



MOBILE HOME INSTALL APPLICATION AND WORKSHEET

Building Department
1480 Main Street
St. Helena, CA 94574
(707) 968-2657

OFFICE USE ONLY	
BUILDING PERMIT#:	_____
PARENT PL#:	_____ PARENTBD#:
SUB BD#	_____ SUB BD#:
FD#:	_____ PW#:

For additional information, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/building>

PROPERTY/WORK DESCRIPTION

Site Address: _____ Space #: _____

Tenant's Name: _____

Mobile Home State License #: _____ Year: _____

Electric Panel Rating: Volts: _____ Amps: _____

Installation: Mobile Home Manufactured Home Detached Deck/Arbor/Trellis Detached Carport Entry Stairs

As tenant, I agree that I will not occupy this mobile home or manufactured home until inspection of the installation has been made and approved. If only constructing the accessory structures checked above, I agree to do the work in accordance with the current California Building Code and obtain all necessary permits and inspections (separate application and plans required).

Tennant Signature: _____ Date: _____

PARK OWNER AND AGENT

Is the permit being pulled as "owner-builder"? Yes No

Owner Name: _____ Operation Permit #: _____ Year: _____

Address: _____ City: _____ State: _____ Zip: _____

Agent Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

As owner/agent of the above mentioned park, I agree to permit the installation of a mobile or manufactured home, detached deck/trellis/arbor/awning, detached carport/garage, or entry stairs listed above. Utility services at installation will not be permitted by the park until approval has been obtained from the City of St. Helena Building Department. **Please note that ALL building will require the submission of this form along with the submission of a building permit application and all items listed for residential building submissions (specific to your project).**

Owner/Agent Signature: _____ Date: _____

INSTALLATION CONTRACTOR **All communication from our office will be made to this person via email.**

Company Name: _____ Contact Name: _____

Contractor License#: _____ Expires: _____

City of St. Helena Business License #: _____ Expires: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

As the licensed installer/contractor, I agree such installation shall be in accordance with provisions, rules, and regulations for mobile home parks, California Administrative Code, Title 25 - Housing and Community Development (HCD), and all local mobile home and manufactured home ordinances enforced by the City of St. Helena Building Department. The stabilization of the mobile home or manufactured home shall conform to the manufacturer's installation instructions and the requirements of the current HCD code

Installer/Contractor Signature: _____ Date: _____

Please read and complete following pages.

OWNER-BUILDER DECLARATION (OWNER-BUILDER DISCLOSURE FORM REQUIRED)

(Sec. 7031.5) Business and Professions Code. Any city or county which requires a permit to construct, alter, improve, demolish or repair any structure prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractor's 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 therefrom and shall provide a 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 THE OWNER OF THE PROPERTY, OR MY EMPLOYEES WITH WAGES AS THEIR SOLE COMPENSATION, WILL DO THE WORK, AND THE STRUCTURE IS NOT INTENDED FOR SALE. (Sec. 7044 Business and Professions Code: The Contractor's State License Law does not apply to an owner of the property, who builds or improves thereon, and who does such work himself or herself or through his or her employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold with one year of completion, the builder will have the burden of proving that he or she did not build or improve to the purpose of sale.)

I, AS THE OWNER OF THE PROPERTY, AM EXCLUSIVELY CONTRACTING WITH LICENSED CONTRACTORS TO CONSTRUCT THE PROJECT (Sec. 7044 Business and Professions Code: The Contractor's State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a State Licensed Contractor(s).)

I AM EXEMPT under section _____ for this reason: _____

WORKERS' COMPENSTION DECLARATION

I HAVE AND WILL MAINTAIN A CERTIFICATE OF WORKERS' COMPENSATION INSURANCE, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Carrier: _____ Policy #: _____ Exp. Date: _____

I HAVE AND WILL MAINTAIN A CERTIFICATE OF CONSENT TO SELF-INSURE FOR WORKERS' COMPENSATION, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Carrier: _____ Policy #: _____ Exp. Date: _____

I CERTIFY THAT IN THE PERFORMANCE OF THE WORK FOR WHICH THE PERMIT IS ISSUED, I shall not employ any person in any manner as to become the 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 herewith comply with those provisions. **WARNING:** Failure to secure workers' compensation coverage is unlawful, and subjects 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.

I HEREBY AFFIRM UNDER PENALTY OF PERJURY TO THE ABOVE MARKED DECLARATIONS:

Signature: _____ Date: _____

DISCLOSURE STATEMENT

I certify that I have read this application and state that the information herein is correct. I agree to comply with all local ordinances and state laws relating to building construction and I make this statement under penalty of law. Furthermore, I hereby authorize representatives of the City of St. Helena to enter upon the above mentioned property for inspection purposes.

NOTICE: This application will expire in 180 days from the date of submission if the permit is not pursued in good faith. The permit will expire if work is not started in 180 days or if work is abandoned for more than 180 days. A request for an extension of time must be submitted, in writing, to the Chief Building Official within 180 days of issuance, or 180 days from the last approvable inspection.

Plan check fees are due at the time of submission. Incomplete submittals will not be accepted.

I (We) agree to save, indemnify, and hold harmless the City of St. Helena, its Agents, Officers, Officials, Employees, and Volunteers against judgments, costs and expenses which may in any way accrue against said City in consequence of the granting of this permit.

Signature: _____ Date: _____

Owner Contractor Authorized Agent (must provide a signed "Agent Authorization Form" or letter)

Installation of a mobile home or manufactured home in a park in the City of St. Helena requires a building permit from the Building Department.

Number & Size of Drawings

■ 3 Complete Sets of Plans

Your drawings must be no smaller than 11" x 17" and no larger than 24" x 36", drawn to scale using English measure, and signed by the architect, engineer, draftsman, or person who drew them.

Plans must be submitted collated and bound by a maximum of three staples. Please do not use multiple staples *within* the same plan set.

PROVIDE A 4" X 4" CLEAR AREA ON THE BOTTOM RIGHT SIDE OF EACH DRAWING FOR CITY APPROVAL STAMP.

Plans shall provide, minimally, a title page and a site plan.

FORMS & SUPPORTING DOCUMENTATION

All forms and documents below are required with your submittal.

- Completed Building Permit Application
- Construction Waste Management Plan (CWMP)
- Mobile Home Install Worksheet
- Manufacturer's Installation Guidelines

Some projects may require some or all the listed additional documents below and/or additional documents not listed.

- Truss Calculations
- Special Inspector Letter of Hire and List of Qualifications
- Deferred submittal form
- Owner-Builder Disclosure Form

ALTERATIONS TO THE UNIT

The City of St. Helena only permits installations and structures not attached to the unit itself. All alterations to the unit itself require permitting through the State of California Department of Housing and Community Development (HCD). You must contact HCD directly to obtain a building permit.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

MANUFACTURED HOUSING SECTION

PO BOX 31

SACRAMENTO, CA 965801

(916) 455-3338

ACCESSORY STRUCTURES

For detached accessory structures, ie carports, garages, decks, trellis, arbor etc, and engineered "tie-down systems" you will need to apply for a building permit using a building permit application. The owner, or agent, will need to approve the project prior to submitting for a building permit - this form can be used for that approval.