

MANUFACTURED HOME INSTALLATION GUIDELINES

Inspection Date: _____

Permit Number: _____

INSPECTION PROCEDURES

Instructions: Inspectors shall follow the below process, in order for each new Manufactured Home Installation inspection. Review Procedural Manual Article 531.

PRE-INSPECTION CHECKLIST

Greet Contractor:

Is MH-unit ready for inspection? If the contractor does not have the MH-unit ready for inspection, the inspector has the option of cancelling the inspection if the situation cannot be remedied within the time allocated for the installation inspection. Provide the new inspection **Date** _____ **Time** _____

Instruct Contractor to:

1. Disconnect power supply cord or feeder assembly from the lot service. (verify for your safety)
2. Turn water on at all fixtures within the MH-unit.
3. Turn light switches to the on position.
4. Apply pressure to the gas piping system through the flexible connector, to be 6 to 8 ounces or 10 to 14 inches of water column.
5. Remove P-trap access panels, including the ones under the floor, open for P-trap inspection.
6. Remove access panels of all fuel burning appliances to verify vent connections and fire-stopping.

EXTERIOR

T25 OR HSC SECTION

- Verify the plot plan dimensions are accurate with actual location of unit installed on lot. HSC Section 18613.3
- Check lot line markers. T25 Section 1104(b)
- Verify proper lot grading. T25 Section 1610(a)
- Verify unit setbacks and separation from lot lines and adjacent structures. T25 Section 1330
- Verify underfloor chassis supports (perimeter supports if required) are at all sidewall exit doors and openings that exceed 48 inches in width. T25 Sections 1334, 1335
- Engineered Tie-down System is installed, sized and placed in accordance with the manufacturer's installation instructions. T25 Sections 1336.1, 1336.2, 1336.3, and 1336.4
- Verify gas pressure to be 6 to 8 ounces or 10 to 14 inches of water column for a minimum of 2 minutes. T25 Section 1362
- Verify electrical continuity at power supply cord or feeder assembly, from the ground to hot and ground to neutral conductors. T25 Section 1362(d)
- Verify bond from grounding conductor of the power supply cord or feeder assembly to all chassis and gas line. T25 Section 1362 (d)(1)
- Verify that lot electrical service is compatible with the MH unit main disconnect. T25 Section 1180
- Verify that lot utilities: sewer inlet with a clean-out, water with additional hose bib for fire protection, gas, and electrical locations are within 4 feet of the MH-unit with flexible connections. T25 Sections 1184, 1222(a), 1254(e), 1274(a)(b)
- Verify that mechanical protection from vehicular damage has been provided if necessary. T25 Section 1178
- Verify all exterior doorways have a porch, ramp, and/or stairway conform to T25 Section 1368
- Inspect the water heater compartment for the following:
 - Electric appliances securement and seismic bracing of gas appliances HSC Section 18031.7(e)
 - Temperature and pressure relief valve ensure piping is continuous through floor 24 CFR Section 3280.609(c)
 - Proper venting and fire stopping T25 sec. 1362(c)(2) 24 CFR Sections 3280.206, 3280.710
 - Combustion air vents in accordance with fuel-burning appliance installation instructions. 24 CFR Sections 3280.709(a) (d), 3280.710
 - Installation of drip pan – gas and electric 24 CFR Section 3280.709(h)
- Verify HUD Label is affixed on the exterior of each transportable section and record label numbers. 24 CFR Section 3280.11; HSC Section 18026
- Exterior Other _____

INTERIOR

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- Verify the data sheet is permanently affixed inside MH unit and numbers coincide with the HUD tags on the rear of the MH unit. 24 CFR Section 3280.5; HSC Section 18025(b)
- Fill in the information in Section 4 of the HCD 50 permit from the HUD Data Plate (sheet) or verify it is accurate (if previously completed). HSC Section 18613(a)(1)
- Witness ground continuity test to receptacles, switches, light fixtures, fireplace, appliances and all metal parts that may become energized. T25 Section 1362(d)
- If power is available, witness polarity test to all receptacles to include GFCI, outside receptacles and heat tape receptacle. T25 Section 1362(d)(3)
- Witness smoke alarm and carbon monoxide detector tests prior to, and after energizing the MH unit. T25 Section 4326, 24 CFR Section 3280.209
- Inspect the installation and securement of all gas appliance vents and range hood vents. T25 Section 1362(c)(2)
- Witness the flow test of all plumbing fixtures: flush toilets, run water from showerhead, tub spout, kitchen, lavatory sinks, washer drain, and P-traps. T25, Section 1362(b)
- Verify that interior walls and interior exposed roof beams are lag bolted or secured in accordance with the manufacturer's installation instructions (if required). 24 CFR Sections 3280.305, 3285.802, 3285.803
- Compare the centerline diagram to actual centerline load bearing supports locations to assure they are in accordance with manufacturer's installation instructions. T25 Section 1335; 24 CFR Sections 3285.303, 3285.310
- Interior Other _____
- Note construction nonconformance's per SAA procedures (<http://www.hcd.ca.gov/codes/manufactured-housing/saa.html>). _____

UNDER-FLOOR

- Verify vapor barrier installation (if required). T 25 Section 1334.6; 24 CFR Section 3285.204
- Verify inside main rail chassis and centerline support sizes, connections and footing placement is in accordance with manufacturer's installation instructions or submitted plans. T25 Section 1335; 24 CFR Section 3285.303, 3258.304
- Verify centerline floor securement is in accordance with manufacturer's installation instructions. T25 Section. 1335; 24 CFR Sections 3285.303, 3258.304
- Verify there are no plumbing leaks in drain fittings, P-traps, or water connections. T25 Section 1362(a)(b)
- Verify that there are no open areas within the bottom board material of the MH unit. 24 CFR Sections 3280.305(g), 3528.804
- Verify the electrical crossover conductors are in an approved junction box and not exposed to the under floor area. T25 Section 1362(e); 24 CFR Section 3285.701
- Verify that there is no vegetation or debris under the MH unit. T25 Section 1116(e), 1120(a)
- Under-Floor Other _____

Note any manufacturer construction defects (bent or broken chassis, missing shear bolts, etc.)

ROOF

- Verify roof connections, bolts, or lag screw spacing is installed in accordance with manufacturer's installation instructions. T25 Section 1335; 24 CFR Sections 3285.802, 3285.803
- Verify that cluster bolts/lags are installed directly over load bearing supports and are in accordance with the manufacturer's installation instructions. T25 Section 1335; 24 CFR Sections 3285.802, 3285.803
- Verify the lag connections at all mating-line locations are installed in accordance with the manufacturer's installation instructions. T25 Section 1335; 24 CFR Sections 3285.802, 3285.803
- Verify the furnace, water heater and fireplace vents are properly installed and aligned. T25 Section 1362(c) 24 CFR Sections 3280.709(a)
- Witness ground continuity of roof J-box. T25 Section 1362(d)
- Verify minimum height of fireplace stack and separation from other intake vent pipes (furnace, whole-house intake venting). 24 CFR Section 3280.709(a)
- Inspect for construction nonconformance's: 24 CFR Part 3282, Subpart I
 - Appliance Venting
 - Plumbing stack height
 - Alignment
 - Flashing
 - Roof flashing
 - Valley flashing
 - Shingle securement
 - Tar
 - Roof edge flashing
- Roof Other _____

CLOSING INSPECTION

Installation is in compliance.

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- Issue Mobilehome Installation Acceptance (HCD 513A)
- Attach HCD approval sticker to lot electrical pedestal/meter panel, if applicable
- Issue Certificate of Occupancy if MH-Unit is installed on a foundation system.
 - Submit complete HCD 433A and record with the County Recorder's office
- Attach FAD sticker to permit.

Installation is not in compliance.

- Issue a Notice of Violation to the applicant.
 - Schedule a re-inspection within 10-days. **Date** _____ **Time** _____
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