



REGULATIONS COVERING
Mobile Home Set Up
Rental Park Requirement Packet
BUILDING DIVISION
445 E FLORIDA AVENUE, HEMET, CA 92543
(951) 765-2475

INFORMATION
BULLETIN
109
November 2017

This packet is designed to help you with the requirements to obtain a permit for a mobile home set-up located within an approved rental park.

Submittal Requirements:

- Building Permit Application
- Applicable Fee
- Three (3) Copies of Plot Plan (Attached)
 - Indicate all existing structures on the lot.
 - Location of MH-Unit
 - Indicate dimensions of all setbacks from the lot lines or other units or structures on adjacent lots.
 - Location of electrical, gas, water, and sewer connections on the lot.
 - Minimum of one (1) copy of the plot plan shall bear the original signature of the park owner or his or her designated representative.
 - Calculation to show lot coverage area.
- Two (2) complete sets of plans and specifications shall be submitted for all work to be performed.
 - Set of the manufacturer's installation instructions stamped to indicate approval by the manufacturer's design approval agency.
- Completed Mobile home Installation Acceptance Form (Attached)
- School Fee Letter: The actual school fee notification is sent to the Hemet Unified School District when the plans have been approved and the fees are calculated for the permit. The owner/developer is responsible for paying those fees to the School District.
- Park site plan signed by the Planning Division. This document is available from the Planning Division counter.

Note: Tie down system or an engineered tied down system must be installed simultaneously.

Set-Back Requirements:

- MH-Unit shall be no closer than 3' to any lot or property line. 1330(c)
- MH-Unit shall be no closer than 6' to any accessory structure made of combustible materials on an adjoining lot. 1428(A)(2)(B)
- MH-Unit shall be no closer than 3' to any accessory structure made of non-combustible materials on an adjacent lot. (1428)(a)(1)(A)
- MH-Unit to any permanent building, 10' 1330(b)(1)
- MH-Unit to MH-Unit
 - Side to Side 10' 1330(b)(2)(A)
 - Side to Front or Rear 8' 1330(b)(2)(B)
 - Front to Back, Back to Back, Front to Front 6' 1330(b)(2)(C)
- MH-Unit to lot line 3' 1330(c)
- 0' required when bordering a roadway or common area provided there is no combustible

building or structure in the common area within 6 feet, and no building or structure of any kind within 3 feet, of any portion of the unit. 1330(c)

- Overhangs and eaves shall not project into the required separation unless the separation is greater than 6'. 1330(d)

Exception: Parks constructed prior to September 15, 1961 shall be no closer than 6' to any permanent building.

Lot Coverage:

All structures on the MH-Lot shall not exceed 75% lot coverage.

Plan Review Fees:

Will not be applicable in most situations. If you are using a standard plan already approved by the State of California, no plan review fee is due. If you are using a non-approved plan the following fees will apply:

- Two hundred three dollars (\$203.00) provided the related plan check does not exceed one hour. When the related plan check exceeds one hour, the following shall apply:
 - (A) Second and subsequent whole hours: eighty-two dollars (\$82)
 - (B) Each thirty (30) minutes, or fractional part thereof: forty-one dollars (\$41)Addition plan reviews after the first review will be calculated as stated above, in addition to the original review.

For Example:

- Plan review required 1 ½ hours, for one review. Therefore the fees due for plan review were $\$203.00 + \$41.00 = \$244.00$.
- Plan review required 2 reviews. 1 hour for the first review and 30 minutes for the second. The plan review fees would be $\$203.00 + \$203.00 = \$406.00$

Permit Fees:

- \$196.00 for first inspection provided it doesn't exceed 1 hour. If in excess of 1 hour, an addition fee of \$41 shall be charge for each 30 minute increment.
- \$178.00 for the second and each subsequent inspection, provided it doesn't exceed 1 hour. If in excess of 1 hour, an additional fee of \$41 shall be charged for each 30 minute increment.
- \$178.00 for reinspection fees. This fee will be applicable if additional inspections are required above and beyond the inspection charged for at permit issuance, or if an inspection does not pass and additional inspection are required.

Expiration of Permits:

- Permit may be extended up to three (3) times during the life of a construction project.
- Each extension shall be limited to six (6) months.
- Only one extension of a permit to construct shall be granted if work described in the permit has not commenced.
- No permit to construct shall be extended more than two years from the date of issuance of the initial permit to construct.
- Where a permit has expired, all work shall cease until a valid permit has been issued.
- Reapplication need not be accompanied by plans and specifications or installation instructions

if:

- Construction is to be completed with originally submitted plans; and
- Plans were approved less than two (2) years prior to the request for extension.
- Fees paid for a permit to construct shall be forfeited if the applicant does not start construction within six (6) months of the date of issuance of the permit, or upon expiration of the permit where work has commenced and no extension has been granted.

Double Fee:

Any person commencing construction without a valid permit shall discontinue the construction until a permit is obtained and shall pay double all fees prescribed for the permit.



City of Hemet

Building Division

445 E. Florida Ave.
Hemet, CA 92543
(951) 765-2475

MOBILE HOME INSTALLATION ACCEPTANCE

I.D. No. _____

Permit No. _____

Address or Location of Mobile Home: _____

Space #: _____ Hemet, CA Zip Code: _____

Owner's Name: _____

Owner's Address: _____

Insignia or HUD Number: _____

Manufacturer's Name: _____

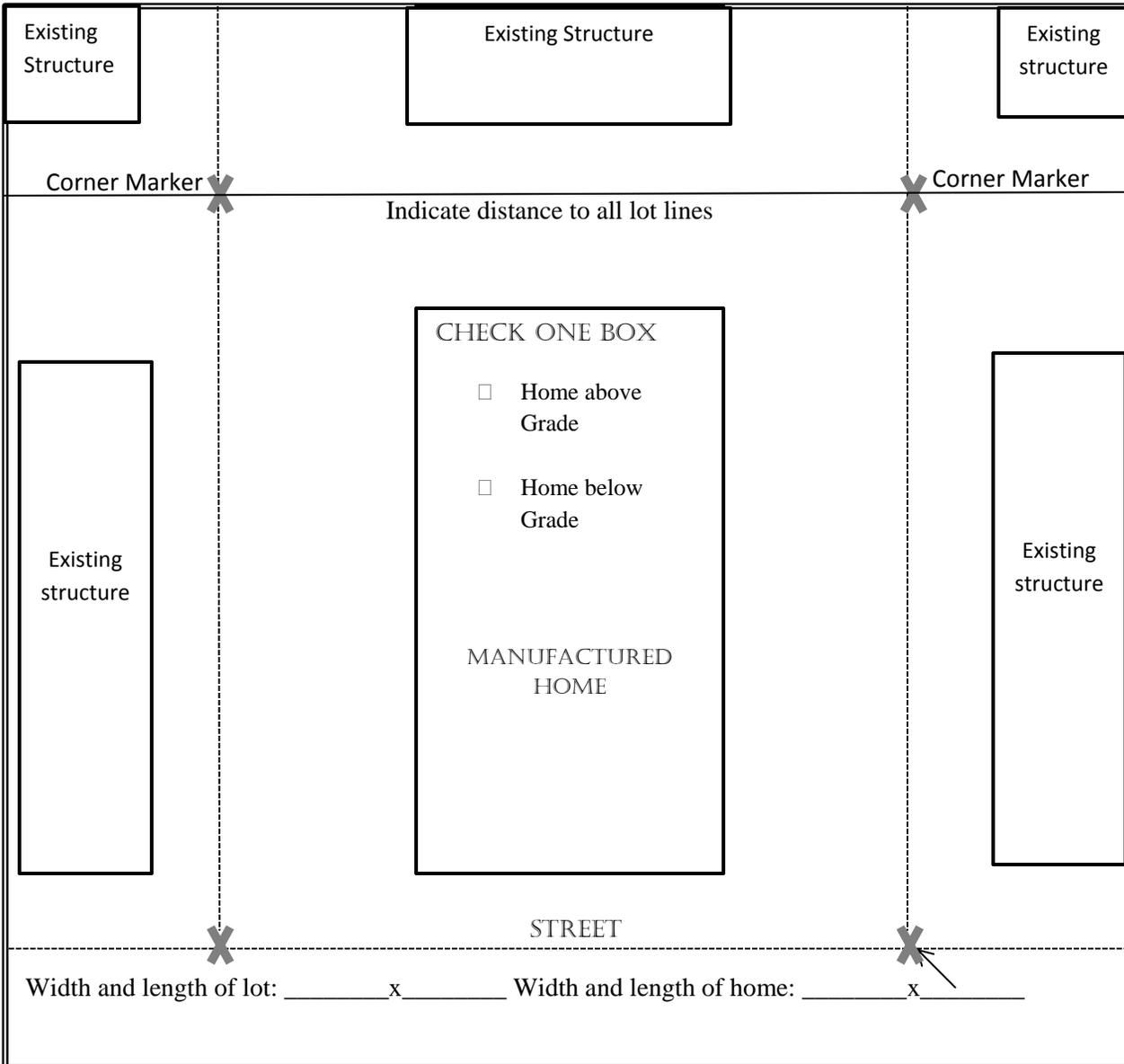
Serial Number or V.I.N.: _____ Year of Manufacture: _____

Official Approving Installation

Date

Phone

IF THE MOBILE HOME IS MOVED OR RELOCATED, THE MOBILE HOME INSTALLATION ACCEPTANCE SHALL BECOME INVALID.



Park Address: _____

Space #: _____

1. Indicate width and depth of lot.
2. Draw any proposed and existing structures on the diagram at the approximate location and identify the type of structure (e.g. deck, awning, etc.).
3. Also indicate the length and width of the structure.
4. Indicate the distance from lot line to the proposed structure(s). Indicate the exact distances from structures on adjacent lots if located within 10(ten) feet of your lot line.
5. Enter length & width of the manufactured home (including eaves).
6. Show location of utilities.
7. Calculate Lot Coverage

	Length	x	Width	=	Total Sq. Ft.
Mobile Home:	_____	x	_____	=	_____
Awning:	_____	x	_____	=	_____
Carport:	_____	x	_____	=	_____
Shed:	_____	x	_____	=	_____
Other:	_____	x	_____	=	_____
TOTAL:					(A) _____

Lot Size: _____ x _____ = (B) _____

(A) _____ ÷ (B) _____ = _____ % Lot Coverage

I am the _____ OWNER/ OPERATOR of the above foresaid park agree to permit the installation of a/an _____ on the foreside lot and park. I certify that I have a current Annual Operating Permit issued by the City of Hemet. Such Installation shall be in accordance with the provisions of Title 25. As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, all related accessory structure locations and separations and the Park and homeowner information is true, accurate and complete.

Mobile Home Plot Plan

Address: _____ Lot #: _____

Site Utility Services:

Note: Utility connections shall be located outside the rear half of the mobile home within 4 feet of the wall or rear.

UTILITY DATA

1. Gas:
 Natural
 Propane
Riser Size: _____
2. Sewer Drain Inlet:
Size: _____
Material: _____
3. Electrical Equipment:
 - A. Equipment (pedestal) rating amps:

 - B. Circuit Breaker amps:

 - C. Pedestal ground type:

 - D. Connection for mobile home power supply:
 Direct
 Plug

MOBILE HOME DATA

4. Size: _____ Length _____ Width _____
5. Electrical:
 - A. Power supply cord amp rating:

 - B. Power supply panel amp rating:

 - C. Flex Conduit Size:

6. Gas Supply Inlet Size: _____
7. Gas Connector: _____
8. Water connector, describe type:

9. Manufacturer: _____
Date Manufactured: _____
 - A. Model: _____
 - B. Serial #: _____
 - C. State insignia number A Unit:

 - D. State insignia number B Unit:

 - E. State insignia number C Unit:

10. Roof live load: _____ p.s.f
11. Wind load: _____ p.s.f