



Manufactured Home, Mobile Home, or Commercial Modular Unit Installation Acknowledgement

Definitions

Modular Unit: A manufactured home, mobile home, or commercial coach unit.

HCD: The California Department of Housing and Community Development Department

HUD: The U.S. Department of Housing and Urban Development

Permitting of Modular Unit

Modular units are initially sold as personal property. Pursuant to Health and Safety Code Section 18551, when a modular unit is installed on a foundation on real property, the owner of the real property has the choice to install the modular unit as either 1) as a fixture or improvement to real property (so as to become real property) or 2) as chattel (so as to remain personal property).

In either case (choice 1 or 2), a building permit is required to construct the foundation, to provide the necessary access to the modular unit (including disabled access where required for commercial units), and to hook up utilities when necessary.

Converting a Personal Property Modular Unit to a Real Property Modular Unit

When installed as a fixture or improvement to real property (choice 1 above), the modular unit must also be converted to real property under the provisions of Health and Safety Code Section 18551(a). This requires the following:

1. To apply for the building permit, the owner, dealer, or contractor must:
 - a. Provide evidence that the registered owner of the modular unit(s) to be installed either holds title or is purchasing the real property on which the installation is to be made, or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause.
 - b. Provide written evidence that the registered owner owns the modular unit(s) free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the modular unit(s) on a foundation system as an improvement to the underlying property (evidence may include the HCD Certificate of Title or Manufacturer's Certificate of Origin). If the registered owner is not the legal owner, then written evidence of the legal owner's consent is also required.
 - c. Provide plans of HCD/HUD approved foundation system **OR** foundation plans and calculations stamped and signed by a California licensed engineer or architect.
 - d. Provide the approved manufacturers installation instructions **OR** plans and specifications signed by a licensed California architect or registered California engineer covering the installation of the modular unit(s).

- e. Pay applicable City fees
 - f. Pay a state fee of eleven dollars (\$11) per transportable section and submit in the form of a check along with HCD Form 433A.
2. After installation and before the issuance of a Certificate of Occupancy (form HCD513C) the following requirements must be met:
- a. If the modular unit(s) has(have) been sold to the owner by a dealer, all information not originally available to complete the form HCD 433A (i.e., manufacturer name, serial number(s), date of manufacture, dealer's license number, and HCD insignias(s)/HUD label number(s) must be completed). Incomplete forms will be returned for completion.
 - b. If the modular unit(s) is(are) owned by the individual requesting installation, the following items are required to be surrendered to the local building department prior to issuance of a Certificate of Occupancy:
 - i. Certificate of Title and(or) Registration issued by HCD.
 - ii. Any decals issued by HCD.

Caution: Do not remove the HCD insignia(s)/HUD label(s) that certify the compliance of the modular unit(s).
3. When the form HCD 433A is completed with all required information and when all titles, certificates, and(or) decals are surrendered, the City will issue a Certificate of Occupancy and file form HCD 433A with the county recorder. The owner is required to complete and submit form HCD 433B the Notice to Assessor (available on the City's website) to the county assessor.
- a. On the day the Certificate of Occupancy is issued, the City of Concord will record the HCD 433A with the county recorder's office.
 - b. Once recorded, the City of Concord will transmit all the following to the Department of Housing and Community Development:
 - i. Recorded copy of the form HCD 433A
 - ii. A copy of the Certificate of Occupancy HCD form 513C
 - iii. Fees collected in the amount of \$11 per transportable section
 - iv. And, if modular unit is currently titled as personal property, all applicable titles, certificates, or registration decals

Converting a Real-Property Modular Unit to a Personal Property Modular Unit

Modular units that have already been converted to real property may be converted back to personal property at any time. To do so the property owner must follow the appropriate HCD processes to convert the modular unit back to personal property.

Alterations or Additions

Any alterations or additions to a modular unit must go through HCD's review and approval process as well as get a building permit from the City of Concord.

Removal of a Modular Unit from a Foundation

If a modular unit is also to be removed from a foundation, a building permit from the City of Concord will be required for its removal.

Acknowledgements

Modular Unit Owner: I, the undersigned, am the registered and legal owner of the modular unit(s). I have read and understand the above requirements, and elect to install the modular unit(s) based upon the following:

- Choice 1: As a fixture or improvement to real property (so as to become real property), or
- Choice 2: As a chattel (so as to remain personal property).

Signature	Date
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Print Name

Real Property Owner: I, the undersigned, am the legal owner of the real property on which the modular unit(s) is(are) to be installed. I have read and understand the above requirements, and consent to installation of the modular unit(s) pursuant to the installation choice made by the Modular Unit Owner as indicated above.

Signature	Date
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Print Name

Submit completed, dated and signed form with your permit application online through the Virtual Permit Center.