

BUILDING PERMIT APPLICATION

mynevadacounty.com

Inspection: permits.mynevadacounty.com/citizenaccess/



COUNTY OF NEVADA COMMUNITY DEVELOPMENT AGENCY BUILDING DEPARTMENT

950 MAIDU AVE SUITE 170 NEVADA CITY, CA 95959-8617 (OFFICE [530] 265.1222)

Permits become null and void if work is not commenced within 12 months (1 year) from date of issuance, if work is suspended at any time for more than 180 days and/or if work is done in violation of any County or State laws and/or ordinances.

Project Address		APN #:		- -	
Applicant's Name		Phone #			
Property Owner		Phone #			
Address	City	State	Zip		
Applicant's email address:			Cross Street:		
Engineer:	Address	City	State	Zip	License #
Architect:	Address	City	State	Zip	License #

Project scope of Work:

Occupancy Type:	Construction Type:	Sq.Ft.		Manufactured / Modular: Yes No	
Occupancy Type:	Construction Type:	Sq.Ft.		Septic Sewer Well P.Water	
Occupancy Type:	Construction Type:	Sq.Ft.		Number of Dwellings :	
Project Valuation: \$			Snow Load : lbs.		

STATEMENT OF INTENT

No work has started on this project regarding the work proposed.

If my project exceeds 600 sq.ft. or project cost estimates are greater than fifty thousand dollars (\$50,000), I agree to use the McCourtney Road Transfer Station, the Eastern Regional Landfill in Truckee Region, a Construction and Demolition materials Recycling Service provided by a franchise waste hauler agreement or another Construction and Demolition recycling facility.

I hereby certify that I have read this application, that the above information is correct and that I am the Owner or duly Authorized Agent of the Owner. I agree to comply with all County Ordinances and State Laws relating to building construction. I hereby authorize representatives of the County of Nevada to enter upon the above-mentioned property for inspection purposes and to take photographs. I agree to save, indemnify and keep harmless Nevada County CDA against liabilities, judgments, costs and expenses which may accrue against Nevada County in consequence of the granting of this permit.

Asbestos and Lead Paint Removal

- Is asbestos presumed to be present? Yes No
- Is asbestos NESHAP notification required? Yes¹ No²
- Is lead based paint presumed to be present? Yes³ No
- Performing renovation, repair and/or painting on a residential home, childcare facility, or preschool that was built prior to 1978? Yes⁴ No

¹If yes, a copy of the notification that has been submitted to NESHAP shall be required.

²If no, a copy of the disposal receipts shall be required prior to final occupancy.

³If yes, contact NCDEH at 530-265-1222 for review and written approval for the proposed project

⁴Submit a copy of EPA certified renovator certification (does not apply to homeowners working on their own property)

All work for which a permit is issued shall be completed within 2 years from the date of issuance. If the work is not completed within 2 years of issuance the permit shall expire. Upon written request and a showing of good cause, the Building Official may extend the permit for an additional period, not to exceed 3 years from the date the permit was issued. Ord. 2374 Sec.L-V 2.8 C

LICENSED CONTRACTOR DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Profession Code, and my license status is in full force and effect.

Contractor: _____ License Class: _____ License #: _____ Exp. Date : _____

Address: _____ Phone # : _____ Email: _____

WORKERS' COMPENSATION DECLARATION

-WARNING-

Failure to secure Workers' Compensation Coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000) in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.

Check **ONE BOX** only: I hereby affirm ***under penalty of perjury*** one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for Workers' Compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy #: _____

- I have and will maintain Workers' Compensation Insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number is:

Carrier : _____ Policy #: _____ Exp: _____

- I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workers' Compensation laws of California, and agree that, if I should become subject to the Workers' Compensations provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

My signature below certifies the Workers' Compensation information is true and correct.

OWNER-BUILDER DECLARATION

Check **ONE BOX** only: I hereby affirm ***under penalty of perjury*** one of the following declarations:

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason shown by the checkmark below: (Section 7031.5 Business and Professions Code) Any city or county that requires a permit to construct, alter, improve, demol-ish, or repair any structure, prior to issuance, shall also require the applicant to file a signed statement that he or she is licensed pursuant to the provision of the Contractors' State License Law (Chapter 9 [commencing with section 7000] of Division 3 of the Business and Profession Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).

I, as owner of the property, or my employees with wages as their sole compensations, () will do all () or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Profession Code: The Contractor's State license Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provide that the improvements are not intended or offered for sale. If however, the building or improvement is sold with in one year of completion, the Owner-Builder will have the burden of proving that he or she did not build or improve for the purpose of sale).

I, as owner of the property, am exclusively contracting with Licensed contractors to construct the project (Sec.7044, Business and Profession Code: The Contractor's State license Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed contractor pursuant to the Contractor's State License Law).

I am exempt from licensure under Contractors' State Law for the following reason: _____

By my signature I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an Owner-Builder if it has not been constructed in its entirety by Licensed Contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Profession Code, is available upon request when this application is submitted or at the following web site: www.leginfo.ca.gov/calaw.html

CONSTRUCTION LENDING DECLARATION

I hereby affirm under penalty and perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 8172, Civil Code). Lender Name: _____ Branch Designation: _____ Lender Address: _____

APPLICANTS DECLARATION

By my signature below, I certify that I am a California licensed contractor or authorized agent for the California licensed contractor* or the property owner or authorized to act on the property owner's behalf*. I have read this permit application and the information I have provided is correct. I agree to comply with all applicable City and County ordinances and state laws relating to building construction. I authorize representatives from the County to enter upon the above-identified property for inspection purposes. *I understand this permit will expire 12 months (1 yr) from issue date or 180 days from last passed inspection.* *requires separate authorization form

Signature: _____

Print: _____

Date: _____

DO IT ONCE...

DO IT RIGHT!



***Don't let your project get delayed ...
(or worse UNBUILDABLE) by grading a site
prior to an approval of a building (grading) permit***

Not only is it not permitted, but also can cause serious problems when not done properly:

- Newly exposed soil can erode easily, moving from areas where you want it (e.g., on the hill behind your house) to areas where you don't want it (e.g., up against your house, in a street or creek, or on a neighbor's property).
- If soil placed under a building is not compacted enough or if the density varies too much, the building may settle and suffer damage.
- Excessive grading causes loss of natural vegetation and damages other natural Resources for years to come.
- Even minor grading can change the way water drains across your property, which can cause erosion problems for a neighbor and a liability for you.
- Building sites can also be rendered unusable through incorrect grading.

Grading permits are required for all but the smallest earth-moving operations. Even when a permit is not required, you should still provide grading erosion control measures to preserve your own property and to protect adjoining properties, public roads and watersheds.

Take Note...

If the Owner/Developer violates the requirements of the County Building Standards by grading without an approved permit:

- A violation may result in delays in obtaining approval of proposed projects;
- Sensitive environmental resources may have to be partially or completely restored to their pre-grading condition at the owner expense and fees may be doubled.



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
950 MAIDU AVENUE NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9851 <http://nevadacounty.com>

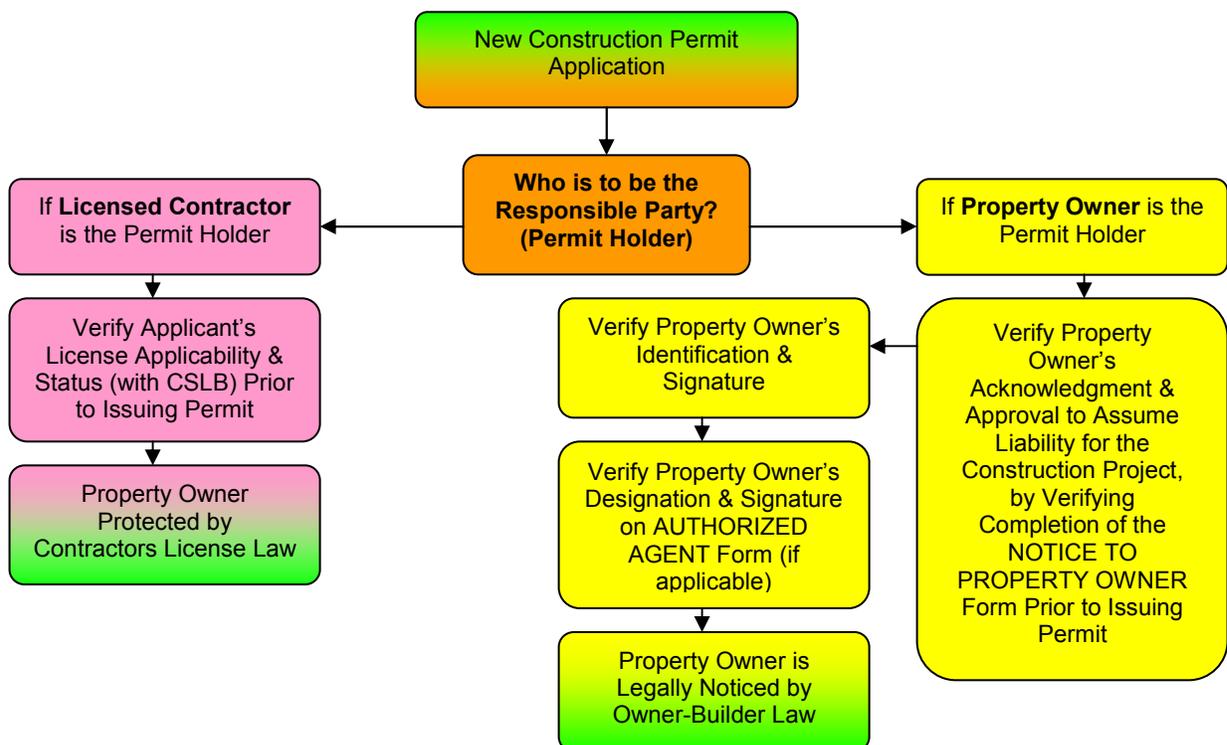
NOTICE

Effective January 1, 2009

Assembly Bill 2335 amends California Health and Safety Code, Section 19825, regarding disclosures and verifications required for all applicants seeking Owner-Builder construction permits. These new application requirements provide an enhanced level of consumer awareness and protection for property owners accepting the risks associated with Owner-Builder construction permits.

“The Legislature hereby finds and declares that there is an urgent and statewide public interest in assuring that building contractors comply with the Contractors License Law...and provisions of law relating to Workers' Compensation Insurance for building construction, that property owners are informed about, and protected from, fraudulent representations, liability for worker's injuries, liability for material and labor costs unpaid by contractors, licensing requirements, and employer's tax liabilities when improving their property as owner-builders”

THIS OFFICE WILL BE ENFORCING THESE REQUIREMENTS AS FOLLOWS:





COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
950 MAIDU AVENUE NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9851
<http://nevadacounty.com>

Considering Becoming an Owner-Builder?



Important information you need to know BEFORE pulling your permit!

**The term "Owner-Builder" can mean three different things:
"Owner as *Worker*", "Owner as *Contractor*" or "Owner as *Employer*"**

Understand each has Benefits or Risk, and it is possible to combine them!

Hiring a California Licensed Contractor means you do not personally perform any of the construction work, the permit is not taken out in your name, you are not personally responsible for the construction and you are *not* an Owner-Builder. Instead, you become a "Customer" and California law provides you the benefit of protection from poor workmanship, failure to finish the job and financial risk due to worker injury.

Benefit/Risk: Highest Benefits and the Least amount of Risk

Owner-as-*Worker* is a type of Owner-Builder where you *personally perform* the construction work, the permit is taken out in your name and you are *personally responsible* for the construction management, knowledge, workmanship, and completion of the job. You benefit by not paying others to perform this work for you and your risk depends on your own ability to complete the job successfully.

Benefit/Risk: Possible Benefit with Low Financial Risk

Owner-as-*Contractor* is a type of Owner-Builder where you personally act as your own General Contractor, the permit is taken out in your name and you hire California licensed sub-contractors to perform portions of the construction work. **WARNING:** The benefit of protection provided by law when you hire only California licensed sub-contractors can turn to serious financial risk if you hire *unlicensed* contractors to perform *any* of the work.

Benefit/Risk: Possible Benefit and Significant Financial Risk

Owner-as-Employer is a type of Owner-Builder where you pay *any* unlicensed individual to perform *any* construction work valued at more than \$500.00, the permit is taken out in your name and you are personally responsible for their employment requirements, supervision, performance, safety and welfare while on your property. **WARNING:** Cost savings benefit can turn to serious financial risk if you fail to deduct *payroll taxes* or provide *workers compensation insurance* for each worker.

Benefit/Risk: **Possible Benefit** with **Significant Financial Risk**

(Health and Safety Code Section 19827) The California Legislature declares an “urgent and statewide public interest in assuring” that contractors comply with Contractors’ License Law, Business and Professions Code and Workers’ Compensation Insurance requirements to ensure property owners are informed about, and protected from the following when improving their property as Owner-Builders:

Fraudulent representations ▪ Liability for worker’s injuries ▪ Liability for material and labor costs unpaid by contractors ▪ Licensing requirements ▪ Employers tax liabilities

Over 20,000 consumer complaints are filed each year. Many complaints relate to owner/builder projects and include workmanship and workers’ compensation issues Homeowners suffer financial harm due to defective workmanship and injured employees.

Following are alarming examples of what has occurred with Owner-Builder permits:

Example 1: Homeowner received insurance money to rebuild burned-down home.

- Owner/Builder permit pulled to rebuild structure.
- Unlicensed contractor built substandard structure – must be torn down and replaced.
- Estimated financial injury is \$225,000.
- Additional financial injury - IRS threatened to tax insurance payout if house not completed by the end of the year.

Example 2: Brother-in-law had active license but filed an exemption from Workers Comp.

- Owner-Builder hires brother-in-law to install a new roof.
- Employee falls and sustains multiple spinal and extremity fractures as well as a head injury and remains in a coma to this day.
- The Owner-Builder, who has sold the home, is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

Example 3: Employee of contractor without Workers Comp is hired by Owner-Builder to install septic system and suffers injury that results in permanent disability.

- The Owner-Builder did not have a homeowner’s insurance policy on the house against which to submit a claim.
- The Owner-Builder is now a defendant in a lawsuit for reimbursement for benefits paid to the injured worker.

Did you know – unlicensed persons frequently have the property owner obtain an “Owner-Builder” building permit which erroneously implies that the property owner is providing his or her own labor and material personally?

Did you know – your homeowner’s insurance may not provide coverage for injuries sustained on your property by an unlicensed contractor and his/her employees?

Did you know – if you are considered an “employer” under state and federal law, you must register with the state and federal government, withhold payroll taxes, provide workers compensation and disability insurance and contribute to unemployment compensation for each “employee”?

Did you know – that if you fail to abide by these laws you may be subjected to serious financial risk?

**OWNERS BEWARE AND CONSIDER THE RISK BEFORE ACCEPTING FULL RESPONSIBILITY
FOR YOUR CONSTRUCTION PERMIT**



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
950 MAIDU AVENUE NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9851 <http://nevadacounty.com>

PROPERTY OWNER'S PACKAGE

Disclosures & Forms for Owner-Builders Applying for Construction Permits

IMPORTANT! NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____.

We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated.** An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____ 2. I understand building permits are not required to be signed by property owners unless they are *responsible* for the construction and are not hiring a licensed Contractor to assume this responsibility.

____ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless *all* work is performed

by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

___ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

___ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

___ 10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

___ 11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

___ 12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Signature of property owner _____ Date: _____

Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.

AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF

Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.

Scope of Construction Project (or Description of Work): _____

Project Location or Address: _____

Name of Authorized Agent: _____ Tel No _____

Address of Authorized Agent: _____

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. *Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.*

Property Owner's Signature: _____ Date: _____



COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
950 MAIDU AVENUE NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-9851 <http://nevadacounty.com>

CONSTRUCTION PERMIT APPLICATION

#1 IDENTIFY YOUR BUILDING PROJECT

Property Location or Address: _____

This permit is to be issued in the name of the () Licensed Contractor or () the Property Owner as the permit holder of record who will be responsible and liable for the construction.

Property Owner Information: Name _____ Tel No _____

Mailing Address _____

Licensed Design Professional (Architect or engineer in charge of the project) Information:

Name _____ License No. _____ Tel No _____

Mailing Address _____

Description and valuation of work to be performed: _____

#2 IDENTIFY WHO WILL PERFORM THE WORK (Complete *either 2a or 2b*)

2a – CALIFORNIA LICENSED CONTRACTOR'S DECLARATION

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor Name and Address: _____

License Class and No. _____ Contractor Signature _____

2b – OWNER-BUILDER'S DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

() I, as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.)

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>.

Property Owner or Authorized Agent signature _____ Date _____

#3 IDENTIFY WORKERS' COMPENSTATION COVERAGE AND LENDING AGENCY

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

WORKERS' COMPENSATION DECLARATION

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No. _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy No _____ Expiration Date _____

Name of Agent _____ Tel No _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DECLARATION REGARDING CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name and Address _____

#4 DECLARATION BY CONSTRUCTION PERMIT APPLICANT

By my signature below, I certify to each of the following:

I am a California licensed contractor or the property owner* or authorized to act on the property owner's behalf**.

I have read this construction permit application and the information I have provided is correct.

I agree to comply with all applicable city and county ordinances and state laws relating to building construction.

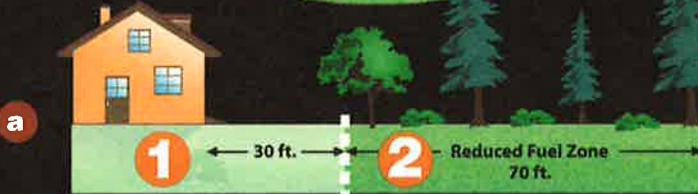
I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

**requires separate verification form*

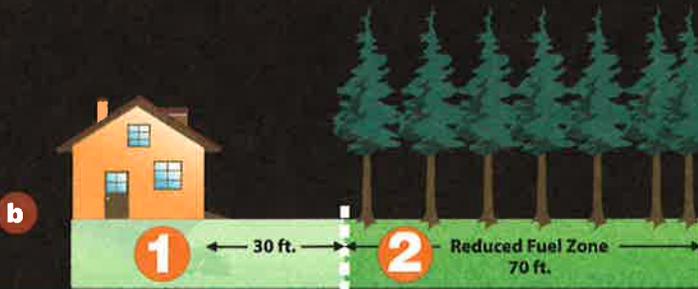
California Licensed Contractor, Property Owner* or Authorized Agent**: ***requires separate authorization form*

Signature _____ Date _____

100' DEFENSIBLE SPACE Make Your Home FIRE SAFE



or



Contact your local CAL FIRE office, fire department,
or Fire Safe Council for tips and assistance.

www.fire.ca.gov

Why 100 Feet?

Following these simple steps can dramatically increase the chance of your home surviving a wildfire!

A **Defensible Space** of 100 feet around your home is required by law.¹ The goal is to protect your home while providing a safe area for firefighters.

1 "Lean, Clean and Green Zone."

– Clearing an area of 30 feet immediately surrounding your home is critical. This area requires the greatest reduction in flammable vegetation.

2 "Reduced Fuel Zone."

– The fuel reduction zone in the remaining 70 feet (or to property line) will depend on the steepness of your property and the vegetation.

Spacing between plants improves the chance of stopping a wildfire before it destroys your home. You have two options in this area:

a Create horizontal and vertical spacing between plants. The amount of space will depend on how steep the slope is and the size of the plants.

b Large trees do not have to be cut and removed as long as all of the plants beneath them are removed. This eliminates a vertical "fire ladder."

When clearing vegetation, use care when operating equipment such as lawnmowers. One small spark may start a fire; a string trimmer is much safer.

Remove all build-up of needles and leaves from your roof and gutters. Keep tree limbs trimmed at least 10 feet from any chimneys and remove dead limbs that hang over your home or garage. The law also requires a screen over your chimney outlet of not more than ½ inch mesh.

¹ These regulations affect most of the grass, brush, and timber-covered private lands in the State. Some fire department jurisdictions may have additional requirements. Some activities may require permits for tree removal. Also, some activities may require special procedures for, 1) threatened and endangered species, 2) avoiding erosion, and 3) protection of water quality. Check with local officials if in doubt. Current regulations allow an insurance company to require additional clearance. The area to be treated does not extend beyond your property. The State Board of Forestry and Fire Protection has approved Guidelines to assist you in complying with the new law. Contact your local CAL FIRE office for more details.



June 2008

OSP 08 109256



**COMMUNITY DEVELOPMENT AGENCY
BUILDING DEPARTMENT**

P O Box 599002, 950 Maidu Ave Ste 170
Nevada City, CA 95959 | Phone: (530) 265-1222
Email: buildingdept@nevadacountyca.gov
Web: www.nevadacountyca.gov

MANUFACTURED HOME INSTALLATION INFORMATION

- Site plan (3)
- Floor Plan (3)
- Installation Manual with all applicable tables highlighted (2)
- Marriage Line with footing dimensions, if multiple units (2)
- State Approved or Engineered Foundation System (2)
- Foundation and Framing Plan for Stairs and Landings (2)
- WUI Compliance Certification Letter/Unit Order Summary (2)
- WUI Compliant Skirting Detail if applicable (2)
- Grant Deed with complete legal description (Exhibit A)
- For Used Units, title or registration document from HCD
 - Unit must be manufactured after June 1976 or HUD approved
- For New Units, a copy of the MCO (Manufacturer's Certificate of Origin)
- Written evidence that lienholder has consented to the placement of unit on foundation system as an improvement.
- Completed Manufactured Home Foundation handout (see page 2)

Nevada County is located in a Wildland Urban Interface (WUI) SRA.
How does this effect you?

- Units built after January 1st, 2008, require no changes.
- Manufactured homes constructed after June 1976 but before January 1st, 2008, may need to be modified to meet WUI requirements, which may include roofing, eave/attic venting. Contact HCD to determine if a permit is required for these changes.

[Upon final occupancy approval, HCD form 433A \(Notice of Manufactured Home- Installation on a Foundation System\) may be prepared by the Building Department and recorded by the Applicant. HCD registration fees of \\$11/unit and County of Nevada Clerk-Recorder fees apply.](#)

Manufactured Home Foundation

ADDRESS: _____

Frame Pier Spacing: _____ per Table 7, page 21 of the setup manual

Frame Pier Size: _____ per Table 10, page 23 of the setup manual 1500 Soil Bearing Capacity

Marriage Line Layout per sheet F-101

Marriage Line Pier Size _____ per table 10, page 23 of the setup manual.

(Check one)

X-i2 Foundation System _____

Perimeter Foundation System _____

End wall anchor bolt spacing _____

Long wall anchor bolt spacing _____

Floor connection: 5/16" X 4 1/2" size screws/lags at 36" OC spacing (Table 13) Page 37

Ridge connection: 5/16 X 6" size screws/lags at 28" OC spacing (Table 16)

End wall connection: Wood Screw #8 X 3" size screws/lags at 32" OC spacing (Table 18)

Interior wall connection (If applicable): Wood Screw #8 X 4" size screws/lags at 16" OC spacing (Table 19)



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
BUILDING DEPARTMENT**

950 MAIDU AVENUE NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-8794
INSPECTION REQUEST LINE (530) 265-7070
www.mynevadacounty.com/cda

MANUFACTURED HOME ON FOUNDATION SYSTEM CHECKLIST

	Site Plans – Five (3) each required
	Foundation Plans – Two (2) each required
	Marriage Line Plans – Two (2) each required
	Floor Plans – Three (3) each required
	Set-Up Manual – Two (2) each required and Exterior fire resistive construction system inspection report – Two (2) each required
	Letter from the Seller/Lender (approving placement of manufactured home on a foundation system). For older manufactured homes/foundation with no seller/lender, a bill of sale is required.
	Completed HCD Forms 433-A and 433-B
	Copy of Recorded Grant Deed with Clear Copy of Legal Description
	Check made payable to HCD = \$11.00 single-wide; \$22.00 double-wide; \$33.00 triple-wide or \$44.00 quad. Check will not be accepted at time of application submittal or permit issuance, only within one week prior to final inspection. **MUST HAVE DRIVER'S LICENSE # ON CHECKS.**
	Check made payable to the Nevada County Recorder's Office to record the mobile home documents. \$8.00 for the first page, \$3.00 each additional page and \$1.00 for a conformed copy (required). Check will not be accepted at time of application submittal or permit issuance, only within one week prior to final inspection. **MUST HAVE DRIVER'S LICENSE # ON CHECKS.**

NOTE: Plan review fees are due at time of application. Permit fees are due at the time of issuance of the permit, as well as School and Fire District receipts. Recording Fee and HCD fees are due just prior to scheduling final inspection.



**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
BUILDING DEPARTMENT**

950 MAIDU AVENUE NEVADA CITY, CA 95959-8617
(530) 265-1222 FAX (530) 265-8794

www.mynevadacounty.com/cda

MANUFACTURED HOME ON FOUNDATION

1. YOU NEED TO KNOW:

- A. The manufactured home must have been manufactured after 09-15-71 OR see page 2 of this document "MANUFACTURED HOMES CONSTRUCTED PRIOR TO 09-15-71".

2. THE BUILDING DEPARTMENT NEEDS:

- A. Three (3) Site plans
Three (3) Floor plans
Two (2) Set-Up Manuals
Two (2) Foundation Plans – Foundation plans can be either engineered (in which case the wet signature of the engineer is required on the plans), or approved by HCD (State of California, Department of Housing & Community Development)
Two (2) Marriage Line Pier Support Plans
Two (2) Exterior fire resistive construction system inspection reports for homes manufactured after September 1, 2008. [When a used manufactured home is re-installed in a different location and is in a State Responsibility Area or Local Responsibility Area the used manufactured home must comply with Chapter 7A, 2019 California Building Code. Provide documentation showing compliance.]
- B. Owner/Contractor must complete Forms 433A and 433B.
- C. Letter from the seller/lender (if applicable) approving placement of manufactured home on a foundation system.
- D. Copy of your recorded Grant Deed with complete legal description (Exhibit A) of the property on which the unit is being placed.
- E. Verification of an Encroachment Permit (from Department of Public Works) if driveway encroaches onto a County maintained road.
- F. Verification of septic and water approvals from Environmental Health (where applicable).

NOTE: If the mobile home is previously registered, send the original registration, title and license plate or license decals to the Department of Housing & Community Development, Division of Codes and Standards, P.O. Box 1407, Sacramento, CA 95807.

H:\BP-Mforms\Front Counter\Manufactured Home on Foundation 1.14.09

MANUFACTURED HOME ON FOUNDATION

Page 2

3. WHEN THE PERMIT IS READY TO BE ISSUED:

- A. Receipt of any other agency approvals that may be applicable, i.e., receipt of payment of School District Mitigation fees, receipt of approval to issue building permit from Environmental Health Department, receipt of payment of Fire District fees. Road Developer fees will be applied to your permit if required.

4. DUE WITHIN ONE WEEK PRIOR TO SCHEDULING FINAL INSPECTION:

- A. Check made payable to HCD = \$11 single-wide, \$22 double-wide, \$33 triple-wide or \$44 quad. Please note that the check will not be accepted at time of application submittal or permit issuance, only within one week prior to final inspection.
- B. Check made payable to Nevada County Recorders Office to record the manufactured home documents. \$8 for the first page, \$3 each additional page and \$1 for the confirmed copy (required). Please note that the check will not be accepted at time of application submittal or permit issuance, only within one week prior to final inspection.
- C. The driveway/grading permits must have received final inspection prior to issuance of the Certificate of Occupancy for the manufactured home.

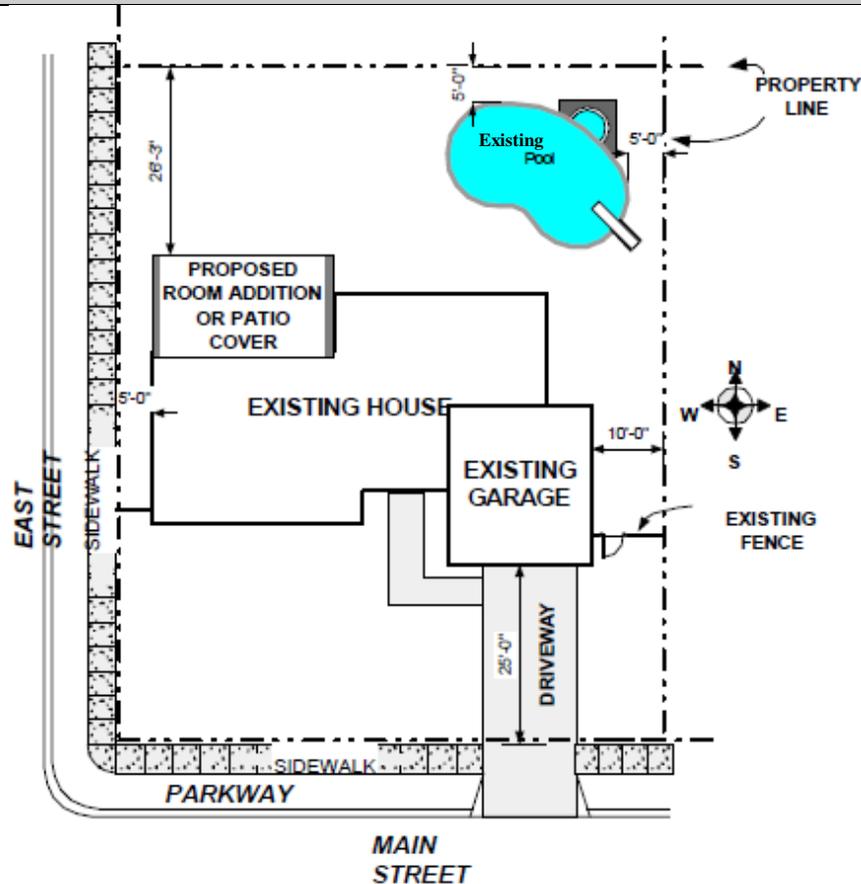
MANUFACTURED HOMES CONSTRUCTED PRIOR TO 09-15-71

Manufactured homes constructed within California prior to September 15, 1971 or constructed outside of California must undergo "Coding Review" prior to receipt of insignia from the State of California Housing & Community Development Department if the placement on a permanent foundation system is desired.

In the case of California manufactured homes constructed prior to September 15, 1971, an Architect or Civil Engineer licensed in the State of California must review structurally, the manufactured home for compliance with manufactured home construction standards in effect during 1971-1975. A copy of these regulations is available from HCD. If alterations are required to meet those standards, a permit must be obtained from HCD. Upon completion of the alterations, or upon certification of compliance with construction standards from the Architect/Engineer, a HCD insignia will be granted.

Manufactured homes constructed outside California must undergo the same procedure as California constructed mobile homes for structural compliance. Additionally, plumbing, electrical, and mechanical systems must be reviewed for compliance prior to award of insignia. Once insignias are received and affixed on the manufactured home, the process to install on a permanent foundation may occur.

SAMPLE SITE PLAN



Provide the following:

1. Minimum 11" x 17" size sheet(s). (Fill sheet with site plan; do not use edge of paper for property lines)
2. Show North arrow and include all streets and alleys.
3. Show all dimensions and locations for property lines and setbacks. (include lot size)
4. Show all buildings, carports, pools, walls, patio covers, fences, slopes, etc. (Label all existing structures/appurtenances "Existing")
5. Clearly show all grading/drainage away from structures to an approved drainage way.
6. Indicate the owners name, address, phone number, and Assessor's Parcel Number (APN).
7. Plans are to be completed in a workmanlike manner and must be legible.
8. Three (3) sets of site plans (minimum) are required for all building permits.
9. Indicate all easement locations (refer to your title report for this information)

Note: All Dimensions shown on this sample plan are for reference only. Your site plan must show the actual dimensions for the lot located at the address. Site plans are required for new structures, additions, some interior alterations, decks, patios, swimming pools, etc.



COMMUNITY DEVELOPMENT AGENCY BUILDING DEPARTMENT

P O Box 599002, 950 Maidu Ave Ste 170, Nevada City, CA 95959
Phone: (530) 265-1222 Email: buildingdept@nevadacountyca.gov
Web: www.nevadacountyca.gov

BUILDING PERMIT APPLICATION HANDBOOK

CUSTOMER SERVICE CENTER COUNTER OPEN

8:00am to 5:00pm, Monday-Friday

New applications are accepted between 8:00am to 3:30pm

NEVADA COUNTY BUILDING CODES

2025 California Residential Code (2024 IRC)	2025 California Energy Code
2025 California Green Building Standards Code	2021 International Property Maintenance Code
2025 California Building Code (2024 IBC)	2025 California Fire Code (2024 IFC)
2025 California Plumbing Code (2024 UPC)	2025 California Existing Building Code
2025 California Mechanical Code (2024 UMC)	2025 California Historical Building Code
2025 California Electrical Code (2023 NEC)	2021 International Swimming Pool & Spa Code
Nevada County Land Use and Development Code (Title 14)	

Building permits are required for all construction not specifically exempted (see exempted work list listed on page 4). This includes houses, garages, most decks, commercial projects, installation of propane appliances, grading, projects requiring framing, electrical, mechanical, plumbing, etc. Each item must be listed on the permit; work not listed will not be covered by the permit. Building permits are active for one (1) year from permit issuance and are eligible for one (1) year extension, based upon justifiable cause. Permits are extended for one (1) year when there has been construction progress with an approved building inspection, up to final inspection.

Some permits will require approval from other departments (County Planning, Environmental Health, Fire, Nevada City Planning, etc.) prior to submittal or issuance (i.e. cell towers, second dwelling units and commercial projects). Please consult with the Nevada County Community Development Agency (CDA) (530) 265-1222 before submittal of building permit application.

Permits are issued to an owner-builder, contractor, and an agent with a letter of authorization from the owner, an agent with an original power of attorney, or a lessee with a copy of a signed lease.

Building permit fees do not include all fees. **Other fees may include:**

- Fire mitigation fees
- School mitigation fees - **living/accessible area only**
- Park & Recreation fees - **new residence (including second dwellings)**
- Road fees - **new residence (including second dwellings)**

PLAN CHECK:

- Plan check fees are due at the time of application
- Plans are checked in order received

- It is the responsibility of the applicant to track the status of the permit.

Permit status may be checked on our [permitting portal](#) and following the guidelines in [this handout](#).

FOR NEW RESIDENCE:

- 3 sets of building plans (structural) including 3 site plans
- 2 sets of wet signed energy calculations (Title 24) as a page of the plans
- 2 sets of wet stamped/signed truss calculations- (if manufactured trusses are used)
- 2 sets of wet stamped/signed engineered calculations (if required)
- Site Plan Checklist must be completed and signed at the time of submittal
- A residential permit will not be issued without evidence of septic and well permits (if applicable)
- **Keep in mind that we also accept Electronic Project Plan Submittals. Visit our website at <https://permits.nevadacountyca.gov/CitizenAccess/Default.aspx> for complete information.**

FOR RESIDENTIAL ADDITIONS, REMODELS, DECKS OR ACCESSORY STRUCTURES (i.e., barn, garage or workshop):

- 3 sets of building plans (structural) including 3 site plans
- 2 sets of wet or digitally signed energy calculations (if applicable) as a page of the plans
- 2 sets of wet or digitally stamped/signed truss calculations (if manufactured trusses are used)
- 2 sets of wet or digitally stamped/signed engineered calculations (if required)
- Site Plan checklist must be completed and signed at the time of submittal

REQUIREMENTS FOR PLANS TO BE ACCEPTED:

- Shall be drawn to scale (must be 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60' - scales for site plan only) and fully dimensioned
- Shall be dark lined on light background, clear and legible (no graph lines)
- Shall be no smaller than **11" x 17"** (larger recommended)
- Detailed site plan (see [Comprehensive Site Plan Development Checklist](#))
- Detailed foundation plan: (Scale ¼" = 1' minimum) Show all wall and footing outlines, access doors, piers, girders, floor joists and dimensions.
- Floor plan(s) showing **use** of each/every area: (Scale ¼" = 1' minimum) One (1) plan for each story. If building has a crawl space, provide separate foundation plan. Direction, size and spacing of all floor and ceiling framing members, columns and piers. Location of all partitions. Indicate door and window sizes and direction of swing. Location and size of all permanently installed equipment, such as kitchen cabinets, closets, storage, plumbing fixtures, water heater, heating system, etc. Location of all electrical equipment, including main service panel, switches, outlets, fixtures, etc.
- Four (4) exterior elevations: (Scale 1/8" = 1' minimum) Show front, rear, and both side elevations (use directions N, S, E, W). Wall finishes where more than one type is used. Depth of all footings, if stepped type. Finish floor line. Finish grade lines at building.
- Details and cross sections: (Scale 3/8" = 1' minimum) Section through exterior wall: showing all details of construction from footings to highest point of roof. Where more than one type of wall or roof material is used, show each type. Section through all stairs, landing, and stairwells, including headroom clearances. Where trusses are used, provide stress diagram and gusset details. Section through fireplace.
- Two (2) copies of wet or digitally signed (Title 24) energy calculations as a page of the plans.
- Indicate square footage of **each** area and show the occupancy and construction type(s).
- List total square footage of **each** occupancy area on Title sheet (residence, garage, deck, etc.) ☒
- Electrical plan (can be shown on the floor plan).
- Two (2) copies of wet or digitally stamped/signed engineered truss calculations.

Note: If building is located on a lakefront lot, or in an extreme snow load area, the site plan must be stamped and signed (wet signature) by an engineer. Show all existing and proposed structures, septic, leach field, well, driveway, easements, etc. on each site plan.

PERMIT ISSUANCE:

- Inspection fees are due at permit issuance
- Plan check approval
- Site plan approval
- Environmental Health approval (septic and water)
- School mitigation fees paid-receipt
- Fire mitigation fees paid-receipt
- Park and Recreation fees paid (if applicable)
- Road fees paid (if applicable)

Construction may begin

PERMIT FINAL:

- Required department signatures (Planning, Fire, Environmental Health, etc.) completed on permit card
- Final inspection must be made prior to permit expiration
- All construction must be completed per approved plans and minimum code requirements

GENERAL INFORMATION:

- It is recommended that you keep your approved building plans for future additions or alterations.
- All pages of engineered plans, calculations, specifications, details, etc., shall be signed (wet signature) by the engineer or architect and shall show an up-to-date California stamp of his/her seal or his/her registration number.
- Plan Review and Permit fees quoted over the phone or at the counter are **estimated** and **approximate**.
- Fee estimates for the School District and Fire Districts must be obtained from those agencies.
- All other agency approvals and signatures are required prior to final occupancy approval.
- Please follow these instructions when preparing plans for a permit. This is necessary in order to provide uniformity in filing and future reference to plan documents, and to provide a more effective and efficient building inspection service. Deviations may be accepted for unusual circumstances.

Licensed Architect or Licensed Engineer:

If construction deviates from conventional light frame construction requirements for wood frame construction, plans must be prepared by a licensed architect or registered engineer. The documents prepared shall bear the stamp and original signature of the licensee who is responsible for their preparation.

ENGINEERING:

Engineering is required on all steel frame, concrete buildings and concrete or concrete block walls over four (4) feet high (measured from the bottom of the footing to the top of the wall). Front page of engineering shall contain all design criteria. All call outs shall be detailed on the plans (beams, hold-downs, connections, retaining walls, shear panels, etc.). All engineering submitted requires the stamp and wet signature of the California licensed architect or registered engineer on all pages of the plans.

WHO MAY DRAW PLANS:

Individuals (owners) may prepare plans for the following:

- Single family dwelling of light wood frame conventional construction, not more than two stories and basement in height.

- Multiple dwellings containing no more than four (4) dwellings, of light wood frame conventional construction not more than two (2) stories and basement in height.
- Garages, patio covers, decks or other structures appurtenant to buildings described above.
- Agricultural buildings of conventional light wood frame construction.

DRIVEWAY/GRADING:

See [“Driveway Construction Standards” handout](#).

ENCROACHMENT PERMIT:

An encroachment permit is required when the driveway encroaches onto a county-maintained road. Contact the Department of Public Works for this permit and bring the receipt to the building department prior to issuance.

SEPTIC PERMIT AND WATER SUPPLY:

Proof of issued septic permit and water supply from the Environment Health Department is required prior to issuance of a new residence permit. You must apply for Environmental Health approval through that department. Concurrent permit applications are recommended.

ADDITIONS AND ALTERATIONS:

Building plans and site plans require the same information as a new building.

SNOWLOAD:

Nevada County is a declared snow area. Snow loads vary throughout the county. To obtain a snow load, please supply the building department with your Assessor’s Parcel Number (APN) or go to <https://experience.arcgis.com/experience/45d30af79b1e45f792844b897a45131a>. All snow loads over 70-psf ground snow load will require engineering design, signature and approval.

EXEMPTED WORK: Section 14.02.050, Land Use and Development Code, Work Exempt from a Permit **A Building Permit shall not be required for the following:**

- One-story detached accessory structures without electrical, mechanical or plumbing not intended for habitation provided the projected floor area does not exceed 200 square feet, with a maximum of 2 (two) foot eaves. One structure per parcel. Must meet setbacks.
- Residential playground equipment
- Masonry walls, which are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Detached trellis or arbor **accessory** (snow load not required) to single family residential property provided the projected roof area does not exceed 200 square feet.
- For other exemptions see the 2022 California Residential Code and/or Building Department staff member.

Site plan review and a letter of exemption issued by the Building & Planning Departments required for the following: Agriculture structures, not intended for habitation, **accessory** to residential property in zoning districts “AG”, “AE”, “RA”, “FR”, and “TPZ”, that meet all the following conditions:

- Not a place of employment where agricultural products are processed, treated, or packaged, nor shall it be a place used by the public.
- Of simple construction using conventional construction methods or specifically approved manufactured structures (concrete, steel frame, masonry and other technologies that generally require engineering are not exempt).

- Structures must meet the following limits:
 - **POLE BARNs:** Limited in size to **1,000** square feet maximum. One pole barn per parcel or per 20 acres. Open from ground to eaves on all sides. Distance to other structures must be equal to its height, minimum of 20 feet. Minimum of 100 feet from property line.
 - **SHADE STRUCTURES:** Cover limited to woven shade fabric.
 - **ANIMAL HUSBANDRY BARNs:** Limited in size to **400** square feet maximum. One structure per parcel or per 5 acres. Single wall construction, dirt or gravel floor. Minimum 10 foot distance from other structures, 40 feet from property line.
 - **PUMP HOUSES:** Limited in size to **100** square feet. Meet setbacks.
 - **GREENHOUSES:** Limited in size to **400** square feet. One structure per parcel or per 10 acres. Wood or PVC construction with plastic or fiberglass cover; dirt or gravel floor. Meet setbacks.
 - **STORAGE CONTAINERS:** Limited in size to 320sqft. One container per parcel or 5 acres. Container is used for light nonhazardous agricultural storage and shall not be structurally modified or have any electrical, mechanical or plumbing utilities.
 - **HIGH/LOW TUNNEL GREENHOUSES MEETING THE FOLLOWING CRITERION:**
 - ***This exemption allows for employees if structure is used for cultivation only***
 - Easily moveable
 - Constructed of metal or plastic tubing and covered with agricultural cloth, plastic film, or shade screening.
 - Exits are in compliance with the most recently adopted editions of the California Building and Fire Codes.
 - Structures meet vegetation management clearance requirements in accordance with the most recently adopted edition of the California Fire Code and Public Resource Code Section 4291.
 - Setbacks and height limitations in accordance with Chapter II of the Nevada County Land Use and Development Code.
 - i) Parcels 3 acres or greater in size shall meet the following size and setback standards:
 - 3,600sqft per acre maximum
 - 35ft in width maximum
 - One story
 - 5 feet separation between structures minimum
 - Clustering of structures is allowed
 - ii) Parcels less than 3 acres in size shall meet the following size and setback standards:
 - 3,600sqft maximum
 - 35ft in width maximum
 - One story
 - 5ft separation between structures minimum
 - All structures require site plan review and approval and letter of exemption issued by the Building Official and Planning Director.

PROPERTY TAXES: Construction and some miscellaneous improvements will result in a supplemental tax bill

for the change in value for the fiscal year in which the improvement is completed. Speculation builders should request “claim for Builders Exemption.” Questions pertaining to value may be directed to the Assessor’s Office at (530) 265-1232.

OWNER/BUILDERS: May perform their own work without workmen’s compensation insurance; they must perform the work themselves or with their immediate family (no wages or contracts are allowed), or they may also contract with licensed contractors.

With workmen’s compensation insurance (proof of insurance required), an owner/builder may hire by the hour, contract with licensed contractors, or contract with unlicensed persons for up to \$500.00. Violation of this law may result in the revoking of a permit and substantial penalties.

OWNER/BUILDER AGENTS: May be required to have a letter specifically authorizing permit application, and a completed “owner-builder verification” form

SMOKE/CARBON MONOXIDE DETECTORS: In new construction, smoke and carbon monoxide detectors are required as indicated in 2025 California Residential Code.

In residential additions, alterations or repairs (for which a permit is required) smoke detectors are required to be in sleeping rooms, halls and/or stairways serving sleeping rooms and on every level. Carbon monoxide detectors are required in halls/room serving sleeping rooms and on over level. (Carbon monoxide detectors are not required if you do not have any gas appliances or an attached garage.)

JOB SITE SANITATION: Both County Ordinance and the California Health and Safety Code requires that approved water closets be provided at all construction sites, for obvious reasons. A minimum of one (1) water closet is required for every 20 employees.

The water closet will normally be a patented chemical-type toilet with routine servicing by a septic pumper licensed to operate within Nevada County. It must be located within reasonable distance to all persons at the job site. No permit is required for this type of toilet facility.

The building inspector will check for chemical toilets during job site inspections. Lack of compliance will result in referral to the Environmental Health Department for follow-up enforcement action. This includes monetary penalties beginning at \$100 per day per violation plus reimbursement for staff time utilized in the abatement of the violation at the department hourly rate approved by the Nevada County Board of Supervisors.

Address & Street Names: All projects for which a permit has been issued are required to have a street address posted. This address must be visible from the street and also at the building if there are multiple buildings onsite. The address numerals must be a minimum 4” in height with a minimum ½” stroke width.

The address must be posted prior to scheduling for an inspection. You will be charged a re-inspection fee in the event the inspector cannot find your project location due to an address not being posted.

Inspection Requests:

Inspections are performed Monday-Friday

Truckee area inspections are scheduled on TUESDAYS AND THURSDAYS ONLY

Inspections are required to be scheduled online at

<https://permits.nevadacountyca.gov/citizenaccess/Cap/CapHome.aspx?module=Building>

Inspections can be scheduled 24/7. If you would like a next day inspection, the online request shall be completed by 12:00am the day before your inspection request. Best practice is to schedule inspections several days in advance to ensure your inspection date as some days fill up quickly. Inspections can be scheduled as much as 15 days in advance. Make sure to leave gate codes or any special instructions with your appointment request so the inspector can do their best to accommodate your specific need.

Please call the Building Department at (530) 265-1222 to cancel an inspection before 8:30am. A reinspection fee will be charged if the project is not ready for a scheduled inspection.

Only permits in good standing will receive inspections; re-inspection fees must be paid prior to scheduling your next inspection.

CHANGES IN WORK: Plans must be resubmitted to the Building Department for approval. Some changes may require a new permit. Minor changes may be field revised/approved. A fee based on our current plan review hourly rate is due for each change. Two (2) sets of revised plans shall be submitted to the Building Department for review and approved prior to inspection of revised work OR if plans were submitted digitally, changes can be uploaded to the portal along with an explanation of the revisions or changes that were made.

REFUND OF FEES: Refunds will be made on basic plan check or inspection fees. Administration and archiving fees are non-refundable. Plan check fees will be refunded if examination of plans has not begun. Inspection fees will be refunded on projects if construction has not begun and if no inspections have been made. See our refund policy on our refund request form for complete refund information. "As-Built" building permits may not be voided and fees will not be refunded.

Please call or visit the Building Department for further assistance. Informational handouts, applications, etc. are available at the Building Department or on our website at

<https://www.nevadacountyca.gov/1114/Building-Department>

Be sure that if you are building a spec house or house for sale that you complete the "Claim for Builder's Exemption Form" and file the form with the Assessor's office within 30 days from the start of construction.

ADVISORY FOR MANUFACTURED HOME ROOF MOUNTED SOLAR PHOTOVOLTAIC SYSTEMS

Homeowners!
Beware of potential negative impacts of attaching solar panels on manufactured home roofs.



What you should know...

- An HCD permit is required for any solar system installed on manufactured homes.
- Permits help protect you from damages caused by solar installers.
- Manufactured home roofs are not accessible—damage resulting from poor installation practices is not visible.
- Before entering into an agreement with a solar company, make sure they are licensed by the Contractors State License Board www.cslb.ca.gov and have obtained a permit from HCD.





**COUNTY OF NEVADA
COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**
950 MAIDU AVENUE, SUITE 170, NEVADA CITY, CA 95959-8617
(530) 265-1222 <https://nevadacountyca.gov>

Trisha Tillotson
Community Development Agency Director

Brian Foss
Planning Director

Private Driveway Construction Standards (Sec. 4.03.020 Nevada County Code)

All newly constructed single family residences shall be served by a driveway. Any subdivision proposing that two (2) lots be served by a common driveway shall have the driveway constructed prior to the map recordation. The driveway shall meet the following construction standards as administered by the Building Department through a driveway permit when a grading permit is not applicable.

A. Driveway Grade

1. Below 4,000 feet elevation, driveway grade shall not exceed sixteen percent (16%) unless a Petition for Exceptions is supported by the County Fire Marshal or his or her appointed designee and granted by the planning agency having jurisdiction over the land use entitlement. Notwithstanding Sec. 4.02.060, Exceptions to Standards, there shall be no exceptions granted for grades in excess of twenty-five percent (25%).
2. At or above 4,000 feet elevation, driveway grade shall not exceed sixteen percent (16%) maximum. Notwithstanding Sec. 4.02.060, Exceptions to Standards, there shall be no exceptions granted for grades in excess of sixteen percent (16%) where elevations range above 4,000 feet.

B. Driveway Surface

1. Driveway surfaces shall be capable of supporting a 40,000 pound legally-loaded vehicle as outlined below:
 - a. Driveways and segments thereof that are between zero (0%) and sixteen percent (16%) grade shall be capable of supporting a 40,000 pound legally loaded vehicle as certified by a registered civil engineer, or a minimum of four (4) inch Class II aggregate base (see detail above).
 - b. Driveways and segments thereof that are sixteen point one percent (16.1%) grade and above, shall be designed and certified by a registered civil engineer. Prior to foundation inspection, the engineer shall provide stamped and signed written verification to the County Fire Marshal or his or her appointed designee that the rough grade complies with the site plan. Prior to, or concurrent with, final inspection, the engineer shall provide stamped and signed written verification that the final driveway complies with the site plan.
2. Driveways between sixteen point one percent (16.1%) and twenty percent (20.0%) grade shall be engineered with an all-weather surface.

C. Driveway Design

1. At least the first thirty (30) feet of the driveway encroachment from the edge of pavement of the primary roadway shall be paved and shall conform to the design standards for driveway encroachments as illustrated in the Nevada County Department of Public Works Standards Drawings, available from the Department of Public Works (see detail above).
2. The driveway must be built to within fifty (50) feet of the nearest point of each dwelling unit.
3. Surface width shall be ten (10) feet minimum with one (1) foot shoulders and fourteen (14) feet unobstructed horizontal clearance for driveway grades up to sixteen percent (16%). For grades between sixteen point one percent (16.1%) and twenty percent (20%), a twelve (12) foot minimum

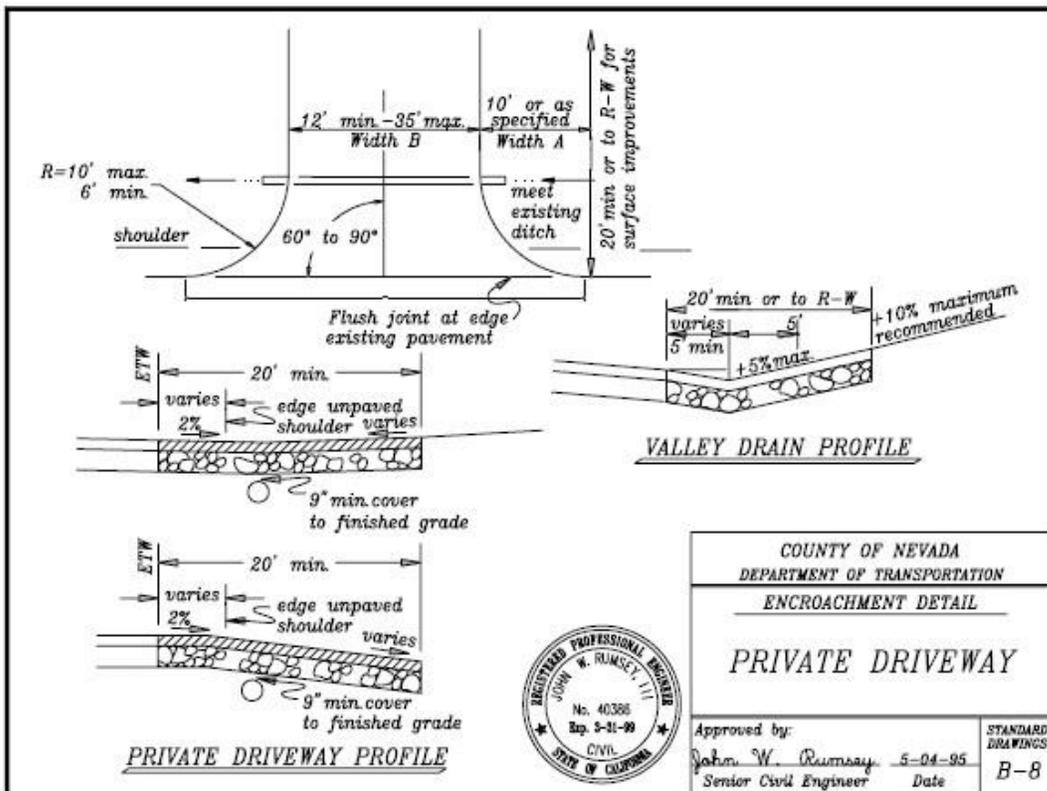
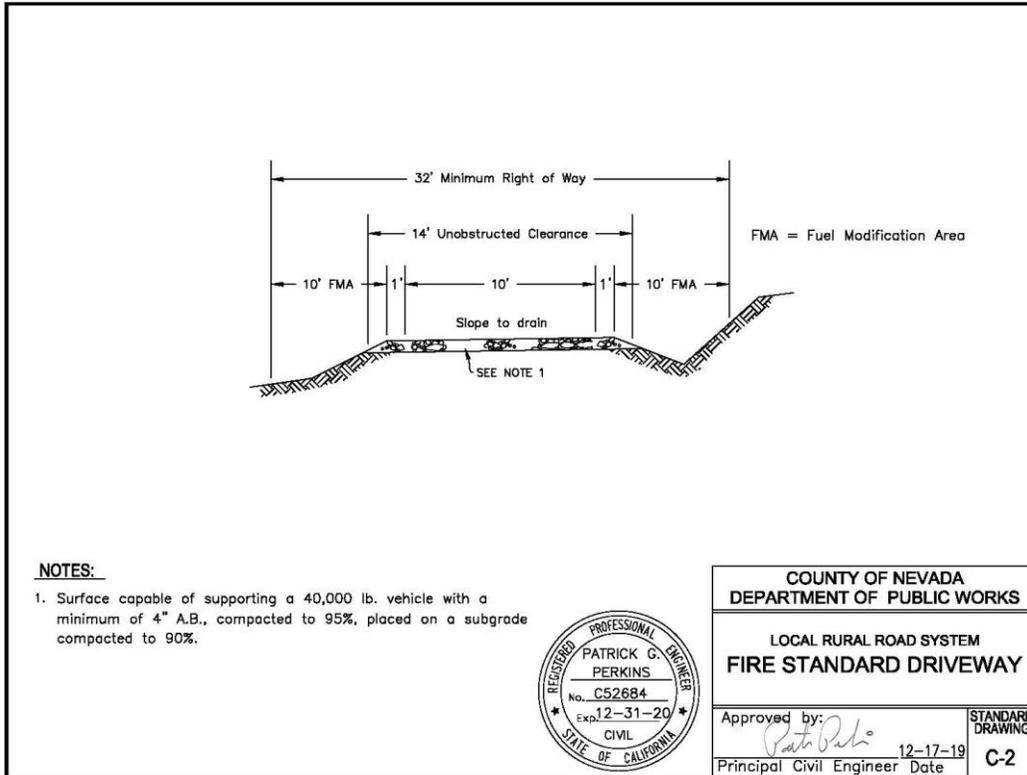
surface width with additional one (1) foot shoulders is required.

4. Vertical clearance shall be fifteen (15) feet minimum, measured from the outside edge of the shoulder.
5. Curve radius shall be fifty (50) feet minimum from centerline. For all driveway radii less than one hundred (100) feet, an additional four (4) feet of surfacing shall be provided on said curves. For all driveway radii between one hundred (100) and two hundred (200) feet, an additional two (2) feet surfacing shall be provided on said curves. All driveways shall also comply with Nevada County Code Section 16.10.040, Design Geometrics: Curve Widening (see detail above).
6. Back-out maneuvering area in front of parking garages and open parking stalls shall be twenty-four (24) feet.
7. Turnouts and Turnarounds
 - a. For driveways that are three hundred (300) feet or more in length, a turnaround or hammerhead with a maximum grade of twelve (12) percent shall be provided within fifty (50) feet of the dwelling (see hammerhead detail above).
 - b. Driveways exceeding one hundred fifty (150) feet in length, but less than eight hundred (800) feet in length, shall provide a turnout near the midpoint of the driveway.
 - c. Driveways exceeding eight hundred (800) feet shall provide turnouts no more than four hundred (400) feet apart.
 - d. Turnaround: The terminus bulb shall have a minimum forty (40) foot radius.
 - e. Hammerhead T: The long axis shall be a minimum of sixty (60) feet and the leg shall be a minimum of forty (40) feet (see detail above).
8. Turnouts shall be a minimum of twelve (12) feet wide and thirty (30) feet long with a minimum twenty-five (25) foot taper on each end.
8. All bridge and culvert portions of the driveway shall support a 40,000 pound legally loaded vehicle
9. Roadside vegetation: A fuel modification area shall be provided for a distance of ten (10) feet on each side of the driveway measured from the shoulder.
10. All appropriate grading, drainage and erosion control shall be included pursuant to Title 14, Chapter 12 of the Nevada County Code.
11. Lateral slopes must be designed and installed to accommodate a minimum two percent (2%) and maximum four percent (4%) cross slopes, taking topography into consideration.

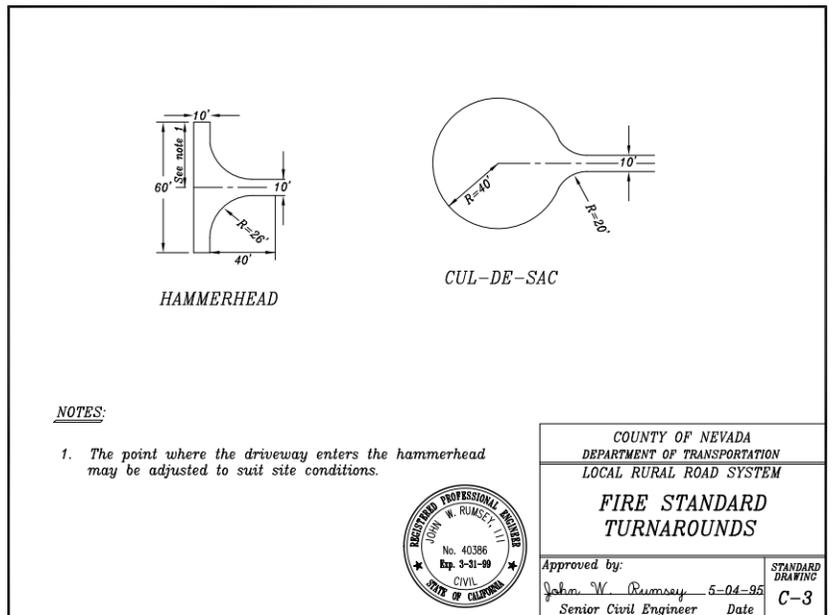
D. Gates on Driveways.

1. Gate entrances shall be at least two feet wider than the width of the traffic lanes serving the gate and shall provide a minimum width of fourteen (14) feet unobstructed horizontal clearance.
2. All gates providing access from a road to a driveway or another road shall be located at least thirty (30) feet away from the edge of pavement of the primary roadway and shall open to allow a vehicle to stop without obstructing traffic on that primary road. (Ord. 2323)
3. Security gates shall not be installed without approval of the Fire Marshal's Office of the fire authority having jurisdiction. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.

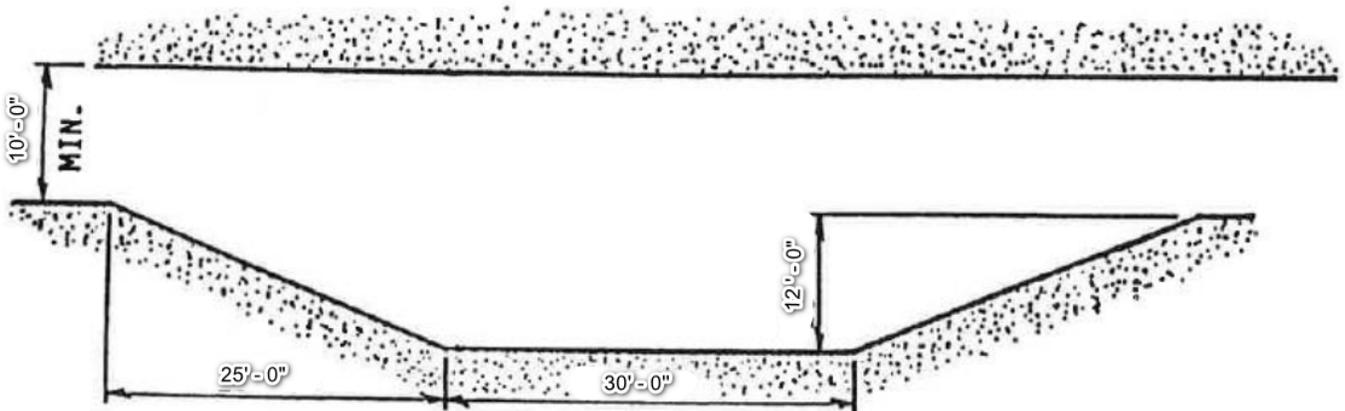
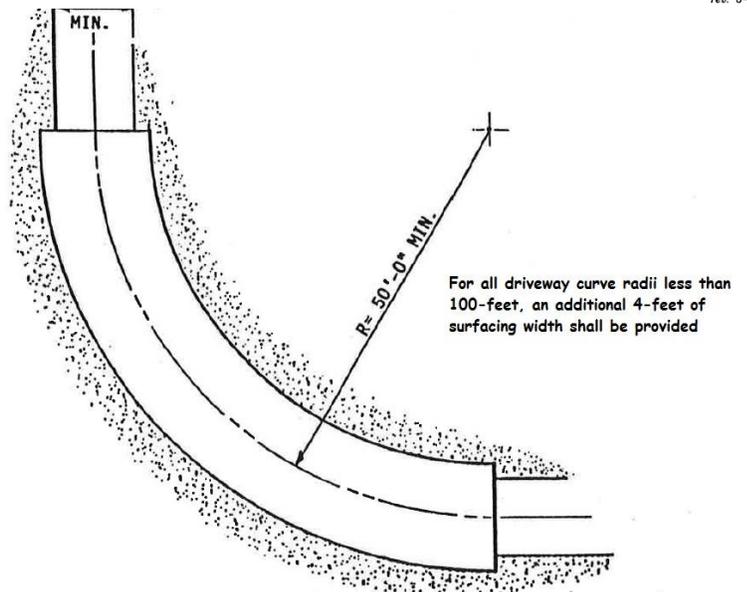
Private Driveway Construction Details



TYPICAL HAMMER HEAD TURNAROUND



TYPICAL CURVE RADIUS DETAIL



TYPICAL TURNOUT DETAIL



EROSION AND SEDIMENT CONTROL PLANS

What is an Erosion /Sediment Control Plan?

- An erosion/sediment control plan includes specific construction techniques identified on the site plan or grading plan, to ensure that no sediment leaves the construction site.

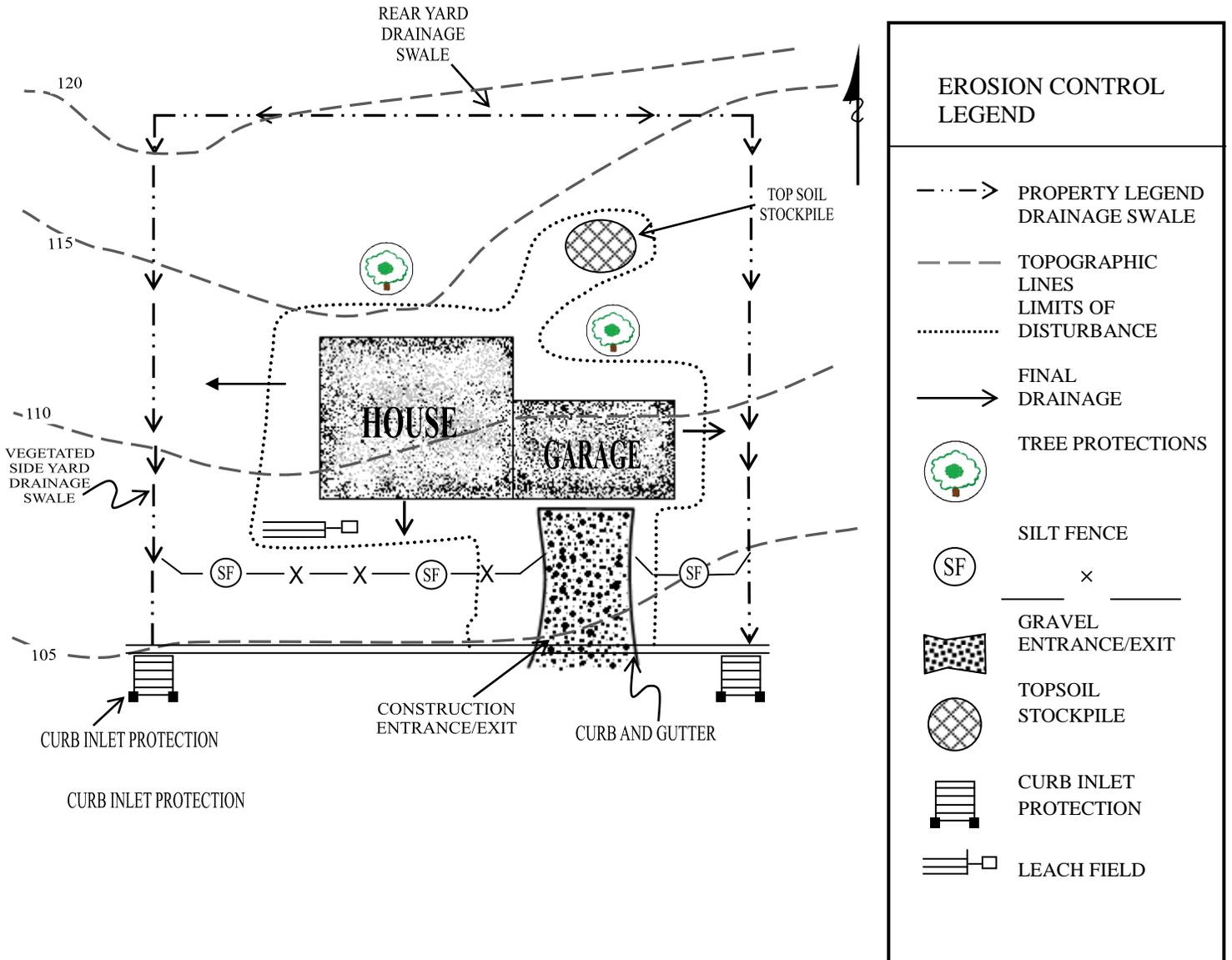
Information on Erosion/Sediment Control Plans:

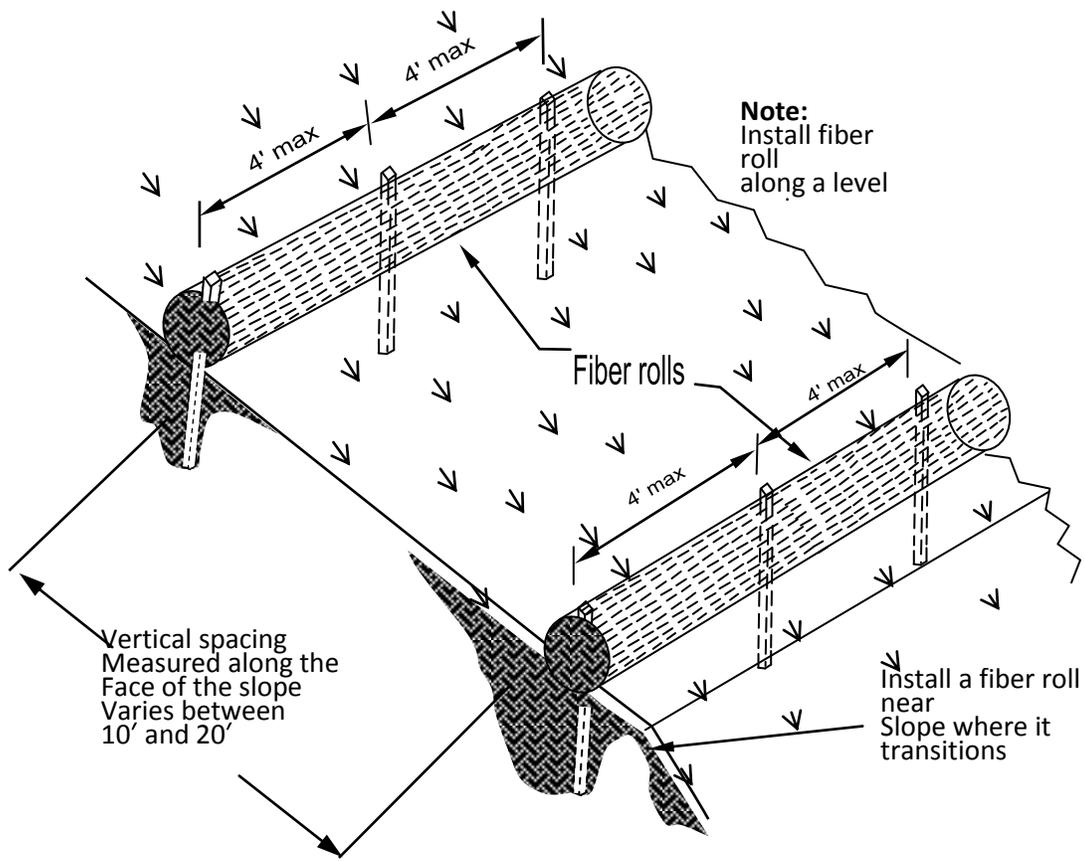
- Location of proposed building site
- Property lines
- Existing slope direction and grade identified.
- Proposed contour lines (if grading permit required)
- Location and any needed details of erosion/sediment control measures
- Construction entrance/exit
- Drainage plan with details of drainage control devices
- Limits of land disturbance
- Septic and leach field
- Re-vegetation plan to include all disturbed soils shall be seeded and covered with mulch

NOTE:

- Straw bales are not recommended for steep sloping site
- Silt fencing is recommended for bottom of steep sites
- Straw rolls/wattles are recommended for gently sloping site with lots of grading
- Erosion control blankets are recommended for steep slopes with gradients over 3"1.
- Land disturbance of one acre (43,560 SF) or more requires filing of a Notice of Intent (NOI) with the State.

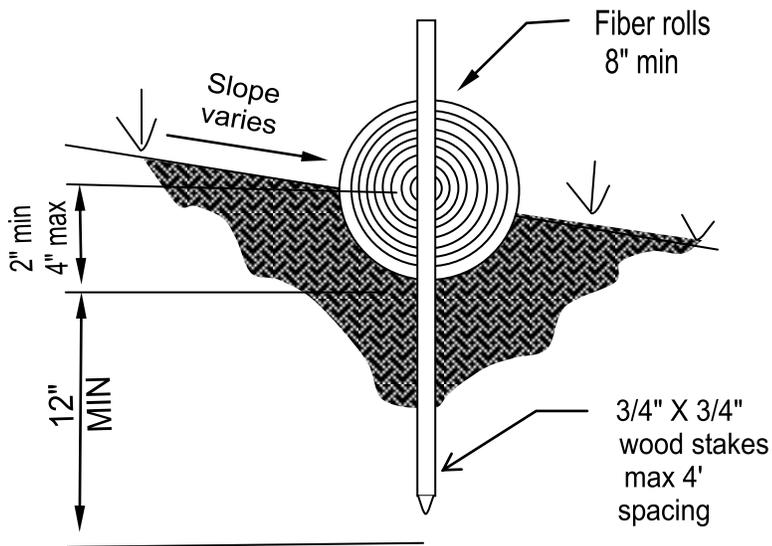
SAMPLE EROSION /SEDIMENT CONTROL PLAN FOR A SINGLE FAMILY RESIDENCE UNDER CONSTRUCTION





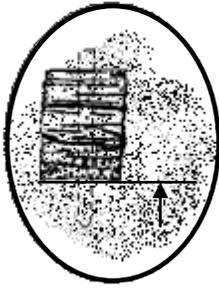
TYPICAL FIBERT ROLL INSTALLATION

N.T.S.

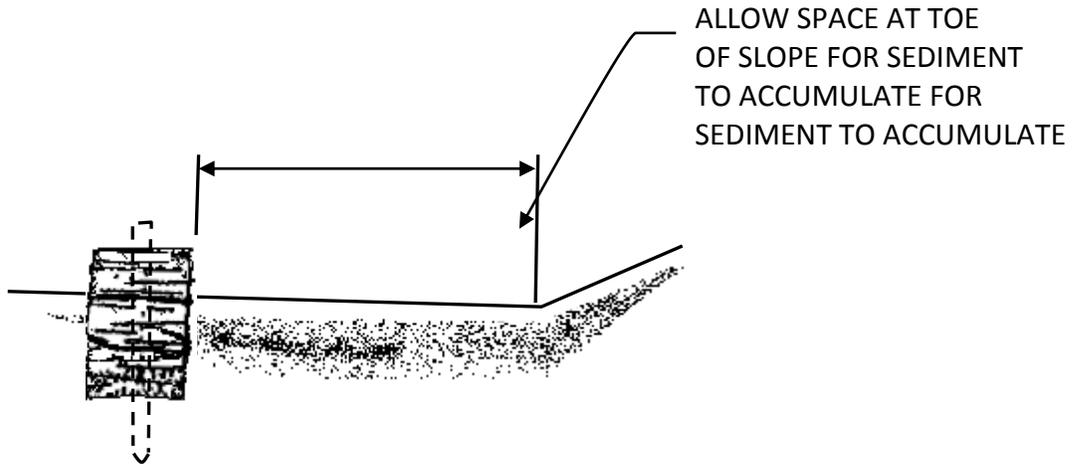
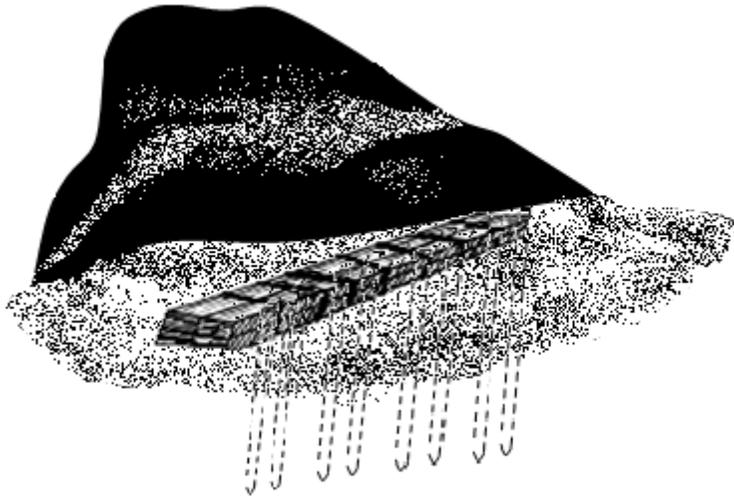


ENTRENCHMENT DETAIL

N.T.S.



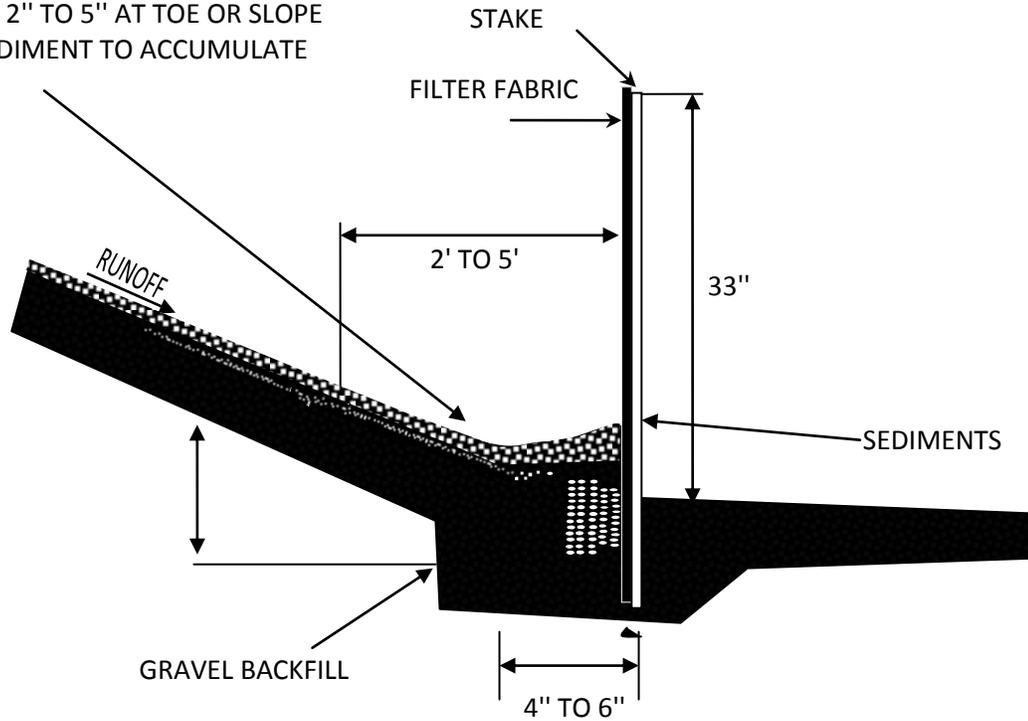
SOIL NOTE:
EMBED
STRAW BALE
4" MIN. INTO



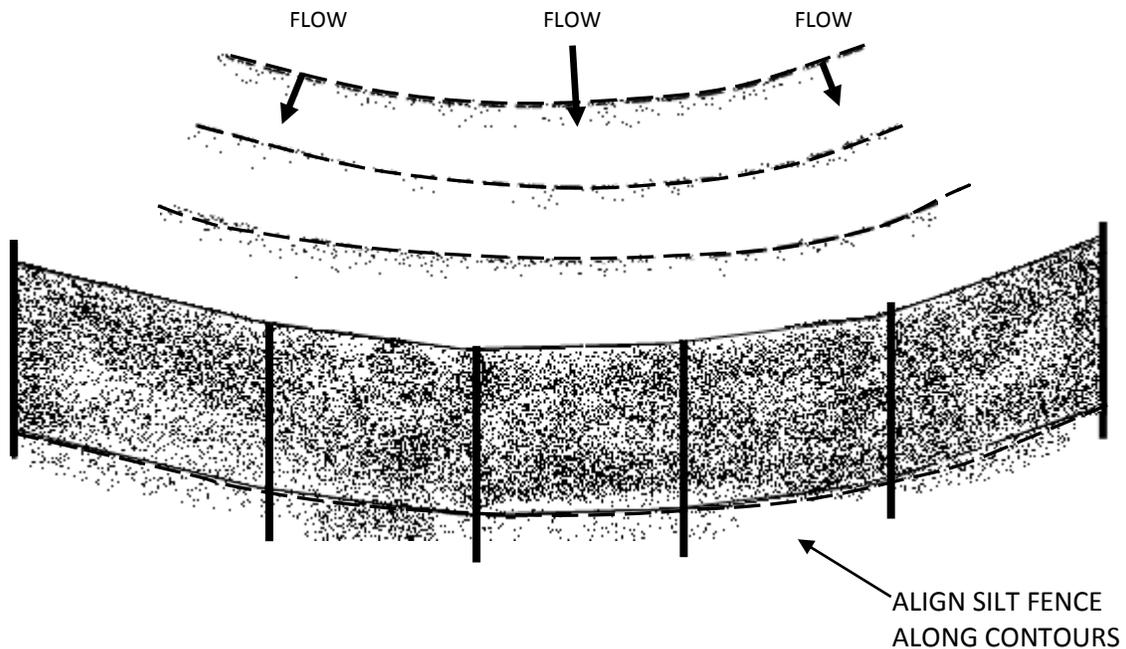
1

STRAW BALE DIKE

ALLOW 2" TO 5" AT TOE OR SLOPE
FOR SEDIMENT TO ACCUMULATE



RECOMMENDED INSTALLATION OF SILT FENCE



NOTE: Erosion and sediment control measures must remain functional and be maintained throughout the winter season. Failure to adequately maintain erosion and sediment control measures constitute a violation of the issued building or other permit. Maintain positive drainage away from all structures. Seed and cover all disturbed soil with mulch.

**Seeding Mixtures for Temporary Cover
Foothill Areas Mix**

<u>Mixture</u>	<u>Lbs/1000 Sq. Ft.</u>	<u>Lbs/Acre (Broadcast)</u>
1)	Annual Rye	1 24
or		
2)	Briggs Barley	4 180

Mountainous Conifer Area

<u>Mixture</u>	<u>Lbs/1000 Sq. Ft.</u>	<u>Lbs/Acre (Broadcast)</u>
1)	Cereal Rye	2 90
or		
2) Briggs Barley	4	180

**Seeding Mixtures for Permanent Cover
Foothill Areas**

<u>Mixture</u>	<u>Lbs/1000 Sq. Ft.</u>	<u>Lbs/Acre (Broadcast)</u>
1) Zorro annual fescue	0.2	6
Rose clover *	0.2	9
Shallow soil w/south		
or		
west exposure		
or		
2) Blando brome	0.3	12
Rose clover*	0.2	9
(deeper soils or		
north exposure)		
3) Blando brome	0.3	12
Lana woollypod vetch*	0.4	45
(Deeper soils-		
Forage for grazing)		

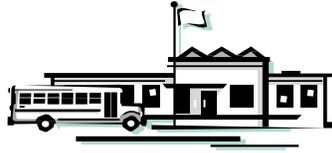
Mountainous Conifer Zone

<u>Mixture</u>	<u>Lbs/1000 Sq. Ft.</u>	<u>Lbs/Acre (Broadcast)</u>
1) Luna pubescent wheatgrass	0.6	24
Palestine orchard grass	0.2	8
“Sherman” big bluegrass	0.2	6
“Durar” hard fescue	0.2	6

Legume seed must be inoculated with proper nitrogen fixing bacteria.

The application of mulch is necessary to reduce the impact of rainfall, help hold soil in place, and provide a moist soil surface for seed germination. The mulch should be applied in such a manner that 80-100% of the surface is covered to a depth of 1-2 inches. The most common mulch used is clean grain straw. It should be applied at the rate of 2 tons per acre. This rate is equivalent to:

<u>Mulch</u>	<u>Bales/1000 Sq. Ft.</u>	<u>Bales/Acre</u>
Straw	1	50
(3 wire-80 Pound Bales)		



NEVADA JOINT UNION HIGH SCHOOL DISTRICT

DEVELOPER FEE SCHEDULE FOR SCHOOL FACILITIES WITHIN WESTERN NEVADA COUNTY

Effective July 15, 2024

RESIDENTIAL up to \$5.17

COMMERICAL OR INDUSTRIAL up to \$0.84

Per Square Foot

Based upon Individual School Districts
within Nevada Joint Union High School District

Fees will be collected by the Nevada Joint Union High School District by check or money order. Please bring a copy of your building permit application with you. Upon receipt, the School District will issue a certificate of compliance. The certificate of compliance must be presented to the Nevada County Building Department prior to permit issuance.

For questions and clarification, please contact the School District directly.

To schedule an appointment, please contact:

Office: (530) 273-3351 Extension 3202

Email: developerfees@njuhsd.com

Nevada Joint Union High School District, 11645 Ridge Rd, Grass Valley, CA 95945

website: <https://www.njuhsd.com/Our-District/District-Departments/Facilities-and-Construction/index.html>



These fees collected by the School District are under the authority of Education Code Section 17620 et seq.

WESTERN NEVADA COUNTY FIRE DISTRICTS



Higgins Fire District, 10106 Combie Rd, Auburn, CA
Phone: 530.269-2488 Office Hours: Mon-Fri 8am to 5pm

Nevada County Consolidated Fire District, 640 Coyote St, Nevada City, CA
Phone: 530.265.4431 Office Hours: Mon-Fri 8am to 5pm

North San Juan Fire Protection District, 13200 Tyler Foote Rd, Nevada City, CA
Phone: 530.292.9159 Office Hours: Mon-Fri 10am to 3pm

Ophir Hill Fire Protection District, 12668 Colfax Highway, Cedar Ridge, CA
Phone: 530.273.8351 Office Hours: Call for appointment

Peardale-Chicago Park Fire Protection District, 18934 Colfax Highway, Grass Valley, CA
Phone: 530.273.2503 Office Hours: Mon-Fri 8:30am to 12pm

Penn Valley Fire Protection District, 10513 Spenceville Road, Penn Valley, CA
Phone: 530.432.2630 Office Hours: Mon-Fri 8am to 4:30pm

Rough & Ready Fire Department, 14506 Rough & Ready Hwy, Rough & Ready, CA
Phone: 530.432.1140 Office Hours: Call for appointment

Local fire districts have implemented a development mitigation fee to fund capital improvements within their districts. This fee varies per district and is required to be paid prior to permit issuance. In order to assess the fee, the fire district will need a copy of your building permit application. If you are unsure of your local district, please refer to your tax bill or contact the Building Department at 530.265.1222.

Preferred payment method is by check. Most locations accept cash in the exact amount only. No credit cards accepted.



**County of Nevada Community Development Agency
Public Works Department
Traffic Impact Development Fees
Fee Schedule FY 25/26**

Effective 9/1/25

Code	Type	Sq Feet	Description	FY24-25	FY24-25	FY24-25	FY25-26	FY25-26	FY25-26
				Local Fee	Regional Fee	Total Fee	Local Fee	Regional Fee	Total Fee
WESTERN NEVADA COUNTY RESIDENTIAL ROAD ZONE 01 (Per Dwelling Unit)									
TMW100.DS	RESIDENTIAL	<1,500 sq.ft.	Local Western Nevada County	\$1,440.00			\$1,440.00		
TMW100.DM	RESIDENTIAL	1,500-2,500 sq.ft.	Local Western Nevada County	\$1,735.00			\$1,735.00		
TMW100.DL	RESIDENTIAL	>2,500 sq.ft.	Local Western Nevada County	\$1,926.00			\$1,926.00		
TMW100.RS	RESIDENTIAL	<1,500 sq.ft.	Regional Western Nevada County		\$3,528.00	\$4,968.00		\$3,528.00	\$4,968.00
TMW100.RM	RESIDENTIAL	1,500-2,500 sq.ft.	Regional Western Nevada County		\$4,263.00	\$5,998.00		\$4,263.00	\$5,998.00
TMW100.RL	RESIDENTIAL	>2,500 sq.ft.	Regional Western Nevada County		\$4,725.00	\$6,651.00		\$4,725.00	\$6,651.00
TMW200.DS	SENIOR RES	<1,500 sq.ft.	Local Western Nevada County	\$695.00			\$695.00		
TMW200.DM	SENIOR RES	1,500-2,500 sq.ft.	Local Western Nevada County	\$837.00			\$837.00		
TMW200.DL	SENIOR RES	>2,500 sq.ft.	Local Western Nevada County	\$929.00			\$929.00		
TMW200.RS	SENIOR RES	<1,500 sq.ft.	Regional Western Nevada County		\$1,706.00	\$2,401.00		\$1,706.00	\$2,401.00
TMW200.RM	SENIOR RES	1,500-2,500 sq.ft.	Regional Western Nevada County		\$2,061.00	\$2,898.00		\$2,061.00	\$2,898.00
TMW200.RL	SENIOR RES	>2,500 sq.ft.	Regional Western Nevada County		\$2,285.00	\$3,214.00		\$2,285.00	\$3,214.00
TMW300.DS	MOBILE HOME in Park	<1,500 sq.ft.	Local Western Nevada County	\$1,310.00			\$1,310.00		
TMW300.DM	MOBILE HOME in Park	1,500-2,500 sq.ft.	Local Western Nevada County	\$1,579.00			\$1,579.00		
TMW300.DL	MOBILE HOME in Park	>2,500 sq.ft.	Local Western Nevada County	\$1,752.00			\$1,752.00		
TMW300.RS	MOBILE HOME in Park	<1,500 sq.ft.	Regional Western Nevada County		\$3,219.00	\$4,529.00		\$3,219.00	\$4,529.00
TMW300.RM	MOBILE HOME in Park	1,500-2,500 sq.ft.	Regional Western Nevada County		\$3,888.00	\$5,467.00		\$3,888.00	\$5,467.00
TMW300.RL	MOBILE HOME in Park	>2,500 sq.ft.	Regional Western Nevada County		\$4,309.00	\$6,061.00		\$4,309.00	\$6,061.00
TMW400.DS	MULTI-FAMILY	<1,500 sq.ft.	Local Western Nevada County	\$835.00			\$835.00		
TMW400.DM	MULTI-FAMILY	1,500-2,500 sq.ft.	Local Western Nevada County	\$1,007.00			\$1,007.00		
TMW400.DL	MULTI-FAMILY	>2,500 sq.ft.	Local Western Nevada County	\$1,117.00			\$1,117.00		
TMW400.RS	MULTI-FAMILY	<1,500 sq.ft.	Regional Western Nevada County		\$2,052.00	\$2,887.00		\$2,052.00	\$2,887.00
TMW400.RM	MULTI-FAMILY	1,500-2,500 sq.ft.	Regional Western Nevada County		\$2,479.00	\$3,486.00		\$2,479.00	\$3,486.00
TMW400.RL	MULTI-FAMILY	>2,500 sq.ft.	Regional Western Nevada County		\$2,748.00	\$3,865.00		\$2,748.00	\$3,865.00
TMW900.DS	ACCESSORY DWELLING UNIT	<750 sq.ft.	Local Western Nevada County	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
TMW900.DL	ACCESSORY DWELLING UNIT	>750 sq.ft.	Local Western Nevada County		(Primary Unit Fee) x (ADU sq.ft. divided by Primary sq.ft.)			(Primary Unit Fee) x (ADU sq.ft. divided by Primary sq.ft.)	
TMW900.RS	ACCESSORY DWELLING UNIT REG	<750 sq.ft.	Regional Western Nevada County	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
TMW900.RL	ACCESSORY DWELLING UNIT REG	>750 sq.ft.	Regional Western Nevada County		(Primary Unit Fee) x (ADU sq.ft. divided by Primary sq.ft.)	(Primary Unit Fee) x (ADU sq.ft. divided by Primary sq.ft.)		(Primary Unit Fee) x (ADU sq.ft. divided by Primary sq.ft.)	(Primary Unit Fee) x (ADU sq.ft. divided by Primary sq.ft.)

RECORDING REQUESTED BY:

AND WHEN RECORDED MAIL TO:

NAME

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY



STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF CODES AND STANDARDS
MANUFACTURED HOUSING PROGRAM
NOTICE OF MANUFACTURED HOME, MOBILEHOME, OR COMMERCIAL MODULAR
INSTALLATION ON A FOUNDATION SYSTEM

Recording of this document by the enforcement agency indicates compliance with California Health and Safety Code section 18551(a). This document is evidence that the enforcement agency has inspected the installation and issued a Certificate of Occupancy, form HCD 513C, for the manufactured home/mobilehome (MH) or commercial modular described herein, including corrections and/or reporting the removal of a unit from a foundation system, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

Mandatory: Select all appropriate box(es) below:

New Recordination

Correct a Recordination

Report a Unit Removed from a Foundation System

ALL INFORMATION BELOW MUST BE ENTERED BY THE ENFORCEMENT AGENCY

PROPERTY INFORMATION

REAL PROPERTY OWNER NAME(S)

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

INSTALLATION ADDRESS (If different)

CITY COUNTY STATE ZIP CODE

IDENTIFY THE TYPE OF LAND OWNERSHIP:

- FEE-SIMPLE DEED TO THE PROPERTY
RESIDENT-OWNED MH SUBDIVISIONS
MH CONDOMINIUM MOBILEHOME PARKS
LONG-TERM LEASE
MH STOCK COOPERATIVES

OWNER INFORMATION

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

ENFORCEMENT AGENCY INFORMATION

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

BUILDING PERMIT NO TELEPHONE NUMBER

EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION PROVIDED/ATTACHED--SEE REVERSE NOTE #2 (Check if applicable)

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL DATE

DEALER INFORMATION

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NUMBER

DEALER BUSINESS ADDRESS

CITY COUNTY STATE ZIP CODE

MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR UNIT DESCRIPTION

MANUFACTURER NAME MODEL NAME / NUMBER MANUFACTURE DATE

SERIAL NUMBER(S)

LENGTH x WIDTH CA INSIGNIA(S)/HUD LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER HCD REGISTRATION DECAL NUMBER MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL

**NOTICE OF MANUFACTURED HOME, MOBILEHOME, OR COMMERCIAL MODULAR
INSTALLATION ON A FOUNDATION SYSTEM**

GENERAL GUIDE AND INSTRUCTIONS

A building permit is required from the enforcement agency to construct a foundation system (under new units or retrofits to existing units). To apply for a building permit—the owner, dealer, or contractor must comply with certain provisions of the California Health and Safety Code, as follows:

- 1) Provide evidence that the registered owner(s) of the unit(s) to be installed either holds title or is purchasing the real property on which the installation is to be made, or written evidence of ownership in a resident-owned subdivision, stock cooperative, MH condominium mobilehome park, or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause. Written evidence must specify the type of land ownership.
- 2) Provide written evidence that the registered owner(s) owns the unit(s) free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the unit(s) on a foundation system as an improvement to the underlying property.

If the Department of Housing and Community Development's (HCD's) registration and title records for the unit do not match the name of the applicant, the applicant shall correct the recorded information with HCD before the enforcement agency can approve the ownership interest, the unit installation or record this form with the county recorder's office.

Note: An enforcement agency may obtain a title search from HCD's Registration and Titling Program. The information on the title search may be compared to the information shown on the surrendered HCD Certificate of Title or Department of Motor Vehicle (DMV) pink slip(s) and registration card(s) (see below). This will ensure that the most recent ownership and registration documents have been submitted to the enforcement agency and that the registered owner owns the unit(s) free of any liens or encumbrances. Where the title search indicates a recorded legal owner or junior lienholder, or both, evidence should be provided to the enforcement agency that the legal owner or junior lienholder, or both, have been paid in full or that the legal owner or junior lienholder, or both, consent to the attachment of the unit(s) upon the satisfaction of their liens by the registered owner.

- 3) Provide the plans and specifications required by HCD regulations.
- 4) Provide the approved manufacturer's installation instructions or plans and specifications signed by a licensed California architect or engineer covering the installation of the unit(s).
- 5) Pay building permit fees as required by the local jurisdiction issuing the building permit.
- 6) Complete an original and three (3) copies of form HCD 433A with all information available at the time the building permit is issued for the installation of a manufactured home, mobilehome, or commercial modular unit(s).
- 7) Pay a state fee of \$11.00 per transportable section and submit with form HCD 433A.

Reporting Corrections or Removal of Manufactured Home, Mobilehome, or Commercial Modular from a foundation system:

- 1) Mandatory selection of the appropriate recordation type near the top of page 1, to indicate this is a new recordation, correction, or to report that a unit has been removed from a foundation system.
- 2) For correction or reporting unit removal, complete the entire application except for DEALER INFORMATION, unless applicable.
- 3) In the REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL section, explain in detail correction or reasons for removal and final disposition or destination of unit(s). (e.g., rectification, recording errors, re-titled, transferred, salvaged, sold, relocated, theft, destroyed by accident, or natural disaster). Attach form HCD RT 476.6, Statement of Facts, if additional space is needed.
- 4) As appropriate, file this form with HCD, the proper County Recorder, County Tax Assessor, and/or the Local Building Department.

After installation is complete and prior to issuance of a form HCD 513C, Certificate of Occupancy, the following requirements must be met:

- 1) If the unit(s) has been sold to the owner by a dealer, all information not originally available to complete form HCD 433A [*i.e., manufacturer name, serial number(s), date of manufacture, dealer's license number and HCD insignia(s)/HUD label number(s)*] must be completed. Incomplete forms will be returned for completion.
- 2) If the unit(s) is owned by the individual requesting installation, the following items are required to be surrendered to the local building department prior to issuance of a Certificate of Occupancy:
 - Certificate of Title and Registration issued by either HCD or DMV
 - Any license plates or decals issued by either HCD or DMV

CAUTION: DO NOT REMOVE THE HCD INSIGNIA(S)/HUD LABEL(S) THAT CERTIFY THE COMPLIANCE OF THE UNIT(S).

- 3) When form HCD 433A is completed with all required information and all titles, certificates, plates, or decals (*if required*) surrendered, a Certificate of Occupancy may be issued and form HCD 433A recorded with the county recorder. The owner is to be provided with a copy of form HCD 433B—Notice to Assessor by the local building department. The owner is required to complete and submit the Notice to Assessor to the county assessor.
- 4) Within five (5) business days of the issuance of the Certificate of Occupancy, the enforcement agency shall record this document with the county recorder's office.
- 5) Once recorded, the enforcement agency shall transmit all of the following: the recorded copy of form HCD 433A; a copy of the Certificate of Occupancy; fees collected in the amount of \$11.00 per transportable section; and, *if unit currently titled as personal property*, all applicable titles, certificates, license plates, or registration decals to:

Department of Housing and Community Development
Division of Codes and Standards
Registration and Titling Program
P.O. Box 277820
Sacramento, CA 95827-7820

For information on establishing a Requester Account for obtaining title search printouts online or for general information contact HCD at (800) 952-8356 or via email at ContactRT@hcd.ca.gov.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev. 08/20)

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 MH 415). The HCD MH 415 can be located on the Internet at: <http://www.hcd.ca.gov>

Northern Area Field Operations
9342 Tech Center Dr., Suite 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Field Operations
3737 Main Street
Riverside, CA 92501
(800) 952-8356

ELECTRICAL				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Air Conditioning				
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.
Appliance				
Install (<i>Add</i>) – “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
Ceiling Fan				
Install (<i>Add</i>) – Ceiling Fan	Yes	No	No	
Receptacle/Switch				
Replace – Receptacle/Switch	No	No	No	
Misc.				
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.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev. 08/20)

MECHANICAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Air Conditioning / Evaporative Cooler				
Install – Air Conditioning (<i>New or Replacement</i>)	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
Furnace / Heater / Heat Pump / Stove				
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	
Gas Line				
Install/Add to Length/Modify – Gas Line	Yes	Yes	No	
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	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
Water Heater				
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.

PLUMBING				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Drain, Waste and Vent				
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	

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev. 08/20)

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

STRUCTURAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Chassis / Frame				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required.
Doors (<i>Exterior</i>)				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
Floors				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
Roof				
“California Roof”	Yes	Yes	*Yes	*An engineered plan or design is required. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required.
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.

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev. 08/20)

STRUCTURAL (Continued)				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Walls				
Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. <i>(Details available for flame spread requirements)</i>
Sidewall or Endwall Opening (New or enlarged)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
Windows				
Replace – Windows (Same size/type)	*Yes/No	No	No	* <u>Permit required</u> 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.

STRUCTURAL (Accessory Structure)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Structure Attachment				
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.