



**COUNTY OF NEVADA  
COMMUNITY DEVELOPMENT AGENCY  
BUILDING DEPARTMENT**

950 MAIDU AVENUE NEVADA CITY, CA 95959-8617  
(530) 265-1222 FAX (530) 265-8794  
INSPECTION REQUEST LINE (530) 265-7070  
www.mynevadacounty.com/cda

**MANUFACTURED HOME ON FOUNDATION SYSTEM CHECKLIST**

	<b>Site Plans</b> – Five (5) each required
	<b>Foundation Plans</b> – Two (2) each required
	<b>Marriage Line Plans</b> – Two (2) each required
	<b>Floor Plans</b> – Three (3) each required
	<b>Set-Up Manual</b> – Two (2) each required <b>and</b> <b>Exterior fire resistive construction system inspection report</b> – Two (2) each required
	<b>Letter from the Seller/Lender</b> (approving placement of manufactured home on a foundation system). For older manufactured homes/foundation with no seller/lender, a bill of sale is required.
	<b>Completed HCD Forms 433-A and 433-B</b>
	<b>Copy of Recorded Grant Deed</b> with Clear Copy of Legal Description
	<b>Check made payable to HCD</b> = \$11.00 single-wide; \$22.00 double-wide; \$33.00 triple-wide or \$44.00 quad. <b>Check will not be accepted at time of application submittal or permit issuance, <i>only within one week prior to final inspection.</i></b> <b>**MUST HAVE DRIVER'S LICENSE # ON CHECKS.**</b>
	<b>Check made payable to the Nevada County Recorder's Office</b> to record the mobile home documents. \$8.00 for the first page, \$3.00 each additional page and \$1.00 for a conformed copy (required). <b>Check will not be accepted at time of application submittal or permit issuance, <i>only within one week prior to final inspection.</i></b> <b>**MUST HAVE DRIVER'S LICENSE # ON CHECKS.**</b>

**NOTE:** Plan review fees are due at time of application. Permit fees are due at the time of issuance of the permit, as well as School and Fire District receipts. Recording Fee and HCD fees are due just prior to scheduling final inspection.