



COMMERCIAL MODULAR on a PERMANENT FOUNDATION



City of Redding
777 Cypress Avenue
Redding CA 96001
Telephone:
(530) 225-4013
FAX: (530) 225-4360

Requirements to Obtain a Permit

Submit the following items:

- Two sets of plans of State-approved or engineered foundation systems.
- Two sets of manufacturer's installation instructions.
- Two sets of engineering calculations (if required).
- Three plot plans which include drainage design.
- Four floor plans of the commercial modular.
- Two building permit applications:
 - one for the commercial modular
 - one for the foundation

Complete the following City of Redding forms and submit with your application: **

Electric Utility Forms:

- Electric Load Information
- Electric Project - Commercial *OR*
- Electric Project - Multi-family or Subdivision
- Subcontractor List (at final)
- Wastewater Survey/Application
- Owner Builder Verification
- Checklist for Hazardous Materials/Gas

** All forms available on City's Website@

<http://www.ci.redding.ca.us/devserv/permits/formsonline.html>

Additional State of California Requirements:

When a commercial modular is installed on an State-approved or engineered foundation, Housing and Community Development Department (HCD) Form 433(a) **must be recorded**.

Please provide the following information:

- Completed copies of HCD Forms 433(a), 433(b), and 513(c) must be submitted with the application. These forms are available at the Permit Center.
- A copy of the deed with legal description of the property.
- On a moved or existing modular, the original title, registration, license plate, or insignia must be surrendered to the Building Division.
- Evidence that the owner owns, holds title, or is purchasing the real property.
- On an existing or moved modular, evidence that the modular's registered owner is the title holder.
 - If the modular's registered owner is not the title holder, the registered owner must provide an original letter from the title holder stating that the title holder will allow the modular to be installed on a foundation.
 - If the registered owner is not the title holder and the title holder **will not surrender the title**, the owner must submit to the Building Division:
 - ✓ an original letter stating that the owner has in their possession the original title from the California Housing and Community Development Department and provide a photocopy of the original title document,
 - ✓ the title company's name and escrow number, and
 - ✓ a statement from the title holder when the title will be surrendered. Note: Surrender date to be no later than seven working days from the close of escrow.
- A check for \$7 made payable to Shasta County for the recording fee. Add \$3 for additional pages.
- A check for \$11 for each transportable section of the modular made payable to the State of California.