



County of San Diego, Department of Planning and Land Use
**APPLICANT QUICK GUIDE FOR CONSTRUCTION OF
ACCESSORY STRUCTURES IN A MOBILE HOME PARK**
BUILDING DIVISION

PLEASE PROVIDE TWO COMPLETE SETS OF PLANS AS FOLLOWS:

• **MINIMUM SHEET SIZE OF 11" x 17" PAPER** •

(If the proposed construction is large or complicated, minimum 18" x 24" plans will be required.)

• **NON-ERASABLE FORMAT** •

(No pencil, ink, or white-out. Must be a copy or print.)

• **ALL PLANS MUST BE DRAWN TO SCALE** •

(Architectural scale, i.e. 1/4" = 1'-0")

Additional information is available at the County of San Diego's Building Division web site:

<http://www.sdcounty.ca.gov/dplu/bldgforms/index.html>

EACH SET OF PLANS MUST CONSIST OF THE FOLLOWING:

1. PLOT PLAN (Per form DPLU #036 – must be signed by park manager)
2. FLOOR PLAN
3. EXTERIOR ELEVATIONS OF ALL SIDES
4. AT LEAST ONE SECTION THROUGH THE BUILDING
5. FOUNDATION PLAN
6. ROOF AND FLOOR FRAMING PLANS
7. APPLICABLE DETAILS
8. TWO COPIES OF TRUSS CALCULATIONS IF USING PRE-FABRICATED ROOF TRUSSES

PLEASE BE ADVISED OF THE FOLLOWING:

- It is recommended that you obtain the services of a professional to prepare your plans. **Plans that are not properly prepared or incomplete will NOT be accepted for plan check.**
- If the structural design does not meet the criteria set forth in the 2007 *California Building Code* (2007 CBC), Chapter 23, Section 2308 for conventional light-frame construction, you must provide plans and calculations which have been prepared, stamped, and wet signed by a licensed professional (architect or engineer).
- Any construction that involves attachment to or alteration of an existing manufactured home must first be permitted through the State of California Department of Housing & Community Development (HCD) in Riverside, CA. Please contact HCD at (951) 782-4420 for more information.
- If the construction has already been started and/or completed:
 - "As-built" construction is treated as if it does not exist for permitting purposes. All existing non-permitted construction will be plan checked and inspected for compliance with all current codes and ordinances.
 - Prior to plan check approval, you must provide signed and stamped reports from California-licensed engineers/architects certifying non-permitted/as-built construction complies with the plans. Reports must certify structural/life-safety, electrical, plumbing, and mechanical systems, with hidden construction verified by testing and/or destructive examination. Separate reports may be provided for each discipline by engineers/architects specializing in the respective field(s).
- For other than wood-frame construction (i.e. metal awnings, carports, decks, etc), provide plans that have been approved by HCD (these documents are known as "SPA" – Standard Plan Approval – plans).
- All construction in mobile home parks must comply with California Code of Regulations, Title 25, Division 1, Chapter 2 (effective January, 2009).
- All construction in parks in a State Responsibility Area Fire Hazard Severity Zone or a local Very-High Fire Hazard Severity Zone shall comply with the Standards of Quality as defined in section 703A and the Materials, Systems, and Methods of Construction as defined in the section 704A of the California Building Code, Title 24, Part 2, Chapter 7A.
- A mobile home park/site permit application (form DPLU #292), with park manager signature, must be presented at plan submittal.

Note: This is a quick reference guide only and does not contain comprehensive information on how to process permits.

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