

State of California
Business, Consumer Services, and Housing Agency
Department of Housing and Community Development
Division of Codes and Standards



MOBILEHOME PARK INSPECTION RESIDENT INFORMATION BOOKLET

- * *Contains important information for residents of mobilehome parks regarding inspections, violations, and code requirements.*
- * *Please read about the upcoming inspection of your mobilehome park and your lot.*
- * *Save this booklet after the inspection of your mobilehome park is completed as a reference guide of common resident responsibilities.*
- * **Servicios bilingües están disponibles. Para hablar con un representante en español, por favor llame al Centro de Contacto de la División de Códigos y Normas al (800) 952-8356 y pida un intérprete.**

Important Information for Residents of Mobilehome Parks About Inspections, Violations, and Code Requirements

California Health and Safety Code Section 18400.1, amended and effective January 1, 2000, requires mobilehome/manufactured home enforcement agencies to enter and inspect mobilehome parks to ensure enforcement of the Mobilehome Parks Act. The California Department of Housing and Community Development, Division of Codes and Standards will be conducting an inspection of the general areas, buildings, equipment, and utility systems of your mobilehome park, as well as each individual lot. A NOTICE OF PLANNED INSPECTION has been posted in a conspicuous location within the mobilehome park to inform residents of the upcoming inspection. The inspection will be conducted within sixty days from the "Date Posted" shown on the NOTICE OF PLANNED INSPECTION. At least 30 days prior to the inspection of the mobilehome park, each resident will receive a letter from this Department notifying them of the upcoming inspection.

Using this Booklet

The Department makes this booklet available to residents and contains important information about the inspection, violations, and related issues. The Department encourages residents of manufactured home/mobilehome parks to review the information on how to inspect your lot and MH-unit for possible violations, many of which can be easily corrected before the Department's inspection. The information in this booklet is based on the mobilehome park regulations contained in 25 California Code of Regulations. However, it is not the actual regulations.

Note: The terms "Unit" and "MH-unit" used throughout this booklet are the new referenced terms for manufactured homes, mobilehomes, multi-unit manufactured housing, and recreational vehicles as defined in the California Code of Regulations, Title 25, Division 1, Chapter 2, Article 1, Section 1002. For clarity they are reprinted below.

MH-unit: A manufactured home, mobilehome, or multi-unit manufactured housing.

Unit: A manufactured home, mobilehome, multi-unit manufactured housing, or recreational vehicle.

Scope of Inspection

The inspection will include the park's commons areas, buildings, equipment, and utility systems for proper maintenance and code compliance. Inspection of resident lots will include utility connections, accessory structure maintenance, separation, setback requirements, use of extension cords, fire hazards, rubbish, and other health and safety issues. The inspection may also include verification of current registration of the MH-unit in the park.

Request to Accompany Inspector

Upon request and approval by the assigned park inspector, one park representative and one resident representative may accompany the inspector during the initial inspection. The privilege of attending the inspection is at the sole discretion of the inspector.

Interior Inspections

Under normal circumstances, the Department will not be entering your home while conducting the inspection. The inspector may request entry only when conditions observed from the exterior of your home suggest that a potential hazard or substandard condition exist within the home. However, the right to grant or refuse entry into a home is at the discretion of the resident or homeowner.

If the inspector requests entry and you permit the inspector to enter, you will be asked to sign a statement acknowledging your permission. The permission will authorize only the inspector to enter your home on the date you specify. If you refuse entry, the inspector may seek a search warrant in order to gain entry based on the possible existence of a hazard or substandard condition.

All lots, including access to yards, shall be accessible for inspection at all times.

Inspector Identification

The Department of Housing and Community Development Inspector will be wearing a blue vest bearing the Department logo, which incorporates the State Seal. The Department's inspectors also carry identification cards with their facial photograph. To ensure your privacy and safety, you may ask the inspector entering your lot for identification.

Legal Action

Legal action to obtain a misdemeanor conviction for failure to comply with an issued Notice of Violation is avoidable. Such action is taken only when a resident refuses to make correction of conditions presenting hazards to occupants of the home, adjacent homes, or the general public.

Notice of Violation

A Notice of Violation letter will be generated detailing each violation that was observed during the initial inspection. This letter will be mailed to the resident of the lot that was inspected. The park will not be notified of your violations when the initial inspection has been completed. If you receive a notice of violation, please refer to pages 4-16 of this

booklet using the violation reference code(s) listed in the Notice of Violation letter for more information about possible steps you may take to correct the violations.

Time Allowed for Correction

The initial Notice of Violation allows sixty (60) calendar days from the date reflected on the Notice of Violation letter for the park and its residents to correct the violations. However, violations that present an imminent health and safety hazard representing an immediate risk to life, health, or safety require immediate correction.

Reinspections

After the expiration of the initial time allowed to correct violations, the Department will conduct a reinspection to verify compliance with any issued Notice of Violation. Should your violations remain uncorrected after the first reinspection, a copy of your Final Notice of Violation letter will be provided to the park operator or responsible person pursuant to Health and Safety Code 18420(b)(1). The Final Notice of Violation allows an additional 30 days from the date of the letter to correct your outstanding violations.

Items for the Park Resident to Inspect

Prior to the Department's inspection, park residents may eliminate many violations by inspecting their lots and MH-units. The following is a list of commonly found resident violations. The Department will cite these conditions if found to endanger life, health, or the safety of the public or occupants. The following information is not regulatory language, but a guide for your inspection.

REFERENCE DESCRIPTION
CODE

1. Registration

A MH-unit is to be currently registered and is to display the appropriate registration, license plate, or local property taxation decal. Display evidence of the current registration or local property taxation status, or provide evidence to the park management or to the Department inspector.

2. Permits

If any of the following changes have been performed without a valid permit, you are encouraged to obtain a permit prior to the Department's park-wide inspection in order to avoid possible penalties:

a. Installation, construction, or alteration of:

- i. any accessory building, or structure, including porches, awnings, or room additions;
- ii. any storage cabinet exceeding 120 square feet;
- iii. any electrical, mechanical, or plumbing equipment
- iv. any fuel gas equipment

b. Alteration of a MH-unit requires a permit from the Department of Housing and Community Development.

c. Installation of a MH-unit within the park requires a permit from the enforcement agency.

d. Prior to construction of any project, verify with the Department if the park is located in a Fire Hazard Severity Zone or Wildland Urban Interface Fire Area (WUI) as restrictive construction standards may apply to your project.

3. Emergency Exiting

a. To ensure safe exiting during an emergency, remove any obstruction which would prevent exterior doors from opening.

b. Remove hasps and padlocks installed on the exterior of the home. In the event of an emergency, exit doors locked by a padlock or hasp prevent the door from being opened from the outside and will trap occupant inside the Unit.

4. Debris and Combustible Storage

Inspect the areas under and around the Unit and remove any

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RNPT3

RFAC
RFDB
RFEG

RGAN

accumulation of refuse, garbage, rubbish, combustible debris such as paper, leaves, dry grass, scrap wood, and other combustible materials.

5. Animals

Domestic animals, including cats, shall not roam free in the park and the lot shall be maintained reasonably clean of domestic animal waste.

6. Appliances

REAP
REEC

- a. Appliances located outside of a unit must be protected from the weather. Locating them under an awning is not acceptable. They must be in some type of enclosure.
- b. Electrical power to an outdoor appliance is to be provided only through a permanent wiring means; extension cords are not permitted.

7. Multiple Units on a Lot

RFMRV
RGMU

- a. Only one unit may be installed on an individual lot.

Exception: A self-propelled recreational vehicle or truck-mounted camper may be parked on the lot when it is used as a frequent means of transportation. The self-propelled unit may not be connected to the utilities or interconnected to the other unit on the lot.

- b. A camper, intended for truck mounting, may not be removed from the truck and placed on the lot. A truck camper shell is not considered a camper.

8. Mobilehome or Recreational Vehicle Setbacks from Lot Lines

A MH-unit must have the required three foot (3') clearance from all lot lines. If the unit is placed within three feet (3') of a lot line, relocation may be required.

Exception: A unit bordering a roadway or common area may be installed up to the lot line which borders the roadway or common area.

9. Substandard Manufactured Home/Mobilehome or Recreational Vehicle (Unit)

A Unit in substandard condition may be ordered removed from the park unless the substandard conditions are repaired.

Substandard conditions may include: but are not limited to:

- a. Structural hazards such as deteriorated floors, buckled walls, deteriorated roof members, etc.
- b. Electrical hazards include bare wires, unprotected cables or conductors, open splices, etc.
- c. Improper plumbing to include leaking fixtures.
- d. Mechanical hazards include unvented or improperly vented gas appliances.
- e. Faulty weather protection such as leaks in the roof, broken windows, damaged siding, etc.

REMISC
REMP

10. Power Cords

A large rubber-coated type electrical cord used to power a Unit should be inspected to ensure:

- a. The covering on the cord is not cracked or deteriorated.
- b. The area of the plug is not damaged or pulling away from the cord.
- c. The cord is not cut or spliced.
- d. The power cord plug has not been removed and the cord is not directly wired to the park electrical service.
- e. The power cord is listed and approved for manufactured home/mobilehome or recreational vehicle use.
- f. The cord is not buried in the ground or encased in concrete.
- g. The Unit does not have more than one power supply cord.
- h. An approved adapter, not more than 12 inches (12") in length, in use prior to July 7, 2004 will be allowed its continued use provided it is installed and maintained in a safe operating condition.
- i. The power cord is not rated less than the electrical load of the Unit. Example: If the Unit's cord is rated at 30 amperes and

REFA1
REFA2
REPC1
REPC2
REPC3
REPC4
REPC5

the Unit load is 50 amperes, the 30 amp cord is not allowed.

- j. The Unit's lot pedestal amperage does not exceed the power supply cord or feeder rating.

11. Feeder Assemblies

A Unit that is electrically connected to the lot electrical service by a flexible metal conduit (feeder assembly), should be inspected to ensure:

- a. The conduit is not buried or in contact with the ground.
- b. The conduit provides continuous, complete protection of the electrical conductors inside.
- c. No more than one "feeder assembly" is utilized to supply power to the Unit.
- d. The feeder assembly is not rated less than the electrical load of the Unit. Example: If the Unit's feeder assembly is rated at 30 amperes and the Unit load is 50 amperes, the 30 amp feeder assembly is not allowed.

REFA1
REFA3
REFA2

Exception: An air-conditioning unit and/or a circuit to an accessory structure may be permanently wired to the lot pedestal provided the lot service can accommodate the additional load. A permit is required for this installation.

12. Wiring Methods

The general electrical conditions affecting the Unit should be inspected to ensure that:

- a. Extension cords cannot be used in lieu of permanent wiring.
- b. Appliances cannot be installed outside the Unit; the equipment should be installed inside a structure using approved wiring methods.
- c. The cables and conductors for electrical wiring installed outside a Unit are protected against physical damage by installing the wiring in conduit.
- d. The electrical equipment installed outdoors is approved for wet or damp locations.
- e. All the parts or components of the electrical equipment of the Unit, or equipment for accessory uses, are installed so that no energized parts are exposed.

REAP
REEC
REFA3
REWM1
REWM2
REAC1
REAC2
REGR

- f. The lot electrical service equipment is accessible at all times. Remove any storage or permanent construction obstructing access to the lot electrical service equipment.
- g. The Unit is electrically grounded to prevent electrical shock.

Note: If you believe that one or more of the above conditions affect the electrical system of the MH-unit, it is recommended you consult a licensed electrician for assistance and correction of the condition. Permits are required prior to the installation of any electrical wiring.

13. Gas Meter

RPMA

The gas meter regulator and shutoff valve provided on the lot must be accessible at all times and be in a well-ventilated location.

14. Gas Connectors

RPGC1
RPGC2

Inspect the condition of the gas system connector. It should be a single flexible gas connector not over six feet (6') in length, listed for exterior use, and not buried or otherwise in contact with the ground.

15. Propane Gas Tanks

When a Unit is supplied by external liquefied petroleum gas (LPG) tank(s), inspect the tank(s) to ensure:

RPGC1
RPLP1
RPLP2
RPLP3
RPLP4

- a. The lot gas connection from the Unit to the lot gas meter is by an approved flexible gas connector listed for use for a manufactured home/mobilehome or RV, and is listed for exterior use.
- b. The total of all tanks on the lot does not exceed one hundred twenty-five (125) US gallons. If the total exceeds 125 US gallons, the more restrictive provisions of the Unfired Pressure Vessel Safety Orders, California Code of Regulations, Title 8, Chapter 4, Subchapter 1, would apply.
- c. Secure LPG vessels to prevent accidental overturning by securing to the Unit's hitch, a support post, or other approved means.
- d. There is adequate clearance around the LPG vessel installed on the lot. Minimum clearances from the filling connection or vent to sources or ignition, direct vent appliances, and mechanical ventilation air intakes:

- i. Ten feet (10') minimum for purposes of filling.
- ii. Five feet (5') minimum to pressure relief valve and the valve must be directed away from the openings in building below the valve.
- iii. The tank cannot be located in areas with less than 50% open ventilation or under the Unit.

Note: Lot electrical service is not considered a source of ignition.

- e. LPG vessels are not stored inside or underneath the Unit, a habitable accessory building, or an accessory structure that is not open more than 50% for ventilation. Except personal portable appliances, such as barbeques, may be stored in enclosed areas.
- f. When installed in a flood zone, the LPG containers should be anchored to prevent floatation.

16. Gas Lines

RPSU

If the gas piping system has been extended to reach the park's gas inlet, the extension pipes must be supported. Support the pipe with metal hangers at maximum four foot (4') intervals.

17. Water Heaters

Inspect the Unit's water heater for minimum safety requirements to ensure:

- a. The gas water heater is properly vented to the exterior of your home.
- b. Access to the water heater is unobstructed.
- c. The water heater compartment is weather tight and protected from the rain, elements, etc.
- d. The water heater has a functional pressure temperature relief valve. Extend the valve piping to the underside of the MH-unit with piping, suitable for use with hot water, without threads on its ends, the same size as the valve opening. It must exit under the MH-unit.
- e. The water heater has adequate openings into the compartment for combustion air.

RPWH1
 RPWH2
 RPWH3
 RPWH4
 RPWH5
 RPWH6

- f. The water heater has the required clearances from its vent at the ceiling of the compartment, and has sufficient clearances from its sides to the combustible walls of the compartment.

Note: If there is a problem with the water heater or its installation, refer to the water heater manufacturer's recommendations or consult a licensed plumber.

18. Sewer Drains

The sewer drain connector on the Unit should be inspected to ensure:

- a. The sewer drain is gas tight and leak free.
- b. The sewer drain is sloped to drain a minimum of one-eighth inch (1/8") per foot
- c. The sewer drain is supported every four feet (4').
- d. The drain is constructed of a minimum schedule 40 ABS plastic approved for drain and waste use.
- e. The connection to the lot sewer inlet contains a flexible connector.
- f. Recreational vehicles connected to the lot drain in a park for more than three (3) months must have a sewer drain connection consisting of a minimum of schedule 40 ABS plastic piping approved for drain and waste use. A flexible recreational vehicle hose-type drain is only acceptable as a temporary connection and is not approved as a permanent connection.
- g. All drain fixtures discharge into an approved sewer or septic system.

RPDS1
RPDS2

19. Water Supply Connector

Inspect the fresh water supply connector on the Unit to ensure:

- a. The fresh water supply connector on the Unit is leak free.
- b. The fresh water supply connector is made of a flexible material approved for potable water such as soft copper tubing not less than one-half inch (1/2") in diameter.
- c. Water conditioning equipment is installed in an approved manner. However, it requires a permit to install.

20. Exits

- RSSW1
- a. Every exit door on the MH-unit has complying stairs, ramps or landing.

21. Stairways

Stairways at each required exit door are required to be safe and stable and should be inspected to ensure:

- RSSW1
RSSW2
- a. The risers of stairways are a minimum of four inches (4") and do not exceed eight inches (8") in height. Risers should not vary by more than three-eighth inch (3/8").
 - b. The stairway treads are not less than nine inches (9") in depth. Treads should not vary by more than three-eighth inch (3/8").
 - c. The stairway width is not less than the width of the door.
 - d. Recently constructed stairs must comply with the California Residential Code (CRC) requirements.

22. Stairway Landings

When an exterior door swings outward, a stairway landing is required and should be inspected to ensure:

- RSGR1
RSSL4
- a. The landing is not lower than one inch (1") below the bottom of the Unit's door.
 - b. The landing width and length is not less than the door width.

23. Guardrail for Porches and Decks

The guardrails for a porch or deck that is at least 30 inches (30") or more above grade should be inspected to ensure:

- a. The guardrail is at least 36 inches in height above the floor.

Note: Only new guardrails on an MH-unit need to be 42 inches (42") in height above the floor.

- b. The openings between intermediate rails are not more than nine inches (9") apart or more than four inches (4") if the porch or deck was constructed after July 7, 2004.
- c. The railings must be structurally sound.

24. Guardrail for Ramps

The ramp guardrail should be inspected to ensure:

RSGR2
RSGR3

- a. If the ramp is 30 inches (30") or more inches above grade, guardrails are installed on at least one side the ramp provided the other side is closed and extend the full length of the ramp.
- b. The guardrail is at least 36 inches (36") in height above the floor.
- c. The openings between intermediate rails are not more than nine inches (9") apart or more than four inches (4") if the ramp was constructed after July 7, 2004.
- d. The guardrails are structurally sound.

25. Handrails for Stairs

Any stairway to an MH-unit or accessory structure (deck, porch, room addition, etc.) more than 30 inches (30") above grade should be inspected to ensure:

RSHR1
RSHR2

- a. Stairs serving porches constructed more than 30 inches (30") above grade are equipped with intermediate rails spaced not more than nine inches (9") apart or more than four inches (4") apart for stairs constructed after July 7, 2004.
- b. Handrails are not less than 30 inches (30") nor more than 34 inches (34") in height, as measured vertically from the nosing of stair treads, or not less than 34 inches (34") , nor more than 38 inches (38") in height if constructed after July 7, 2004.
- c. Handrails and intermediate rails are structurally sound. Secure any loose rails.

26. Skirting

The skirting of a MH-unit should be inspected to insure that the ventilation and access under the manufactured home/mobilehome ensure:

- a. When skirting is installed, an underfloor access panel is required. The panel must be 18 x 24 inches unobstructed by pipes, ducts, or other equipment that may impede access.
- b. A minimum 1½ square feet of ventilation is required for each 25 linear feet of skirting. The openings for ventilation shall

be provided on at least two opposite sides as close to the corners as possible.

- c. Where wooden materials are used for skirting, any wood in contact or within six (6) inches of the earth must be decay and insect resistant wood, such as redwood.

27. General Accessory Structure Requirements and Awnings/Carports

Inspect general accessory structures to include awnings and carports to ensure that:

- a. Missing, damaged, or unanchored supports are repaired and are not more than 12 inches (12") off center.
- b. Combustible accessory structures should be a minimum three feet (3') from the lot line and not less than six feet (6') from any combustible unit, accessory building, structure, or building component on an adjacent lot. However, four inches (4") by four inches (4") nominal wood support posts on an aluminum awnings maybe located up to a lot line.
- c. Awnings and carports may extend to the lot line which borders a roadway.
- d. Wooden awnings and carports are free standing or have a permit for the attachment to the Unit.
- e. Metal awnings and carports do not project over the lot line.
- f. All non-combustible accessory structures must maintain a minimum three feet (3') from any Unit, accessory building, or structure on an adjacent lot.
- g. The structure is sound and in good condition.

RFAC
RFAE
RSACS

28. Awning or Carport Enclosure

Awning enclosures are permitted for outdoor recreational use only and should be inspected to ensure:

- a. Any combustible structural components of the enclosure are a minimum of three feet (3") from a lot line except when the awning enclosure borders a roadway or common area.
- b. Awning enclosures or carports are to be free standing and not attached to the MH-unit.
- c. The structures cannot project over the lot line.

RFAC
RFAE
RFCB
RSACE

- d. Any electrical equipment installed is suitable for damp location.
- e. The enclosure is structurally sound.

29. Cabana (Room Additions)

Inspect room additions to ensure:

RSCB

- a. The structure meets minimum standards for weather protection, electrical wiring, plumbing, and structural integrity.
- b. There is at least three foot (3') separation to the lot line.

30. Storage Cabinets or Sheds

Inspect storage cabinets or shed to ensure:

RFSC

- a. The storage cabinet or shed is structurally sound.
- b. The structure is not installed within three feet (3') of a lot line except when the lot line borders a park roadway or common area.
- c. If the structure is noncombustible, the storage cabinet or shed may be installed up to the lot line provided there is a minimum three feet (3') separation to any structure on the adjoining lot.
- d. Storage sheds or cabinets exceeding 120 square feet in dimension require a permit from this Department. The total floor area of all storage cabinets on the lot does not exceed 120 square feet.

31. Miscellaneous Structures

Inspect garages, greenhouses, and storage buildings to ensure:

RFAC
RFAE
RSGSB
RSMS3

- a. The setback to the Unit is a minimum six feet (6'); however, garages and storage buildings with one hour firewall construction may be up to three feet (3') to the Unit on the same lot.
- b. Garages, greenhouses, and storage buildings constructed of combustible material are a minimum of three feet (3') from the lot line, except when the garage, greenhouse, or storage building borders a roadway or common area within the park.
- c. The structure is sound and in good condition.

32. General Accessory Building and Structures

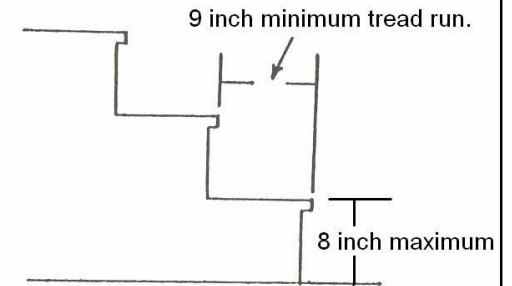
- a. The structure is sound and in good condition.
- b. All non-combustible accessory structures must maintain a minimum three feet (3') from any Unit, accessory building, or structure on an adjacent lot.

The handgrip portion of the handrail shall not be less than 1 1/2 inches nor more than 2 inches in cross-sectional dimension or the shape shall provide an equivalent gripping surface. The handgrip portion shall have a smooth surface with no sharp corners.

Note: The stair shown in this drawing with a handrail on one side is for illustration purposes only. Stairways shall have either a barrier on one side or handrails on both sides.

The openings between intermediate rails in open-type railings shall be not more than 4 inches.

Intermediate rails



9 inch minimum tread run.

Tread

8 inch maximum riser height.
4 inch minimum riser height.

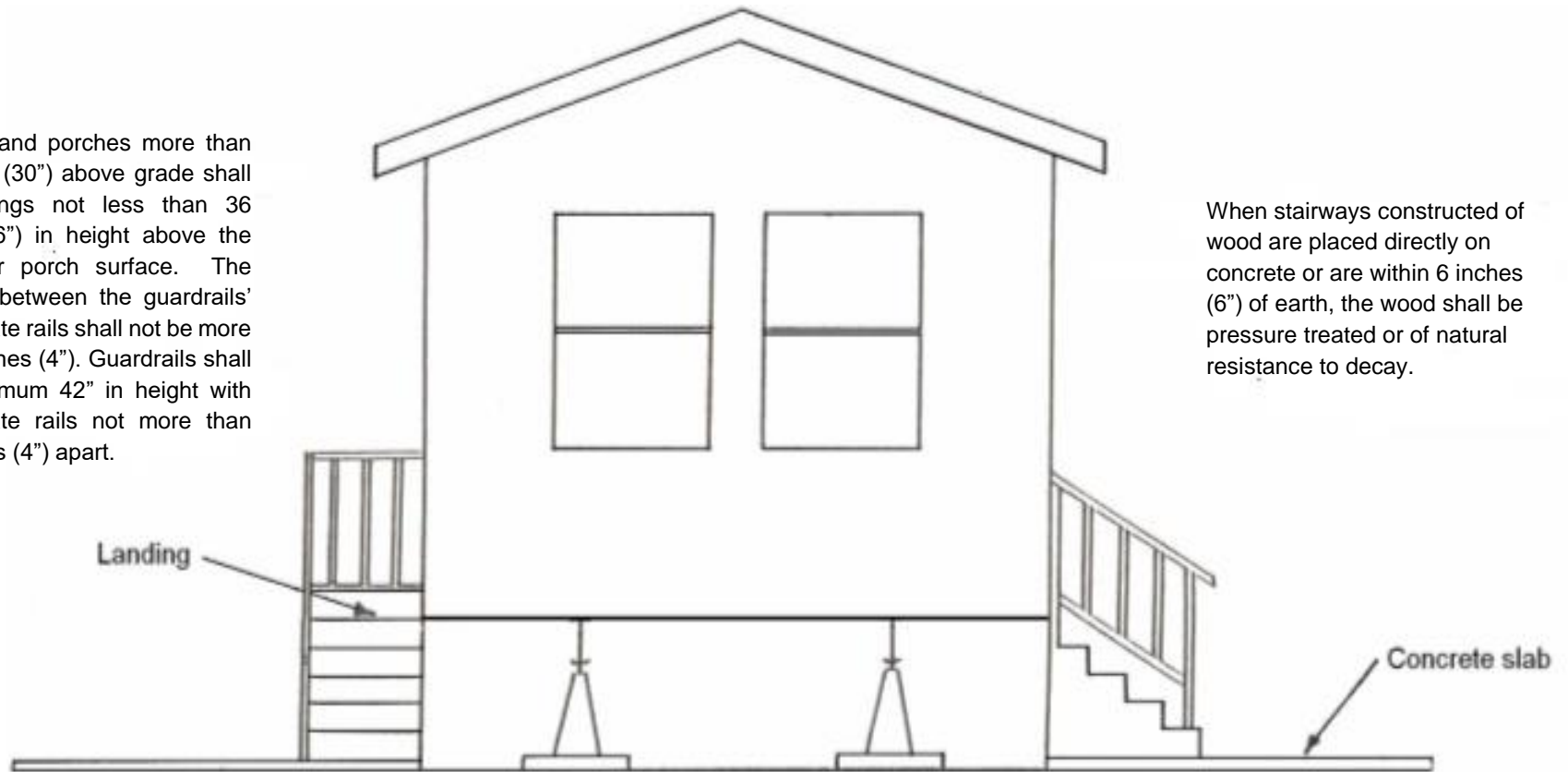
Riser

Nosing

Riser heights and tread runs shall not vary more than 3/8 of an inch between any step of the stairway.

Every stairway with more than 3 risers or steps shall be equipped with handrails and intermediate rails. Handrails shall not be less than 34 inches nor more than 38 inches in height as measured vertically from the nosing of the stair tread.

Landings and porches more than 30 inches (30") above grade shall have railings not less than 36 inches (36") in height above the landing or porch surface. The openings between the guardrails' intermediate rails shall not be more than 4 inches (4"). Guardrails shall be a minimum 42" in height with intermediate rails not more than four inches (4") apart.



When stairways constructed of wood are placed directly on concrete or are within 6 inches (6") of earth, the wood shall be pressure treated or of natural resistance to decay.

If an exit door swings outward in the direction of travel, a landing must be provided. The landing surface may not be more than 1 inch (1") below the bottom opening of the doorway. The landing width and length must not be less than the width of the door.

If an exit door swings inward, or is a sliding glass door and the stairway is perpendicular to the unit, a landing is not required. The top step, porch, or landing shall not be more than 7 ½ inches below the bottom of the door.

Note: The illustrations and descriptions shown on this drawing are simplified for clarity. Refer to the California Code of Regulations, Title 25, Chapter 2, for specific codes governing mobilehome/manufactured home stairway construction.