



Manufactured Homes Submittal Checklist

I. General Information

Manufactured homes and mobilehomes are permitted in mobilehome parks as well as privately owned residential property. For units proposed on privately owned residential property, both the unit and its installation must meet the requirements of the:

- National Manufactured Housing Construction and Safety Standards Act of 1974
- California Health and Safety Code Section 18551 (aka Title 25, California Code of Regulations)
- San Bernardino County Development Code

II. Fees

The average cost of an application is **\$4,800**. For more information, please contact the Building and Safety Division by email at luscustomerservice@lus.sbcounty.gov or by telephone at 909.387.8311.

III. Building Permit Procedure

A manufactured home requires a building permit. The typical processing time is four to five weeks from the acceptance of the application.

- a. Review the County Quick Reference Guide and this checklist and complete the application requirements. Create an EZ Online Permitting (EZOP) account, complete the required fields, upload your completed forms and plans, and pay your permit fees at [EZ Online Permitting](#). Track the progress of your permits, which fees are due, and whether there has been any review activity on the permit at [EZ Online Permitting](#).
- b. Upon permit issuance, you can move your manufactured home to your property and install it, ensuring that the installation is consistent with all plans submitted to the county and all conditions of approval of the building permit. A transport permit is required. No land disturbing activities, including native plant or tree removal, may occur until after the property has an installation permit issued.
- c. Once the installation is complete, please call the Building and Safety Division to schedule your home inspection at luscustomerservice@lus.sbcounty.gov or by telephone at 909.387.8311 prior to moving in. The inspector will review the installation of the manufactured home unit for consistency with the plans and other application materials submitted, including, but not limited to, the sewage disposal

system, the electrical service equipment and connections, fuel gas piping, and water service piping from the meter or well.

- d. The Building Inspector issues a Certificate of Occupancy, and you can move into your new home.

IV. Key Provisions

This section provides a summary of key provisions typically applicable to manufactured homes as a principal residential unit on privately owned residential property. Please consult with County staff for additional insight and guidance on a comprehensive summary of applicability regulations.

- a. The proposed lot should not already have the unit on it; any existing structures, such as a shed, carport, or other structure, may require a building permit, which must be applied for separately.
- b. The unit must be less than 10 years old **OR** meet the minimum residential construction standards laid out in [Section 84.21.030](#) **AND** hold a valid HUD label or HCD certification; no units over 10 years old are permitted in the Apple Valley SOI regardless of meeting [Section 84.21.030](#) and holding a valid HUD label or HCD certification.
- c. The unit must be installed by a **C-47 licensed** installer (see [Contractor's State License Board](#)). The license number and license holder must be included as part of the permit application, unless submitted as owner-builder.
- d. The unit must be connected to an approved water, sewer, and electricity system.
- e. Pursuant to [Section 82.04.060](#) the project proposal must meet:
 - i. Dwelling unit density
 - ii. Setback: front, side, and rear
 - iii. Lot coverage
 - iv. Height
- f. Accessory structures over 120 sq ft require a building permit. Structures such as sheds and pergolas over 120 sq ft, carports, patio covers, freight containers, etc. must meet additional requirements.
- g. The project proposal must meet the **light trespass** requirements of [Chapter 83.07](#).
- h. The site must have at least **two (2) designated parking spaces**. ([Table 83-15](#)). In the Valley and Desert Regions, within the RS and RM Zoning Districts, a fully enclosed garage or carport at least 10 ft x 20 ft is required; and a second uncovered space at least 9 ft x 19 ft is permitted ([Section 84.21.030\(e\)\(3\)](#)).
- i. The site must have **legal property access**.

- j. The site must meet landscape requirements, including no parking in the front yard setback, **no disturbance within 40 feet of Western Joshua Trees** (unless authorized by the California Endangered Species Act or Western Joshua Tree Conservation Act), and no disturbance of native plantings OR provide **900 square feet of xeriscaping with native plants**.

Additional requirements may apply if the project proposal impacts site grading, the site is located in a floodplain or fire safety area, an environmental impact is necessary, etc.

V. Submittal Requirements

Manufactured Home guidance can be found at: <https://lus.sbcounty.gov/manufactured-mobilehome-permitting/>. An Application for the placement of a manufactured home requires the following items:

- ☐ Authorization Form(s)
- ☐ Title Report or Grant Deed
- ☐ Valid HCD Unit Title Report in the Owner's Name
- ☐ Water Will Serve Letter
- ☐ Sewer Will Serve Letter
 - ☐ If No Sewer - On-Site Waste Disposal System Approved by EHS
- ☐ Site Plan (*See Site Plan Preparation Guidelines on Section V*)
- ☐ Floor Plan
- ☐ Engineered Tie-Down System or Foundation
- ☐ Photographs (as attachment): Provide photographs taken looking from the site, as well as into the site, sufficient to establish overall characteristics of the subject site and surroundings. On the site plan, indicate the locations where these photographs were taken and the direction of the view.
- ☐ Additional Permits, Studies, and Fees: **Not all of these studies and permits are required with every application. Consult with County Staff prior to submitting your application for guidance on applicable permits, studies and fees.**
 - ☐ Demolition Permit
 - ☐ Grading Plan and/or Permit
 - ☐ Drainage Plan
 - ☐ Water Quality/Post Construction Management Plan
 - ☐ Street Improvement Plans
 - ☐ Road Dedication (Gratis Deed)
 - ☐ Geology Investigation and/or Geotechnical Report
 - ☐ Construction and Demolition Waste Management Plan
 - ☐ Fire Sprinklers
 - ☐ Environmental Health Percolation Review
 - ☐ School Fees
 - ☐ Traffic Ad-Hoc fees
 - ☐ Address Assignment

VI. Site Plan Preparation Guidelines

The site plan must clearly and completely show the intent of the project, its uses, and its location on the site. Clearly label, identify, and differentiate the following features/items:

- ☐ a. North Arrow shall be shown and oriented towards the top of the page. True north shall be indicated.
- ☐ b. Site address (if available), legal description(s) including APN number(s), land use category, land use zoning district, and names of abutting streets.
- ☐ c. Location and uses of all buildings and structures (including walls and fences):
 - ☐ Existing structures to be demolished and existing structures to remain (if applicable).
 - ☐ Existing structures or walls that will be demolished to be shown with dashed or shadowed lines (if applicable).
 - ☐ Proposed structures to be constructed or added.
- ☐ d. Dimensions shall be provided for all important measurements, including:
 - ☐ Property lines, yards, setbacks, building or structure height, building footprints, other key features (as applicable to the request).
 - ☐ If the subject property has more than one zone classification, the zone boundary and dimensions shall be indicated.
 - ☐ Boundary Line: The boundaries of the property shall be shown by a heavy-broken line and clearly labeled.
- ☐ e. Parking/Loading:
 - ☐ Parking areas (including stalls), on-site circulation, and access to the site.
 - ☐ Location of residential guest parking stalls
- ☐ f. Existing or future alleys, public rights-of-way, easements, and road dedications.
- ☐ g. Plant and Tree Protection: (May be submitted on a separate sheet if space is insufficient) Indicate the location, size, type, and general condition of the following trees on the site and within the public right(s)-of-way:

Valley or Mountain Areas:

- All significant trees (6" or greater trunk diameter, or 19 inches in circumference measured at 4.5 feet above average ground level of the base). Note the presence of any Coastal Live Oak trees on site.

Desert Areas:

- All Joshua Trees and all species of century plants, nolinias, and yuccas. Creosote rings that are 10 feet or greater in diameter. For smoke trees and mesquites, two (2) inches or greater in diameter, six (6) feet or greater in height. All plants protected by the California Desert Native Plants Act shall be protected in accordance with that statute.
- If there are no protected trees, indicate by a note that no such trees exist on site.
- If no landscaping is proposed, indicate by a note.

- ☐ h. Paving:
 - ☐ Delineate the edge of paving (if any) and indicate any existing curbs, driveways, and sidewalks.
 - ☐ If no paving exists, indicate the type of road (dirt, gravel) and note that curb and gutter and/or sidewalks do not exist.
 - ☐ If paving does exist, provide in a notation the distance to the nearest paved road and the name of the road.
- ☐ i. Utility Infrastructure: Identify the locations of all power poles, fire hydrants, and other critical infrastructure on the site and all adjoining streets.

This checklist is intended as an informational document only. Please refer to the San Bernardino County Development Code for standards for manufactured homes and residential homes in the County, and to relevant codes and regulations provided by the U.S. Department of Housing and Urban Development and the California Department of Housing and Community Development.