



CITY OF PALM DESERT

Building & Safety Department

73-510 Fred Waring, Palm Desert, CA (760) 776-6420

MANUFACTURED HOME INSTALLATION, PERMANENT FOUNDATION, 433(A) FORM PROCEDURE AND ATTACHED ACCESSORY STRUCTURES

The California Health and Safety Code Section 18551 requires the recordation of form HCD 433(A), which is provided by the State of California Department of Housing and Community Development when a Manufactured Home is installed to a **permanent foundation** system, as evidence that the local agency has issued a certificate of occupancy for the residence after this installation.

Procedure:


1. The applicant must provide the following items for a **permanent foundation** on an existing unit:
 - A *complete* HCD 433(A) form
 - Site plan
 - Title Search Document showing Serial/Decal numbers
 - Two (2) sets of Engineered specs for permanent foundation system

*Note: When a title indicates a legal owner and a junior lien holder, a notice of release of lien or consent for install of permanent foundation is necessary.
2. The applicant must provide the following items for the **installation of a new unit with a permanent foundation**:
 - A *complete* HCD 433(A) form
 - Site plan showing the unit and location of old and new utilities
 - Certificate of origin for the new unit
 - HOA approval
 - Two (2) sets of Engineered specs for permanent foundation system
3. After the installation is completed and all inspections are **approved**, the Inspector of Record will sign the HCD 433(A) form in the field or in the office.
4. The contractor is able to record the 433(A) form to expedite the process but prior communication with Building Department staff at permit issuance is suggested. If contractor chooses not to record then the 433(A) form will be given to the Building Department staff to mail to the Indio County Recorder for recordation.
5. After the HCD 433(A) form is recorded and returned from the Indio County Recorder, the Building Department staff will:
 - Notify the contractor to bring the appropriate fees to the Building and Safety Department. Check made out to HCD; \$11 for every unit.
 - Once the appropriate fees are received, the Building Department staff will mail the fees and supporting documents to the Department of Housing and Community Development. At that time, the Certificate of Occupancy will be released to the owner of record and the file will be considered closed.

Mobile Home Accessory Attached Structures:

For an attached patio cover the following will be required to issue a permit:

- Two (2) sets of S.P.A. attachment specifications with the specs being used highlighted or marked
- Two (2) sets of patio cover engineered specs with the specs being used highlighted or marked
- Site plan showing location of patio cover and property lines
- HOA Approval
- Planning Department Approval



**California Department of
Housing and Community Development**

MOBILEHOME INFORMATION: 1-800-952-8356
SACRAMENTO OFFICE: Title and Registration Info

<http://www.hcd.ca.gov>

RIVERSIDE OFFICE: (951) 782-4420
Permit Info and Records Access

3737 MAIN STREET, STE 400
RIVERSIDE, CA 92501
MON – FRI 8:00AM TO 5:00PM