MENIFEE
BUILDING & SAFETY

NEW MOBILE HOME CHECKLIST

SUBMITTAL

☐ Grading plan should be approved prior to building submittal, if applicable.

☐ New Mobile Home submittal must include the following:

- **Site Prep** – Items required:
  - Completed application (with valuation for site prep only)
  - Site plan must include: mobile home location, distance to all property lines (setbacks), all utility connections and locations, conduit size, wire size, water service piping, sewer piping material type, leach line locations, slope percentages, drainage flow lines, easements, legal access to lot, driveway(s), including all dimensions (length, width), all existing and proposed structures on the property with square footages, distances to other structures, north arrow, scale, property address, parcel number, owner information, applicable codes, date of manufacture, sprinklered or non-sprinklered (if manufactured on April 30, 2011 or later fire sprinklers required), HFA information if applicable.
  - Floor plans
  - Elevations (include height)
  - Grading plans/grading letter/no grade letter (if applicable)
  - Fire sprinklers (if applicable)
  - Fire sprinkler certificate (if applicable)
  - High fire verification-WUI (if applicable)
  - Grant deed – for tech's only to be uploaded in pertinent permit in Accela, does not get routed.
  - Original permits if replacement and permits for existing structures (if applicable).
- **Permanent Foundation** – Items required:
  - Completed application (with valuation for permanent foundation only)
  - Site plan (same site plan as Site Prep)
  - Foundation plans with HCD approval stamp
  - Engineer's certification (if applicable)
  - Title Search – required for 433A, to be uploaded in pertinent permit in Accela, does not get routed.
  - Grant deed – required for 433A, to be uploaded in pertinent permit in Accela, does not get routed.
  - MCO – Manufacturer's Certificate of Origin, to be uploaded in pertinent permit in Accela, does not get routed.
- **Install** - Items required:
  - Completed application (valuation for install only)
  - Site plan (same site plan as Site Prep)
  - Elevations (include height)
  - Installation Manual
- **Garage** - Items required:
  - Completed application (valuation for garage only)
  - Site plan (same site plan as Site Prep)
  - Garage plans, including, floor plans, elevations (include height)

  - Structural Calcs/Engineering
  - Trusses (if applicable)
  - For detached, must provide color callouts, material finishes, etc.
  - All new SFR submittals require a two-car garage 20' x 20' minimum. Detached Garages more than 450 s.f. shall obtain a Minor Plot Plan Approval from the Planning Division prior to submittal to Building.
- The Building technician will create permit records, route the plans to required internal departments for review (Building, Planning, Engineering, and Fire), provide an invoice for fees due and transmittals to outside agencies as required.
- 1st submittal review time is estimated at 14 business days, and all subsequent reviews are estimated at 10 business days.

☐ If the location is in a High Fire Area (HFA), details must be included in the additional supplemental information. HFA's may be identified on the Cal Fire Fire Hazard Severity Map.

☐ All Department Fees must be paid prior to plan routing.

☐ At plan submittal the Building Technician will provide the transmittals listed below to the applicant. The applicant is responsible for submitting directly to the additional agencies required*; it is highly recommended to submit to the required agencies promptly after receiving the transmittal*.

- City of Menifee Transmittal to Eastern Municipal Water District (EMWD). Contact EMWD regarding specific requirements.
- City of Menifee Transmittal to Riverside County Department of Environmental Health (RCDEH), if required [e.g., onsite waste treatment system (OWTS)].

☐ E-mail notification will be sent from Building Staff regarding approvals/corrections (from Building, Planning, Engineering, Fire, and Community Services).

☐ If corrections are required, address corrections (identify changes with clouds and deltas) and resubmit with transmittals and response letters to each department via email at building_submittals@cityofmenifee.us.

- The Building Technician will route the plans to the required internal departments for review.

PRIOR TO PERMIT ISSUANCE

☐ A Hydrant Verification Test will be required. Please contact Menifee Fire-OFM for more information.

☐ Submit Construction and Demolition Waste Diversion Program – Waste Recycling Plan (WRP) Form B to Public Works/Engineering Department for review and approval.

☐ The Licensed Contractor is required to apply for and obtain a City of Menifee Business License.

PERMIT ISSUANCE

☐ Once the plans are approved by all departments, the applicant must pay all required fees.

☐ Obtain Plan Approval Notice from Riverside County Department of Environmental Health (RCDEH), if applicable.

☐ Obtain First Release from Eastern Municipal Water District (EMWD).

☐ Upon plan approval from all required departments the applicant will complete the Request for Permit Issuance. Applicant is responsible for obtaining all required signatures on the Request for Permit Issuance form and submitting to building counter staff.

☐ Required items for permit issuance:

- Engineering - grading plan approved, rough grade certification, soil compaction, and compliance with all prior conditions.
- Planning – payment of school fees (provide receipts), compliance with all prior conditions, payment of MSHCP, Quimby, and DIF fees.
- Menifee Fire-OFM – Compliance with all conditions of approval, payment of any outstanding fees.
- Building – payment of any outstanding fees, verification of RCDEH approval, First Release from EMWD, verification of all required signatures.

☐ Once the Request for Permit Issuance form is complete, the Building Technician will make the building permit and plans available on the Menifee Permit Portal.

INSPECTIONS

☐ Inspections can be scheduled as follows:

- Building - Online using the Menifee Permit Portal or by email: bldg-insp@cityofmenifee.us. Inspections must be requested prior to 2:00 pm for the next business day and are conducted Monday-Friday from 8:00am – 4:00 pm.
- Grading Inspections – Contact the assigned Public Works Inspector to schedule. Inspections must be requested prior to 3:00 pm for the next business day and are conducted Monday-Friday from 7:30am – 3:00pm.

- Fire Inspections – Email MenifeeOFM@cityofmenifee.us. Inspections must be requested prior to 2:00 pm for the next business day and are conducted Monday-Friday from 8:00am – 4:00 pm.

PRIOR TO OCCUPANCY

☐ For electrical, a utility release inspection of the structure must pass prior to temporary utility release. All fixtures, devices, switches, disconnects and other similar devices shall be installed per code and all protective cover plates and similar devices shall be installed. All electrical panels shall have required labeling and all circuits shall be identified on the front of the panel.

☐ For gas, a utility release inspection of the structure must pass prior to temporary utility release.

☐ Upon a passed electrical inspection, the Building Inspector will obtain final approval from the Building Official and a release will be sent to the required utility company.

OCCUPANCY

☐ After all final inspections have been completed by all required agencies/departments the applicant must obtain signatures on the Request for Residential Occupancy form.

- Required items for occupancy:
  - Engineering - final field inspection sign off (including verification of BMP's built per plans/WQMP), payment of all TUMF and RBBD fees, Final Grade Certificate provided (with PW Inspector & Engineer sign off) any other prior to final conditions required for sign off.
    - Waste Recycling Plan (WRP) – Submit Construction and Demolition Waste Diversion Program – Waste Recycling Plan (WRP) Form C to Public Works/Engineering Department for review and approval.
      - If a Grading Permit is needed, Public Works inspections and a fully-executed Occupancy Signoff will be required for Engineering to sign off.
  - Fire – All fire and life safety systems shall be approved and finaled, as well as any other prior to final conditions required for sign-off.
  - Planning – Obtain landscaping inspection sign off (if applicable), Planning inspection sign off, any other prior to final conditions required for sign off.
  - EMWD - final inspection and release for occupancy (EMWD will email this document to the City of Menifee and the developer).
  - RCDEH – final inspection and approval, if required (e.g. community pools).

- Building - signatures/approvals from all required departments listed above obtained prior to Final Inspection except for EMWD and BUILDING. Any outstanding fees must be paid.

- All signatures must be original except for RCDEH and EMWD.

☐ Provide the completed Request for Residential Occupancy form to the Building Department. The Building Technician will review the form and required documents for completion. If complete, the Building Technician will sign the job card.

* *The City of Menifee does not issue Certificates of Occupancy for single-family residences. The release of electrical and gas shall constitute occupancy.*