



CITY OF EL CAJON

200 Civic Center Way
El Cajon, CA 92020
(619) 441-1726
(619) 441-1743 (fax)

APPLICANT QUICK GUIDE FOR CONSTRUCTION IN A MOBILE HOME PARK

PLEASE PROVIDE TWO COMPLETE SETS OF PLANS AS FOLLOWS:

- **MINIMUM SHEET SIZE OF 8 1/2" X 11" PAPER** •

(If the proposed construction is large or complicated, 18"x24" plans *will be* required.)

- **ALL PLANS *MUST BE DRAWN TO SCALE*** •

(Architectural scale, i.e. 1/4" = 1'-0")

Additional information is available at the City of El Cajon Building & Fire Safety Division Web site at:
http://www.ci.el.cajon.gov/dept/comm/build_intro.html

EACH SET OF PLANS TO CONSIST OF THE FOLLOWING:

1. PLOT PLAN (Per City form – must be signed by park manager)
2. FLOOR PLAN
3. FOUNDATION PLAN
4. ROOF AND FLOOR FRAMING PLANS
5. EXTERIOR ELEVATIONS OF ALL SIDES
6. AT LEAST ONE SECTION THROUGH THE BUILDING
7. APPLICABLE DETAILS
8. TWO COPIES OF TRUSS CALCULATIONS IF USING PRE-FABRICATED ROOF TRUSSES

PLEASE NOTE THE FOLLOWING:

- It is recommended that you obtain the services of a professional to prepare your plans. **Plans that are not properly prepared or incomplete will not be accepted for plan check.**
- If the structural design does not meet the criteria set forth in the 2007 CBC – chapter 23, section 2308, for conventional light-frame construction, you must provide plans and calculations which have been prepared, stamped, and signed by a licensed professional (architect or engineer).
- Any construction that involves attachment to or alteration of an existing manufactured home must first be permitted through the State of California Department of Housing & Community Development (HCD) in Riverside, CA. Please contact HCD at (951) 782-4420 for more information.
- If the construction has already been started and/or completed:
 - “As-built” construction is treated as if it does not exist for permitting purposes. All existing alterations and/or additions will be plan checked and inspected for compliance with all current codes and ordinances.
 - For all as-built construction not readily visible to the building inspector, certification will be required, stamped and signed by a California registered civil engineer or architect, verifying compliance with all applicable building codes.
- For other than wood frame construction (i.e. metal awnings, carports, decks, etc), you must provide plans that have been pre-approved by the State of California Department of Housing & Community Development (these documents are known as “SPA” – Standard Plan Approval – plans).
- All construction in mobile home parks must comply with California Code of Regulations, Title 25, Division 1, Chapter 2, (effective January, 2007).
- A mobile home park/site permit application, *with park manager signature*, must be presented at plan submittal.

Note: This is a quick reference guide only and does not contain comprehensive information on how to process permits.