



Manufactured Housing New Installation Submittal Requirements

Submittal Requirements
SR-MHNEW
Effective: March 3, 2022
By: Chief Building Official
For Public Use

City of Concord • Community Development Department • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • bldgpermits@cityofconcord.org

Building Permit Forms

- [Contractor's Declaration](#)
(Required for licensed contractors)
- [Owner-Builder Acknowledgement and Information Verification Form](#)
(Required when Building Owner or Agent for the Owner is applying for a permit)
- [Special Inspection and Observation Program Form](#) (if required for foundation system)
- [Modular Unit Installation Acknowledgement](#)
- [HCD Form 433A](#) (required prior to final - if installing as real property, NOT as chattel)

Fees

- Plan Check and Admin Fees** due at time of submittal
- Remaining permit fees** (inspection fees, engineer fees, etc.) will be due once the permit has been approved by all the required divisions and all conditions have been complied with
- HCD Modular Unit Fee (required prior to final** - if installing as real property, NOT as chattel). Payment must be made via check in the amount of \$11 per section, made out to the Department of Housing and Community Development

Required Design Documents (all in PDF format)

- Proof of unit ownership** (may be Manufacturer's Certificate of Origin, Certificate of Title or consent from legal owner to install) (HSC 18551)
- Manufacturer's Installation Instructions** (HSC 18551)
- Foundation plans** (Pre-approved HUD/HCD system **OR** plans stamped and signed by California licensed engineer or architect) (HSC 18551)
- Site plan** (including setbacks, lot coverage, and scope of work)
- Building floor plans and elevations** (may be provided using HUD approved plans **OR** manufacturer's installation instructions)
- Structural calculations** (when required for foundation)
- Geotechnical/soil report** (when required)

Other City Approvals Required

- Apply for a new address or change of address through the [Virtual Permit Center](#) (if applicable)
- [Business License](#) required for all contractors doing work within the city.
- Planning Division approval required (contact [Planning](#) for additional submittal requirements)
- Engineering Division approval required (contact [Engineering](#) for additional submittal requirements)
- Transportation Division approval required (contact [Transportation](#))



Manufactured Housing New Installation Submittal Requirements

Submittal Requirements
SR-MHNEW
Effective: March 3, 2022
By: Chief Building Official
For Public Use

City of Concord • Community Development Department • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • bldgpermits@cityofconcord.org

Outside Agencies (Contact agencies directly as separate permit and review requirements may apply)

Contra Costa County Fire Protection District

- Fire district approval is required for new residences and detached ADUs.
- Plans must be submitted to the fire district separately, and building permits will not be issued without CCCFPD approval
- Approval letter required (Pre-Issuance)

Mt. Diablo Unified School District

- New homes 500ft² or greater trigger school district fees
- All Detached ADU's must file a developer certificate with the school district and those over 750ft² trigger school district fees
- School district certificate/fees (At time of permit approval the building department will provide a Developer Fee Certificate/Form to the applicant, who is then responsible to go to the school district and file the certificate and pay any applicable fees)
- Contact the school district for fee rates