	N/A
Roof	California Roof	Yes	Yes	Yes	An engineered plan or design is required or when design criteria exceed an HCD-approved plan.
Roof	Built-Up or Overlay	Yes	Yes	Yes	N/A
Roof	Insulated/Thermoplastic Polyolefin Roof System	Yes	Yes	No	One (1) inspection required.
Roof	Re-Roof, Existing Roof Covering Removed	Yes	No	No	Two inspections are required (sheathing/underlayment and final). This does not include coating metal roof with approved material.
Roof	Repair—Rafter or Truss	Yes	Yes	Yes	N/A
Roof	Repair/Replace—Sheathing	Yes	No	No	N/A
Roof	Replace—Truss	Yes	Yes	Yes	N/A
Walls	Modify/Remove—Bearing Wall	Yes	Yes	Yes	N/A
Walls	Modify/Remove—Non-bearing Wall(s)	Yes	Yes	No	N/A

Walls	Wall Covering—Exterior	Yes	Yes	Yes / No	An engineered plan or design is required when installing stucco, concrete, or similar siding.
Walls	Wall Covering—Interior	Yes	No	No	Maximum flame spread 200 is required. Detail available for flame spread requirements.
Walls	Sidewall or Endwall Opening (New or Enlarged)	Yes	Yes	Yes / No	Engineered plan is required when endwall shear is affected. Engineered plan is not required if using HCD's header schedule. Openings on endwalls cannot cross over the MH marriage line.
Windows	Replace—Windows, Same Size, and Type	Yes / No	No	No	HCD MH 415 is required when openings are enlarged or reduced, when egress windows are replaced, or when structural change to window framing or header is necessary. No HCD MH 415 is required when replacing windows in kind, single pane window with dual pane window, or when installing bay window(s) requiring no additional support.
Structure Attachment	Attach—Awning (Wood), Garage, or Porch	Yes	Yes	Yes / No	Awning shall comply with CCR, title 25, section 1468. HCD MH 415 is required from HCD, and an additional permit may be required from the local government (verify with the local enforcement agency and/or building department as necessary). Requirement of engineered plans is dependent on design and type.

If the type of MH alteration to be performed is not identified in this Information Bulletin, contact an HCD Area Office for further assistance.

Northern Area Office
9342 Tech Center Dr., Suite 550
Sacramento, CA 95826
(800) 952-8356
NAOStaff@hcd.ca.gov

Southern Area Office
3737 Main Street
Riverside, CA 92501
(800) 952-8356
SAOStaff@hcd.ca.gov

City, county, state, and federal agencies are encouraged to share this Information Bulletin with interested parties and refer unit owners/applicants to HCD for HCD MH 415 permit applications, information, and assistance with unit alterations or conversions.

Questions regarding this Information Bulletin can be directed to HCD by emailing the Northern Area Office at NAOStaff@hcd.ca.gov or Southern Area Office at SAOStaff@hcd.ca.gov or calling (800) 952-8356.