



Manufactured Structure Permit Submittal Requirements

The following documentation is **required** to be submitted with each construction permit application. This is a preliminary list if any information is missing, the application **will be rejected and returned** until all required materials are included with the submittal. If you have questions, please call (805) 781-5600 and ask for a Land Use Technician.

Application Package must include:

- Construction Permit Application Form (one for each structure)
- Zoning Clearance (obtain from the Planning front counter)
- Application Fee (1st installment of total fees) *If As-Built, then all fees are due upon intake.*
- Owner/Builder Notice to Property Owner
- Consent of Landowner Form
- Allocation Request Application (for all new residential units)
- Landscape Project Information Form
- Water and Sewer Will Serve letter from water purveyor or Intent to Serve
- For parcels within Stormwater Management Area** – Complete pages 1-3 of the Stormwater Control Plan
- Vicinity Map (directions to property)

Required sets of plans:

Residential:

- THREE complete sets of construction plans,
- TWO copies of supporting documents when applicable (8-1/2" x 11")
- TWO additional copies of the site plan including vicinity map, and
- ONE additional copy of the dimensioned floor plan.

Commercial:

- FOUR complete sets of construction plans,
- TWO copies of supporting documents when applicable (8-1/2" x 11")
- TWO additional copies of the site plan including vicinity map,
- ONE additional copy of the dimensioned floor plan, and
- ONE County Fire Plan Application (*for commercial projects in SLO County Fire areas*).

Plan Content Details: The following is a list of extended project information expected

Project Data:

- Street Address / Assessor Parcel Number
- Owner's Name and Address
- Scope of Work Statement
- Square Footage Per Manufacturer
- Number of Stories
- Wildland Urban Interface Zone
- Sheet Index
- Date on each sheet

Site Plan:

- Property Boundaries with Dimensions & Fronting Streets
- North Arrow
- Proposed Structure
- All existing structures w/ use
- Setbacks – distance to property lines and other structures
- Septic System Location and Details

Manufactured Structure Permit Submittal Requirements

(Continue- Site Plan:)

- Distances between well(s), septic tank, leach field and creek, streams, rivers or lakes
- Site Drainage
- Contours (2' min) or Spot Elevations
- Finished Floor Elevation
- Existing On-site Trees
- Utilities, Propane tank, gas & water lines. Electrical wiring & conduit location, size, number, and material. Sewer line location, size, material, slope and cleanouts.

Grading:

- Existing & Proposed Contours
- Grading Cross-section
- Amount of Cut & Fill (cubic yards)
- Area of Site Disturbance
- Grading Notes
- Licensed Civil Engineer required for engineered grading
- Soil Report for MH pad certificate over cut/fill or all on fill building pad. Erosion Control/BMPs/Stormwater/LID

Floor Plan:

- Room Dimensions w/ use of each room

Foundation Plan:

- State Plan Approved Tiedown or Foundation plan/soil report (EI= Expansive Index of 20 or less)
- Foundation system designed by a California licensed Engineer or Architect with structural calculations and stamped, signed documents
- Recommendations from Soils Engineer
- Marriage line detail from Manufacturer

Structural Plans for site built deck, entry stairs, garages etc:

- Foundation
- Framing & Framing Sections
- Stairs and Guardrails
- Skirting, underfloor ventilation/access plan

Building Elevations:

- Factory elevations sheets
- Building Height

Electrical, Mechanical, & Plumbing Plan(s):

- Electric meter Service Size and Locations
- Septic System details
- Water piping sizes based on fire sprinkler & domestic demand

Supporting Documentation

- Soils expansion index minimum for foundation design
- Percolation Test for septic system
- Wildland Urban Interface compliance.
- Proof of ownership; purchase order or certificate of title from HCD
- For replacement MH, provide permit number for existing. OR proof MH was installed before July 1975.

Fire Sprinklers:

- Fire Sprinkler Plans From Manufacturer
- Specify Water Line Size & Pressure Flow

Accessibility:

- Provide details and information on plans of all applicable accessibility requirements

Plans Examiner _____ Comments: