

This information is designed to assist you in identifying the requirements needed to install a permanent foundation system on an existing mobile home, 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:

- A completed Building Permit application
- A Title Search of the existing unit(s) 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.
- Three (3) sets of Site Plans identifying the mobile home location, distance to all property lines, all utility connections, driveways, leach line locations, and any accessory structure locations on the property.
- A copy of the Grant Deed to verify property ownership.
- Two (2) sets of foundation system plans that have been stamped and approved by the State.
- A copy of the record of installation for the mobile home unit.
- All mobile homes are required to have skirting installed.

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.

