



# City of Victorville

## Development Department

Planning ♦ Building ♦ Code Enforcement ♦ Business License

14343 Civic Drive  
PO Box 5001  
Victorville, CA 92393-5001  
(760) 955-5100  
Fax (760) 269-0073  
planreview@victorvilleca.gov

### Plan Submittal Requirements

#### Mobile Home on Permanent Foundation

- Provide copy of grant deed for property (same name as owner)
- Provide title search for mobile home/manufactured home  
(If there is a lien holder on the title report, the lien holder must give written consent for the placement of the unit on a permanent foundation system. The lender's letter should provide the serial number and APN or address.)  
EXCEPTION: Not required for new mobile homes.
- Provide plot plan with all setback dimensions and accessory structures, such as garage or carport (see attached)  
(Please make sure that size of mobile home, setbacks, covered parking, lot size, lot coverage percentage, and type of skirting are clearly stated on the plot plan.)
- Provide three grading plans, one Joshua Tree Inspection Report and one Application for Engineering Requirements if installing a new or used mobile home on a new lot.
- Photos of mobile home and front yard; landscape plans shall be provided if evidence of landscaping meeting current code requirements is not provided.
- Provide manufacturer's installation instructions and HCD approved foundation system signed by a licensed California Engineer
- Complete HCD Form 433A in full and submit to Building Division (same name as owner)
- Pay State fee of \$11.00 per section (check made out to "HCD")
- Pay County recording fee of \$24.00 (check made out to "San Bernardino County Recorder")
- Surrender certificate of title and registration, along with any license plates or decals issued by HCD or DMV.  
EXCEPTION: Not required for new mobile homes.

I, \_\_\_\_\_, certify that all items listed above have been submitted.  
(Please print name)

#### For Office Use Only

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|--|---|
| <input type="checkbox"/> Received payment to HCD                                     | <input type="checkbox"/> Received recorded Form 433A  |
| <input type="checkbox"/> Prepared Form 433A and Form 513C (Certificate of Occupancy) | <input type="checkbox"/> Mailed recorded Form 433A, Form 513C, check, and any other applicable documents to HCD |
| <input type="checkbox"/> Mailed Form 433A and check to the county recorders office   | <input type="checkbox"/> Mailed recorded Form 433A and Form 513C to the homeowners                              |