

## TOUCHTONE PERMITS GUIDE

### Touchtone Permits Hotline (760) 955-5103

#### Before Calling You Will Need:

- 1) A touchtone telephone.
- 2) A site-specific permit number.
- 3) An inspection code (refer to the **Inspection Codes** list).

#### Schedule an Inspection:

- 1) Press '1' to schedule an inspection.\*
- 2) Enter the permit type (PMT or MHP).
- 3) Enter the permit number.
- 4) Enter the appropriate inspection code.
- 5) Enter the requested inspection date.
- 6) Enter the time preference for either AM or PM.
- 7) Choose whether or not to leave a voice message for the inspector.

#### Once you have scheduled the inspection, you will be able to:

- Request another inspection, same permit.
- Request another inspection, different permit.
- Receive a confirmation number and hang up.
- Return to the main menu.

#### Inspection Codes:

##### PMT

- 101 Setbacks
- 113 Footings/Forms
- 145 Sewer
- 155 Water Service
- 133 Gas Line Air Test
- 161 Service/Sub Panel (Electrical Release)
- 171 Misc
- 199 Final Construction

##### MHP

- 601 Tiedown
- 603 Setdown
- 605 Sewer
- 607 Water Service
- 609 Gas Line Air Test
- 611 Service/Sub Panel (Electrical Release)
- 699 Final Construction

\*The deadline for scheduling, rescheduling, or canceling inspections is 12:00AM.



## VICTORVILLE

### DEVELOPMENT DEPARTMENT

Planning ♦ Building ♦ Code Enforcement

## Mobile Home Installation Permits



### Application & Inspection Guidelines

Updated: 5/2/11

## INSTALLATION ON PERMANENT FOUNDATION

### Application Requirements:

- Provide copy of grant deed for property (same name as owner)
- Provide title search for mobile home or manufactured home EXCEPTION: not required for new mobile homes
- Provide plot plan with all setback dimensions and accessory structures, such as garage or carport (Please make sure that size of mobile home, setbacks, covered parking, lot size, lot coverage percentage, and type of skirting are clearly stated on the plot plan.)
- Submit three grading plans, one Joshua Tree inspection report and one suspension agreement if installing a new or used mobile home on a new lot
- Provide photos of mobile home
- Provide manufacturer's installation instructions and HCD approved foundation system signed by a licensed California engineer Complete HCD form 433A in full and submit to Development Department, Building Division (same name as owner)
- Pay State fee of \$11.00 per section (check made payable to "HCD")
- Pay County recording fee of \$15.00 (check made payable to "San Bernardino County Recorder")
- Surrender certificate of title and registration, along with any license plates or decals issued by HCD or DMV (If there is a lien holder on the title report, the lien holder must give written consent for the placement of the unit on a permanent foundation system. The lender's letter should provide the serial number and APN or address) EXCEPTION: not required for new mobile homes

### Inspection Requirements:

New mobile homes on permanent foundation require the following inspections:

- 1) Footings/Forms
- 2) Setdown
- 3) Sewer
- 4) Water Service
- 5) Gas Line Air Test
- 6) Service/Sub Panel
- 7) Final Construction

Existing mobile homes placed on permanent foundation require the following inspections:

- 1) Footings/Forms
- 2) Final Construction

## INSTALLATION IN A PARK

### Application Requirements:

Complete **Mobile Home Installation Information** handout to include the following information:

- Plot plan
- Tenant name
- Park name
- Park address
- Space number
- Owner name
- Owner address
- Contractor name
- Contractor address
- Contractor license number
- Installation approval from park owner, operator or manager
- Mobile home support plan (HCD approved engineered tie down system)
- Pier spacing
- Mobile home data\*
- Tiedowns\*
- Footing Materials\*
- Lot utility services\*
- Load bearing supports\*

### Inspection Requirements:

- 1) Tiedown
- 2) Sewer
- 3) Water Service
- 4) Gas Line Air Test
- 5) Service/Sub Panel
- 6) Final Construction

\*Please refer to **Mobile Home Installation Information** handout for further details.



## FEE SCHEDULES

### Installation on Permanent Foundation:

All mobile homes placed on permanent foundation are assessed the same fees as new residential construction. Please refer to the **Residential Fee Schedule** handout for a complete listing of applicable fees. The only exception to these fees are the Development Impact Fees (DIF) for existing mobile homes. DIF fees for existing mobile homes placed on permanent foundation will be based on the date of original set down as indicated on the following schedule.

#### DEVELOPMENT IMPACT FEES

Effective Date	Amount
January 1984	\$345.00
June 1989	\$1,886.00
September 2002	\$2,878.00
September 2003	\$3,412.00
September 2004	\$3,947.00
September 2005	\$4,481.00
January 2006	\$7,038.00
July 2006	\$9,595.00
October 2006	\$10,947.21
May 2008	\$11,327.00

### Installation in a Park:

To estimate fees, select the appropriate items below and calculate accordingly.

Item	Amount	Quantity
Cabana	\$95.00	Each
Carport	\$30.00	Each
Installation	\$100.00	Each
Patio	\$30.00	Each
Porch	\$30.00	Each

These fees are for estimation purposes only and are subject to change without notice.