



**SIERRA COUNTY**  
**DEPARTMENT OF PLANNING AND BUILDING**  
P.O BOX 530  
Downieville, California 95936  
(530) 289-3251 FAX (530) 289-2828  
[building@sierracounty.ca.gov](mailto:building@sierracounty.ca.gov)

**FORM NUMBER**

**BD-09**

**BUILDING PERMIT SUBMITTAL REQUIREMENTS FOR  
MANUFACTURED HOMES**

**THIS CHECKLIST IS PROVIDED TO ASSIST BOTH YOU AND STAFF TO HELP IN THE REVIEW AND PROCESSING OF YOUR PERMIT. PLEASE READ CAREFULLY!** *Construction Plans and supporting documentation shall be of sufficient detail and clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the California Building Standards Codes and relevant laws, ordinances, rules and regulations, as determined by the Building Official (CRC R106.1.1, CBC 107.2.1).*

In general, Manufactured Homes that are constructed and certified to federal (HUD) and state (HCD) standards are preempted from most state and local building standards. Manufactured homes also enjoy reduced permit fees. However, there are still zoning and basic safety requirements that the County must verify based on site-specific local conditions—for example: property line setbacks, high snow loads, floodplains, or placement on steep and potentially unstable slopes. Please be aware, too, that although the manufactured home itself may be exempt from certain state and local building codes and requirements, other development features related to the siting or placement of a manufactured home may not be exempt—such as: exterior decks, detached garages and carports, grading, driveway improvements, emergency fire protection improvements, and so forth. **The following items are required for a complete application submittal for a permit to install a manufactured home in Sierra County (ref., Sierra County Code §12.12.060). Incomplete submittals may delay the plan check process.**

- COMPLETED AND SIGNED APPLICATION FORM** Clearly describe complete scope of work, valuation, and specify Permit Holder. (BD-01)
- ENCROACHMENT PERMIT APPLICATION** If encroaching onto County Right-of-Way. Alternatively, approved CALTRANS Encroachment Permit, USFS Special Use Permit, or copy of Private Easement Deed demonstrating legal access to/from a public right-of way. Contact Public Works for more information (530) 289-3201.
- SEWAGE DISPOSAL APPLICATION** Both new and existing systems require review and approval by the Environmental Health Department. Contact Environmental Health for more information (530) 993-6716. (See Form BD-11)
- WELL APPLICATION** (If Applicable) Contact Environmental Health Department at the number above. (See Form BD-12)
- WATER DISTRICT WILL-SERVE** (If Applicable) Signed Water System Setback Certification form, and Will-Serve Letter from servicing Water District or State Small Water System Provider.
- APPROVAL LETTERS** (If Applicable) Signed/approved letters or stamps on the face of the plans from other agencies whose approval or entitlements are required based on location, design or other features of the proposed project. Examples: Homeowners Associations, Department of Fish & Wildlife Streambed Alteration Agreement, NPDES Storm water pollution Prevention Plan WDID # letter, Planning Department Variance/SUP approval, CAL Fire PRC 4290 “same practical effect” approvals, etc.
- MANUFACTURER’S INSTALLATION MANUAL** Bearing engineer’s stamp and third-party “DAPIA” stamp evidencing HUD-compliant design. Copies O.K.



**DOCUMENTATION OF UNIT TO- BE-INSTALLED** Floor plan and dealer invoice/order form and/or similar documentation, clearly indicating the manufacturer, model number, size, date of manufacture, and evidence that this particular unit is designed/constructed to meet the minimum local snow load and other climatic requirement (see chart below). **PLEASE NOTE:** During final inspection/prior to Certificate of Occupancy the manufacturer’s plate will be inspected to verify proper design loads, including snow loads.



**SITE/PLOT PLAN** See “Plot Plan Requirements” Form BD-05 for detailed requirements.



**GRADING & DRAINAGE PLANS** (SCC 12.08) Site grading and driveway plans, if exempt from a separate grading permit under SCC 12.08.070. Details may be included on site plan for minor projects. Include: total disturbed area (sq. ft.); quantity of cuts & fills (cu. yds.); slope angles (% or H: V); drainage plan; temp. and permanent erosion control devices; proposed storm water discharge plan. Unless shown on site plans, also show all required CalFire “4290” fire safe improvements, utility lines, and development features (septic, will LPG tank, etc).



**HCD 433A** Completed and signed. (A state fee of eleven dollars (\$11.00) per transportable section must be submitted with the HCD 433A form).



**FOUNDATION PLAN** Two (2) copies, wet-stamped by a CA-licensed engineer or architect, of permanent perimeter foundation design clearly corresponding to the particular M-H model and local site conditions (slope/topography, floodplain/anchoring, loads, etc.).



**SUPPLEMENTAL PLANS & CALCULATIONS** (If applicable) Detailed construction plans and supporting engineer’s calculations for any accessory structures such as decks, stairs, detached garage or carport.

**SIERRA COUNTY CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA** (CRC Table R301.2(1), SC Ord. 1037)

**NOTE:** Sierra county is a declared snow area. Snow loads vary throughout the county, but the minimum “flat roof” snow load in the county is 50 psf. Therefore, conventional (non-engineered) light-frame construction is not permitted in Sierra County (CBC 2308.02.(3.3), SCC 12.04.100). **ENGINEERING IS REQUIRED FOR ALL NON-EXEMPT STRUCTURES.**

SNOW LOAD (FLAT ROOF)	WIND DESIGN		SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP	ICE BARRIER UNDERLAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
	Speed (mph)	Topographic Effects		Weathering	Frost line depth	Termite					
Based on zone & elevation (Ref. SCC 12.04.100)	110	NO	C-D (Ref. Table R301.2[3])	East of Yuba Pass: SEVERE West: MODERATE (Ref. Table R301.2[3])	18”	NA	NA	YES (Ref. SCC 12.04.100)	NFIP: 11/12/1993 Rev: 2/2/2012	2000	46.4°F (SV)

Allowable soil bearing factor to be used in design without the preparation of a special soils report is 2000 psf (Ord. 1037, 2/2/2012).

**NOTE on Snow Load:** The special Snow Case Study and adopted table contained in Sierra County Code Section 12.04.100 uses “**flat roof (Pr)**” **NOT** “ground snow load (Pg).” Ref. ASCE equation 7-1:  $P_r = 0.7 C_e C_t I P_g$ , where exposure factor  $C_e = 0.9$ , thermal factor  $C_t = 1.1$ , and importance factor  $I = 1.0$  per ASCE Standard 7-05. (See “Snow Load Requirements” form online **BD-06** and/or consult Planning Dept. for chart/location help: [planning@sierracounty.ca.gov](mailto:planning@sierracounty.ca.gov) or (530) 289-3251).