



SUTTER COUNTY DEVELOPMENT SERVICES DEPARTMENT
BUILDING DEPARTMENT DIVISION

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

SUBMITTAL CHECKLIST FOR
MANUFACTURED HOMES/ COMMERCIAL COACH

Design Criteria:

- Seismic Zone D or provide analysis and calculations from California Registered Engineer. 3,000 PSI Concrete required in this seismic zone.
Basic velocity 110 mph exposure C or provide wind speed calculations from California Registered Engineer
2013 editions of the California Codes: Building (CBC), Electrical (CEC), Plumbing (CPC), Mechanical (CMC), Fire (CFC), Green Building standards (CGBSC), 2013 Energy Standards (Title 24), and Health and Safety.
Title 25 Manufactured Home Installation Regulations. Also see www.hcd.ca.gov for more information

Site plans must be 11x17-see site plan checklist for further requirements

Building Plan Criteria:

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

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

Requirements on Cover sheet of Plans:

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

Plans Prepared By:

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

FOR OFFICE USE ONLY

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

Building Plans: 3 Sets Required

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

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

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