



COUNTY OF SAN BENITO  
RESOURCE MANAGEMENT AGENCY  
PLANNING AND BUILDING INSPECTION SERVICES

2301 Technology Parkway  
Hollister, CA 95023-2513

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**NEW MANUFACTURED HOME**  
**PLAN SUBMITTAL REQUIREMENTS**

**GENERAL REQUIREMENTS:**

- Please contact the following agencies for specific project information and requirements: Planning (831) 637-5313; Environmental Health Department (831) 636-4035; local Water & Sanitation District (831) 636-4377, and local Fire District (831) 636-4325 [Hollister Fire/CAL Fire areas], (831) 726-3130 [Aromas Fire].
- Plans drawn or prepared by licensed design professionals must be stamped at submittal and “wet”-signed before the permit can be issued.
- Only **mobile homes** constructed between September 15, 1971 and June 14, 1976; and **manufactured homes** constructed on or after June 15, 1976, that have been issued an insignia of approval by the State of California Department of Housing and Community Development (HCD) or have been certified under the National Mobile Home Construction and Safety Standards Act of 1974 (42 U.S.C. Section 5401 et seq.) may be permanently located on a private lot only upon compliance with the requirements set forth below (*for the purpose of this document, the term “manufactured home” shall be used for all references to both mobile homes and manufactured homes*).
- Accela Citizens Portal for electronic permit submittals:  
<https://aca-prod.accela.com/SANBENITO/Default.aspx>

**SUBMIT:**

- One (1) **ELECTRONIC/DIGITAL COPY** of each- Please submit an electronic or digital copy of all Hard Copy Plan Set materials requested below. The electronic /digital submittal can be in the form of a CD-ROM, DVD, Flash Drive, Hyperlink to a Drop Box/FTP type website or submitted directly to Accela Citizens Portal.
- One (1) properly completed building permit application submitted electronically.
- One (1) properly completed Construction & Demolition Recycling Plan submitted electronically.
- One (1) Electronic submittal of building plans
- One (1) Electronic copy of each of the following documents may be required:
  - Structural Calculations
  - Geotechnical/Soils Report

**PLANS SHALL CONSIST OF:**

- **Plot Plan Showing:**
  - Project address.
  - Flood zone (Visit FEMA website:  
<http://msc.fema.gov/portal>).
  - Square footage of all proposed structure(s).
  - Lot dimensions with property lines and any easements identified.
  - Location and type(s) of all site utilities;
  - Location map.
  - Type of construction.
  - Occupancy classification(s).
  - Grades and elevation of site and building.
  - Dimensions from structures to

electrical, sewer, water etc.

property lines (measured at right angles to structures).

- Dimensions between structures (measured at right angles to structures).

- Note on plan: Project to comply with the 2022 CBC, 2022 CEC, 2022 CMC, 2022 CPC, 2022 CA Energy Code, 2022 CA Green Building Standards Code, and San Benito County Code.

- **Manufactured Home Foundation Plan:**

- A foundation plan that bears current plan approval by the State of California, Department of HCD ("SPA" Plans); or,
- A foundation plan signed by a California licensed architect or engineer.

- **Floor Plan and Exterior Elevations:**

- May be photocopied from manufacturer/dealer brochures.
- Manufactured home installation instructions.

- **Form HCD 433(A):**

- Light fixture/switch locations.
- Service size and location

- **Plumbing and Mechanical Plan:**

- Water piping system, pipe sizes, and pipe materials proposed on plumbing floor plans.
- Location of plumbing equipment; water heater, lavatories, toilets etc.
- Location of heating and air conditioning equipment including manufacturer's name, model number and weight of equipment; fireplaces, ventilation fans, kitchen exhaust, including termination points shown on plan.

### **MISCELLANEOUS:**

- Statement of Special Inspections (If applicable to the project).

**PLEASE NOTE, THIS INFORMATION IS INTENDED TO BE A GUIDE FOR SUBMITTAL REQUIREMENTS AND MAY NOT INCLUDE ADDITIONAL INFORMATION NEEDED FOR SPECIFIC PROJECTS.**