# MOBILE HOME ON VACANT LOT REQUIREMENTS

MENIFEE BUILDING & SAFETY

This information is designed to assist you in identifying the requirements needed to install a new mobile home on a vacant parcel, however additional information may be required prior to your plans being approved and permits being issued. You will be required to provide the following information:

- Three (3) completed Building Permit applications for the following permits:
  - Site Prep
  - Permanent Foundation
  - Install
- A Title Search of the new unit(s) to be placed on the property. The Title Search can be obtained from the Riverside County Housing & Community Development Department and must be dated less than 30 days from the date you come in to City Hall. However, if the units will be purchased new directly from a manufacturer, a Certificate of Origin will be required in place of a Title Search.
- Six (6) sets of Site Plans identifying the mobile home location, distance to all property lines, all utility connections, driveways, leach line locations, and any proposed structure locations on the property. The site plans must indicate the length, size, and type of material that will be used for the gas/propane, water, sewer, and electrical lines.
- A copy of the Grant Deed to verify property ownership
- Three (3) sets of the Manufacturer's Installation Instructions specific to the unit being installed with elevations and three (3) sets of site plans.
- If you are intending to place the new unit on a permanent foundation, Two (2) sets of foundation system plans that have been stamped and approved by the State will be required.
- If the manufactured date of the new unit was on April 30, 2011 or later, fire sprinklers are required to be installed or retro-fitted in the unit.
- If the parcel will be utilizing a septic system, you will be required to obtain approval from Riverside County Environmental Health prior to Building permit issuance. If the unit is located within 200' of an existing sewer line, you are required to connect to that sewer line. Connection approval from Eastern Municipal Water District (EMWD) will be required.
- A precise grading certification and TUMF fees may be required through the Engineering Dept. Engineering Dept approval will be required prior to Building Dept permit issuance.
- Zoning and setback verification will be required to be approved by the Planning Dept prior to Building Dept permit issuance. School fees will also need to be paid to the appropriate school district(s). The Planning Dept will provide you with a school fee letter, and a receipt of payment must be provided to the Planning Dept once payment has been made.
- Approval from Riverside County Fire Dept will be required prior to Building permit issuance. A transmittal will be provided to you from the Building Dept that you will need to take to the Fire Dept with 2 copies of your Planning Dept approved site plans.
- All mobile homes are required to have skirting installed.

Southern California Edison will authorize the location where your power will be accessed. They will provide you with information on the path of travel the power will take for your unit (underground or overhead) and where it will connect.

Once the final inspection has been conducted and the unit is on a permanent foundation, a 433A form must be completed and submitted to the City along with the signed job card and permit paperwork. The Building Dept Supervisor will review the form and sign it once approved. This form will be provided to you with a wet signature, and it is to be taken to the County of Riverside Tax Assessor for processing.

Below are some helpful numbers to assist you in this process:

**RIVERSIDE COUNTY FIRE DEPT. MENIFEE: 951-246-6215**

**RIVERSIDE COUNTY ENVIRONMENAL HEALTH DEPT: 951-358-5172**

**EASTERN MUNICIPAL WATER DISTRICT: 951-928-3777**

**SOUTHERN CALIFORNIA EDISON: 800-655-4555**

**RIVERSIDE HOUSING & COMMUNITY DEVELOPMENT DEPT: 951-782-4420**