



9955 Live Oak Blvd. Live Oak, CA 95953
Telephone: (530) 695-2112

PERMIT ISSUANCE PROCEDURE FOR MOBILEHOMES INSTALLED ON PERMANENT FOUNDATIONS

1. Submit the following to the City Building Division:
 - (a) Plot plan. (See Plot Plan Procedure)
 - (b) Mobilehome Data Sheet.
 - (c) Two duplicate sets of plans. (See: "Requirements for Mobilehomes Installed on Permanent Foundations").
 - (d) A completed building permit application.
 - (e) A copy of the contract (if applicable) signed by BOTH parties.
 - (f) A copy of the recorded grant deed.
 - (g) Copy of the title from California Department of Housing & Community Development or the registration from Department of Motor Vehicles.
 - (h) Marriage line chart.
2. Pay tentative plan check fee. You will be notified when the plan check is completed.
3. After you are notified that the plan check is completed, pick up a school compliance form at the Building Division and then go to the school district office and pay the school fees. Bring the Certificate of Compliance back to the Building Division.
4. Return the Owner-Builder Verification Form (if applicable).
5. Pay permit fees and receive an approved set of plans.
6. Apply for a road encroachment permit (when applicable) from the City of Live Oak Planning Department or California Department of Transportation (CalTrans).

7. At the time the application is submitted or before the final inspection can be made the following information must be submitted to the Building Division:
- (a) Completed HCD Form 433(A).
 - (b) Completed HCD Form 433(B).
 - (c) Check in the amount of \$ 6.00 for recording fees, payable to the Sutter County Recorder.
 - (d) Check in the amount of \$ 11.00 per transportable section payable to California Department of Housing & Community Development (HCD).
 - (e) Certificate of title and registration issued by either HCD or DMV (when applicable).
 - (f) Any license plate or license decals issued by either HCD or DMV (when applicable).

CAUTION: DO NOT REMOVE THE FEDERAL (HUD) LABELS OR THE CALIFORNIA HCD INSIGNIAS FROM THE UNIT.

PERMITS MAY BE SIGNED BY ONE OF THE FOLLOWING:

- (1) The legal property owner.
- (2) A licensed contractor.
- (3) An authorized representative, which would require one of the following items to be filed with the City Building Division prior to issuance:
 - (a) A notarized statement from the property owner or the contractor with a copy of the contractor's license and worker's comp. certificate on file with Building Division;
 - (b) A power of attorney;
 - (c) A written statement signed by the owner or contractor, in the presence of the Building Official.
 - (d) Proper documentation (in cases of property owner's associations, religious affiliation, etc.).