

Factory Built Housing Permits

PURPOSE

This policy helps clarify the submittal requirements and the approach used for fees assessed on **Factory Built Housing** plan submittal and permit issuance.

GENERAL

Factory Built Housing (FBH) is an automated construction version of a site built residential structure. The components are built in a factory then shipped to a jobsite for assembly. The components can vary from individual wall panels to 500+ square foot modules. Interior finishes can vary from completely finished at the factory to all finishes installed on site. The same holds true for exterior finishes. Often site built structures are attached to the factory built components, e.g. decks, garages and covered porches. Once assembled, there is no difference between Factory Built Housing and a site built residential structure. Both are under the jurisdiction of the County of Sonoma. The same building codes and the same permitting process apply to both with one exception: no plan check fees can be charged for any portion of the structure that is “FBH.” Factory Built Housing differs from a “Manufactured Home” primarily due to the codes that govern their construction. Manufactured homes are built to federal codes. FBH is governed by State Codes (see definitions).

1. Components that are FBH will not be charged Plan Check fees but Building Permit fees will be charged based on the current PRMD fee schedule.
2. Components that are not FBH will be charged Plan Check fees and Building Permit fees based on the current PRMD fee schedule.
3. Plan Check fees may be assessed for added time spent on incomplete submittals, revisions to plans in the plan check process or other delays caused by the applicant during the plan check process.

AUTHORITY

California Health and Safety Code, Division 13, Part 6
California Code of Regulations, Title 25, Division 1, Chapter 3, Subchapter 1

DEFINITIONS

- A. **Factory Built Housing (FBH):** a residential building, dwelling unit, or an individual dwelling room or combination of rooms thereof or building component, assembly, or system manufactured in such a manner that all concealed parts or processes of manufacture cannot be inspected before installation at the building site without disassembly, damage, or destruction of the part, which is either wholly manufactured or

is in substantial part manufactured at an offsite location to be wholly or partially assembled onsite in accordance with building standards published in the State Building Standards Code. A permanent foundation is required. Once constructed on site, Factory Built Housing is a permanent dwelling unit. Factory Built Housing does not include Manufactured homes.

- B. **Manufactured Home:** A structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width, or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis (allowing easy relocation) and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. "Manufactured homes are subject to the National Manufactured Housing Construction and Safety Act of 1974 (42 U.S.C., Sec, S401, et seq.)."
- C. **Design Approval Agency:** A private organization meeting the requirements of the Department of Housing and Community Development (HCD) regulations to perform evaluation and approval of factory built housing plans and specifications which may or may not include foundations, stick built components of the dwelling and/or roof trusses.

FORMS

- A. Permit Application
- B. Grading questionnaire
- C. Building/Grading Permit Application Checklist

PROCEDURE

A. Procedure for intake

All plans for Factory Built Housing (FBH) shall comply with the State of California requirements for such. These requirements can be found in the "Factory-Built Housing Handbook for City and County Building Department." This publication is available upon request from the California Department of Housing and Community Development (HCD) or by going online to www.hcd.ca.gov/codes/fbh.

- Plans for FBH shall be stamped by an HCD approved Design Approval Agency (DAA) on each page. Four (4) sets of plans required, Two (2) must be stamped per above.
- Plans must contain separate details regarding the on-site assembly and attachment to foundation.
- Plans must include a resume of what is to be done on-site in order to facilitate on-site inspections. Two (2) sets required.

- Plan submittals must include the DAA approved installation instructions. Two (2) sets required.
- No plan check fees can be charged for the FBH components.
- Components that are not stamped by the DAA will be charged full Plan Check fees per the current PRMD fee schedule.
- The “sub type” will be SNEW or other relating to a single family dwelling e.g. S2NW, SNW2, SREP. The “Class Code” will be a 101 thru 105.
- All FBH structures are residential structures only (R occupancy per California Building Code).
- Green Building Checklist is required for all non-FBH components i.e. site, foundations, paints, glues...Green Building Plan Check fees will be an adjusted fee at Fifty percent (50%) of the current PRMD fee schedule.
- Clearance from all required PRMD divisions and Emergency Services.
- School Fees and other development impact fees shall apply per current fee schedule.

B. Procedure for issuance

Upon submittal approval by PRMD Plan Check Division (per the “Factory-Built Housing Handbook for City and County Building Departments”) and clearance from all other required divisions, Permit Technicians shall assess fees as follows.

- Full valuation of project shall be entered on the valuation screen in Permits Plus. On the Fee Summary screen, “Plan Check” fees will not be changed but the “Permit” fees will be zeroed out and updated.
- Minimum Electrical, Plumbing and Mechanical fees shall be assessed.
- Green Building Inspection fees will be an adjusted fee at Fifty percent (50%) of the current PRMD fee schedule.
- Two hours of processing fees, charged at the plan check rate, shall be assessed to each FBH permit for compliance review of the submittal documents and assembly of the department issued plan sets including department divisional approval stamps.

- All applicable “Development Impact” fees shall be assessed typical of any new residential structure.
- Upon payment of fees and proof of School fees paid the Building Permit shall be issued.

C. Inspection Procedure

County Building Inspectors shall inspect the on-site FBH assembly and installation in the same manner that is normal for any other site-constructed residential structure. Building Inspectors shall:

- Verify the presence of the “HCD Insignia of Approval” on each FBH unit or building component.
- Inspect all aspects of the non FBH components e.g. foundations, garages, decks...
- Verify special inspections are performed if required.
- Verify assembly and installation is compliant with the plans and the approved installation instructions.
- Verify all required Life/Safety aspects of the California Building Code are met including accessibility requirements when applicable.
- Verify compliance with “Green Building” checklist.
- Verify compliance with the California Energy Code requirements.

Approved by:

Tennis Wick, Director

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