

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

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

Northern Area Field Operations
9342 Tech Center Dr., Suite 550
Sacramento, CA 95826
(916) 255-2501

Southern Area Field Operations
3737 Main Street
Riverside, CA 92501
(951) 782-4420

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.

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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	

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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.

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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.