



CITY OF PALM DESERT  
Building & Safety  
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# PERMANENT FOUNDATION SYSTEMS FOR MANUFACTURED HOME INSTALLATION AND RECORDING 433(A) FORM PROCEDURE

The California Health and Safety Code Section 18551 requires the recording of form HCD 433(A) as evidence that the local agency has issued a certificate of occupancy for the residence after this installation.

## Procedure:

### INSTALLATION ON AN EXISTING UNIT

1. The applicant must provide the following items:
  - A complete HCD 433(A) form
  - Certificate of Title\* or DMV pink slip (s)
  - Registration Card (s)

\*Note: When a title indicates a legal owner and a junior lien holder, a notice of release of lien or consent for installation of permanent foundation is necessary.

### INSTALLATION OF A NEW UNIT WITH A PERMANENT FOUNDATION

2. The applicant must provide the following items:
  - A complete HCD 433(A) form
  - Certificate of origin from the manufacturer for the new unit
3. After the installation is completed and all inspections are **approved**, the Inspector of Record will sign the HCD 433(A) form.
4. The final permit and HCD 433(A) form will be processed to be mailed 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 will:
  - Notify the contractor to bring the appropriate fees.
  - Once all items are received, the Building Department will mail the fees and supporting documents to the Department of Housing and Community Development.
  - The Certificate of Occupancy will be released to the owner of record.