



City of Atascadero

COMMUNITY DEVELOPMENT

PUBLIC INFORMATION • BUILDING SERVICES

Email: permitcenter@atascadero.org if you have questions

MANUFACTURED HOME INSTALLATION SUBMITTAL CHECKLIST

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MON – THURS BETWEEN 9:00 A.M – 3:30 P.M. AND FRIDAY BETWEEN 9:00 A.M. – 11:30 A.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

SEISMIC DESIGN CATEGORY C, D or E - CLIMATE ZONE 4 - WIND ZONES 85 M.P.H - EXPOSURE ZONE "B" OR "C"

ZONING ORDINANCE - NATIVE TREE ORDINANCE - ATASCADERO MUNICIPAL CODE - 2025 CBC - 2025 CRC - 2025 CEC

2025 CPC - 2025 CMC - 2025 CGBC - ENGINEERING STANDARDS - CALIFORNIA STATE ENERGY COMPLIANCE (TITLE 24)

- ☐ **Complete Application:** Must be signed by **Owner, Agent** (with approved written authorization), or **Licensed General Contractor**.
- ☐ **Submittal Fee to be determined at intake meeting**
- ☐ **Construction Drawings (permanent foundation system) – 4 sets:** 2 complete sets with all supporting documentation, and 1 without. Drawings shall be to scale and separated into sets.
 - ☐ **Manufacturer's Installation Booklet and Floor Plan - 3 sets**
 - ☐ **Factory Plan – 2 sets**
 - ☐ **Permanent foundation design (engineered) – 2 sets**
 - ☐ **Geotechnical Report – 2 sets:** must include foundation design and site suitability.
 - ☐ **Percolation Test - 2 sets:** required if served by septic system.
 - ☐ **State HCD Form 433(A)(B) -** to be completed for the State Department of HCD of Manufactured Homes.
 - ☐ 1 Additional Floor Plan for County Assessor (Minimum 11" x 17").
- ☐ **Fire Sprinkler Plans – 2 sets:** Fire Sprinkler Systems are required on all new residential structures *including* attached garages. These plans are required at permit submittal. Please do not attach to building plans.
 - ☐ If a Fire Sprinkler System is installed by the manufacturer please provide **2 sets** of the State approved plans. In addition, please provide calculated hydraulics from the manufacturer with the Engineer's Stamp. The plans must show bell and inspector test valves.
- ☐ **Site Plan / Grading/Drainage Plan– 4 Sets:** Shall include topography; site drainage; rear, front and side setbacks; location of native trees with drip line within 20' of any construction activity; location of all structures, septic tank, leach fields, sewer lines and driveways. **Sedimentation and erosion control must be incorporated into grading-drainage plan and must be in place from October 15th through April 15th.**
 - ☐ If there is grading on slopes of 10% or more, please contact a planner @ (805) 461-5035 for additional information prior to submitting for a single family residence. A precise plan may be required.
 - ☐ **Trees:** A tree protection plan is required for all construction within 20' of the dripline of any native tree. An arborist report from a certified arborist is required for all construction within the dripline of any native tree. A separate tree removal permit is required if any native tree is proposed for removal. If there are no native trees on the site, please note that on the site plan.
- ☐ **Grant Deed:** Required if owner's name does not match County Assessor's records.

Additional Information / Required Prior to Issuance:

- ☐ **School Fees/** Required prior to issuance. School fees are paid to the Atascadero Unified School District. This office will provide the required form.
- ☐ **Development Impact Fees /** may be deferred until Final Inspection with a signed **Deferred Development Impact Fees Agreement**.
- ☐ **Atascadero Mutual Water Company:** "WILL SERVE LETTER" (required prior to permit issuance).
- ☐ **Recycling plan.** Form available at front counter.



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ZONING ORDINANCE CONDITIONS ON MOBILE HOMES

Appearance reviews are required for all multi-family developments. If you are considering a manufactured home for a multi-family unit, contact a planner for any additional requirements.

9-6.142 Individual mobile homes.

- (3) Roof overhangs, roofing material and exterior siding which shall extend to the ground shall be compatible with other dwellings existing within the surrounding area. At the time of permit application, the Planning Director shall review the architectural features and treatment of the proposed mobile home with similar features on existing dwelling within the area and may be appealed to the Planning Commission and the decision of the Planning Commission may be appealed to the City Council, as set forth in Section 9-1.111.
- (4) Mobile homes shall have a minimum width of twenty (15) feet. Manufactured homes with widths less than 15 feet may be permitted with approval by the Design Review Committee (DRC).
- (5) Utility connections, including water, sewer, gas and electric shall be made permanent in the same manner as conventional housing. Utility shutoff valves shall be accessible and shall not be located under the mobile homes or behind siding or skirting.
- (6) No additions or other structural modifications shall be made to the mobile home without prior approval from the State Department of Housing and Community Development and the Atascadero Planning Department.
- (7) An application shall include all information necessary to comply with State of California regulations, as well as other permit information and fees established by the City for its processing of a mobile home application.
- (8) Prior to the provision of utility services and the issuance of a certification of occupancy, the owner of the mobile home shall surrender to the City the certificate of ownership, license plates, or decals, and other department of motor vehicles registration indicia. If any of these items are not available, the owner shall submit to the City a "statement of facts" on the appropriate Department of Motor Vehicles form indicating that these items are missing or lost. When the mobile home is new and has never been registered with the Department of Motor Vehicles, the owner shall submit to the City a statement from the mobile home dealer selling the mobile home stating that the mobile home is new and has never been registered.