



MOBILEHOME PARK INSPECTION OPERATOR INFORMATION BOOKLET

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Notice of Planned Inspection

California Health and Safety Code Section 18400.1, amended and effective 1/1/2000, requires mobilehome/manufactured home enforcement agencies to enter and inspect mobilehome parks to ensure enforcement of the Mobilehome Parks Act. The Lancaster Housing and Neighborhood Revitalization Department, Division of Codes and Standards (hereinafter the Department) will be conducting an inspection of the general areas, buildings, equipment, and utility systems of your mobilehome park, as well as each individual lot. A NOTICE OF PLANNED INSPECTION has been posted in a conspicuous location within the mobilehome park. The inspection will be conducted within thirty to sixty days of the "Date Posted" shown on the NOTICE OF PLANNED INSPECTION. At least 30 days prior to the inspection of the mobilehome park, an individual written notice of the inspection will be provided to each resident. You have been provided with an inspection orientation video tape and it shall be made available to residents upon request.

Using this Booklet

The Department issues this booklet to the operators or their representatives prior to the Department's inspection and contains important information about the inspection, violations, and related issues. The Department encourages operators of manufactured home/mobilehome parks to review the information beginning on page four (4) on how to inspect your park facilities for possible violations, many of which can be easily corrected before the Department's inspection. Park violation information begins on page four (4) and Resident violation information begins on page eight (8).

Note: The terms "Unit" and "MH-unit" used throughout this booklet are the new referenced terms for manufactured homes, mobilehomes, multi-unit manufactured housing, and recreational vehicles as defined in the California Code of Regulations, Title 25, Division 1, Chapter 2, Article 1, Section 1002. For clarity they are reprinted below.

MH-unit: A manufactured home, mobilehome, or multi-unit manufactured housing.

Unit: A manufactured home, mobilehome, multi-unit manufactured housing, or recreational vehicle.

Booklets for Residents

You have been provided a supply of booklets designed specifically for residents of manufactured home/mobilehome parks. The Department requests that you issue one booklet to each park resident as soon as possible. The resident booklet is similar in design and provides much of the same information contained in this booklet except it lists common resident violation information.

Note: In manufactured home/mobilehome parks where an operator or responsible person is not available, the resident booklets will be distributed to each resident by the Department.

Scope of Inspection

The inspection will include the park's general areas, buildings, equipment and utility systems for proper maintenance and code compliance. Inspection of lots will include proper identification of lot lines, park owned utilities, utility connections at each home, accessory structure maintenance, separation, and setback requirements, use of extension cords, fire hazards, rubbish and other health and safety issues. The inspection may also include a check for current registration of the MH-units in your park.

Request to Accompany Inspector

Upon request and approval by the assigned park inspector, one park representative and one resident representative may accompany the inspector during the initial inspection. The privilege of attending the inspection is at the sole discretion of the inspector.

Interior Inspections

Under normal circumstances, the Department will not be entering homes while conducting the inspection. The inspector may request entry only when conditions observed from the exterior of a home suggest a potential hazard and or substandard condition exists within the home. However, the right to grant or refuse entry into a home is up to the resident or homeowner.

If the inspector requests and is permitted entry, the resident or homeowner will be asked to sign a statement acknowledging permission. The granted permission will be for the inspector's entry only. If entry is refused, the inspector may seek a search warrant in order to gain entry based on the possible existence of a hazard or substandard condition.

All park buildings and equipment enclosures shall be accessible for interior inspections at the time of the planned inspection.

Preparing for Inspections

In preparation for the inspection you should take the following steps:

1. Properly identify the lots by letters, numbers or street address numbers. The lot identification must be in a conspicuous location facing the roadway. If the lot identification is to be installed on the wall surface of a unit, the wall surface nearest the roadway shall be used. See California Code of Regulations, Title 25, Section 1104(a).
2. Permanently mark all corners of each lot. See California Code of Regulations, Title 25, Section 1104(c). Please note lot lines shall not be created, moved, shifted, or altered without written authorization of the registered owners of the units on the lots affected, if any, and the local planning agency or after July 1, 2005, by a permit from the enforcement agency in accordance with Title 25, section 1105. The Department accepts the identification of recognizable lot line locations verifiable through a recorded assessors map or similar legal document.
3. Post all emergency information and the name, address, and phone number of the Mobilehome Ombudsman. See California Code of Regulations, Title 25, Section 1122, and the California Civil Code, Section 798.29.
4. Prior to the preinspection conference you should have been contacted by a Department representative requesting a list containing the name of each park resident, their mailing address, evidence of current registration, and the registered owners name and address, if different than the resident. If you have not provided this information, the inspector must receive this information from you at the preinspection conference prior to leaving the park.
5. Instruct all residents to display current registration decals or license plates on the

exterior of manufactured homes and mobilehomes. In lieu of an exterior decal or plate, current registration documents may be presented to the Department inspector or temporarily displayed on the inside of a window in the resident's home until the inspection of their lot or the park is complete.

6. Advise residents to read their booklets and inspect their own lots for violations and take corrective action.
7. The Department will provide a video to the park operator during the preinspection orientation. This video tape shall be made available to park residents upon request. The video tape will be picked up by the inspector at a later date.
8. Answer resident questions about the inspection and booklet.
9. Read about how to conduct your own inspection beginning on page 4.

Notice of Violation

If the Department's inspection discovers a violation in the park, on a lot, or home requiring correction, a Notice of Violation will be issued by U.S. Mail listing the violations to be corrected. The park operator and the responsible person will receive a Notice of Violation listing violations. A separate Notice of Violation will be issued to each park resident responsible for their violation(s). If resident violations remain uncorrected upon a re-inspection, a copy of the Notice of Violation issued to a resident will be provided to the park operator and or responsible person. (Reference: Health and Safety Code, Section 18420 (b)(1))

Time Allowed for Correction

The Notice of Violation will allow sixty (60) calendar days to correct most violations. Violations that present an imminent health and safety hazard representing an immediate risk to life, health, or safety will be required to be corrected immediately.

Reinspections

After the expiration of the time allowed for correction, the Department will conduct a re-inspection to verify compliance with any issued Notice of Violation.

A Final Notice of Violation will be issued for remaining violations.

Posting of Park Responsible Violation(s)

A copy of park responsible violation(s) will be posted in a conspicuous location in the mobilehome park common area. The posted park Final Notice of Violations shall only be removed by the Department when the violation(s) have been corrected.

Inspector Identification

The Lancaster City Inspectors will be wearing a badge which incorporates the City of Lancaster logo as shown on the cover of this booklet. The Department's City or contract inspectors also carry identification cards with their facial photograph. To ensure the privacy and safety of park residents, you may ask the inspector for identification.

Legal Actions

Legal action to obtain a misdemeanor conviction for failure to comply with an issued Notice of Violation is avoidable. Such action is taken only when a park operator or resident refuses to make corrections of conditions presenting hazards to occupants of the park, homes, or the general public.

Additional Information

For additional information contact the Department's District Representative assigned to your area.

Items for the Park Operator to Inspect

Prior to the Department's inspection, the Park Operator may eliminate many violations by inspecting the park grounds, facilities and equipment and making appropriate corrections. The Department will cite the following conditions if found to endanger life, limb, health and safety of the public and occupants. Use the following information as a guide for your inspection.

1) Lot Electrical Service Equipment

The lot electrical service equipment supplying power to each unit should be inspected for adequacy and safety to insure that:

- a. The lot electrical service equipment receptacles and/or breakers or fuses are rated in accordance with the rating of the unit's electrical system.
- b. The breakers or fuses are not rated greater than the lot's wiring system.
- c. The lot electrical service equipment, if exposed to the weather, must have a weather-tight enclosure approved for damp or wet locations.
- d. Park or lot electrical service equipment with exposed electrical parts must be provided with a cover. Cover all exposed parts and plug any unused opening.
- e. The wiring which supplies power to the lots has the capacity to properly supply the unit installed on the lot.
- f. The grounding of the lot electrical equipment (pedestal, receptacle, junction box, etc.) does not have loose or unprotected ground wires, particularly at the grounding rod.
- g. The lot electrical equipment (pedestal, receptacle, junction box, transformers) is protected against physical damage by posts, fencing or other barriers as approved by the enforcement agency..
- h. The box-type lot electrical equipment is secured to a 4 x 4 redwood or pressure treated post (or equivalent). Deteriorated or broken posts must be replaced with a post set into the earth not less than two (2) feet and stabilized by a three and one half (3 ½) inch-thick concrete pad extending at least six (6) inches on all sides of the post.
- i. The lot electrical service equipment does not have broken or missing receptacles. Broken receptacles must be replaced and missing receptacles must be installed.

- j. Mobilehomes and recreational vehicles with power cords shall not be wired directly.

2) Park Electrical System

The general park electrical distribution system should be inspected to insure that:

- a. The support poles for overhead systems are adequate and that at least an eight (8) foot clearance is provided between the conductors and the unit's roof.
- b. The exterior equipment is weatherproof and that there are no exposed internal parts.
- c. The electrical equipment and circuitry is clearly identified and permanently marked as to the space number or use.
- d. Exposed conductors are protected against physical damage by installing materials such as conduit.

3) Fire Safety

The park should be inspected for fire safety to insure that:

- a. The existing fire suppression equipment, such as hydrants and hose reels, has been tested and certified and is in operable condition.
- b. Each lot has a three-quarter ($\frac{3}{4}$) inch hose bib for fire suppression in addition to the connection for the unit.
- c. Accumulations of refuse, garbage, rubbish, debris, such as paper, leave, dry grass, weeds, scrap wood material, or other combustible materials are removed.
- d. In parks constructed after September 15, 1961, streets must be at least 32 feet in width to allow parking on one side of the street, and 40 feet to allow parking on both sides of the street.
- e. To allow on street parking in parks constructed prior to September 15, 1961, streets must be at least 22 feet in width if parking is allowed on one side of the street, and 30 feet in width to allow parking on both sides of the street.
- f. To retard the spread of any fire, units are to be a minimum of six (6) feet from a unit, permanent buildings, combustible accessory buildings or structures or building components on an adjacent lot, and at least three (3) feet from lot lines not bordering a park roadway.

4) Manufactured Home/Mobilehome/Recreational Vehicle (Unit) Lots

Park lots should be inspected for identification to insure that:

- a. All lot corners are identified by permanent corner markers visible at grade and installed in a manner that does not create a hazard. Permanent markers shall be as prescribed in Title 25, Section 1104 (c), and may include rebar driven eighteen (18) inches into the ground, pipe, and saw cuts in curbs.

- b. All lots are identified with letters, numbers or, street address numbers. The lot identification must be in a conspicuous location, facing the roadway. If the lot identification number is installed on the wall surface of a unit, the surface nearest the roadway is to be used.
- c. Lot lines shall not be created, moved, shifted, or altered without the written authorization of the registered owners of the units on the lots affected, if any, and the local planning agency or after July 1, 2005, by a permit from the enforcement agency in accordance with Title 25, section 1105.
- d. The total number of lots in the park does not exceed that which appears on the annual permit to operate. Procedures are available to amend the permit to operate to reflect current usage.

5) Animals in the Park

Inspect the park for loose domestic animals. Dogs or other domestic animals, and cats (domestic and feral) shall not roam at large (free) in the park. Lots and park areas are to be maintained reasonably clean of domestic animal waste.

6) Approval Insignia Required on Rented Homes

A manufactured home constructed on or after June 15, 1976 and offered for rent, sale or leased must bear a HUD Label. A mobilehome manufactured between the dates of September 1, 1958 and June 15, 1976 that is sold, offered for sale, rented, or leased within this state must bear the Department's Insignia. If a manufactured home does not bear the HUD label, the owner must apply to HUD's Office of Manufactured Housing Programs at (202) 708-6423 or e-mail at <http://www.hud.gov/offices/hsg/sfh/mhs/mjlabels.cfm>. If the unit is a mobilehome, the owner of the mobilehome must apply to the Department for an inspection of the mobilehome to obtain an insignia. The label or insignia represents that the unit has met the minimum construction requirements in effect at the time of manufacture. The label or insignia may be found at the rear of the unit or in the area near the front door.

Note: A Recreational vehicle or park trailer which is rented or leased must bear a label or insignia indicating the manufacturer's compliance with the appropriate ANSI Standard, or a Department insignia issued prior to January 1, 1999. It will not be possible to obtain a replacement insignia for a recreational vehicle, or park trailer, or obtain an insignia by inspection from the Department for a recreational vehicle manufactured on or after January 1, 1999.

7) Grading

Grade or fill common areas, lots, and roadways with depressions or low spots where water will accumulate.

8) Post Emergency Information

You are required to post an "Emergency Information Bulletin", listing the correct telephone numbers of the Fire Department, Police Department or Sheriff's Office, Park Office, the responsible person for operation and maintenance, enforcement agency, locations of the

nearest fire alarm box (when available), park location (street or highway number), and nearest public telephone.

You are also required to post the Department issued Permit to Operate in a conspicuous place.

9) Park Lighting

The park lighting should be inspected to insure that:

- a. The roadways and walkways within the park have adequate and operable lighting during the hours of darkness.
- b. Sufficient artificial light is provided to adequately illuminate every recreational building, laundry and buildings containing toilets, public showers and the area of the park when in use during the hours of darkness.

10) Park Gas System

The entire park gas system should be inspected and repaired as needed to insure that:

- a. The park gas system, its equipment, or lot gas service equipment, is protected against potential physical damage, such as vehicle traffic.
- b. There is adequate clearance around a liquefied petroleum gas tank installed on the lot. Minimum clearances from the filling connection or vent to sources of ignition, direct vent appliances, and mechanical ventilation air intakes shall be:
 1. Ten (10) feet for purposes of filling.
 2. Five (5) feet to pressure relief valve and the valve must be directed away from the openings in building below the valve
 3. The tank may not be located in areas less than 50% open for ventilation.

Note: Lot electrical service is not considered a source of ignition.

The gas supply equipment on individual lots should be inspected, and repaired as needed, to insure that:

- c. The gas meter is adequately supported by means of a post and bracket, or other approved means that provides equivalent and independent support and not by the gas piping.
- d. The lot gas riser, shut-off valve, and or meter is not located under a unit, or habitable cabana, accessory building or structure, or is in an inaccessible and/or un-vented location.

Note: Ventilation of not less than fifty percent (50%) shall be provided if lot gas riser, shut off valve and or meter is located in an enclosed location.

- e. Unused lot gas outlets, even with a shut-off valve, are capped or plugged to prevent accidental discharge of gas.

- f. Any and all gas leaks within any part of the park's gas system are repaired immediately.

11) Permits

Permits must be obtained for the construction or alteration of any structure, electrical, mechanical, plumbing, fuel gas or fire protection equipment or system in the park. Correction of some violations noted in this booklet may require a permit. If you have questions, check with the enforcement agency.

12) Park Sewer Drain System

The park sewer drain system should be inspected to insure that:

- a. Unused openings, such as lot inlets and clean-outs, are capped or plugged so that the system is maintained leak free and gas tight. Leaks in the park sewer drain system must be repaired immediately.
- b. Sewer system vents, when installed, are maintained with a minimum two (2) inch interior diameter vent extended a minimum of ten (10) feet above grade. Vents must be adequately supported and secured.

13) Park Water System

The park water system should be inspected to insure that:

- a. Each lot is provided with a water service outlet delivering potable water.
- b. The park water system is free from leaks. Leaks within the park's water system must be repaired immediately.
- c. The lot water service equipment is protected against vehicle damage by posts, fencing, or other barriers approved by the enforcement agency.

14) Park Buildings

Inspect all park buildings for structural integrity, proper sanitation, weather protection, and the safe operations of the plumbing, mechanical, and electrical systems.

Items for the Park Resident to Inspect

Prior to the Department's inspection, the park residents may eliminate many violations by inspecting their lots and facilities. The following is a list of commonly found resident violations. The Department will cite these conditions if found to endanger life, limb or health and safety of the public and occupants. Use the following information as a guide for your inspection.

1) Power Cords

A unit that is powered through a large rubber-coated type electrical cord should be inspected to insure that:

- a. The covering on the cord is not cracked or deteriorated.
- b. The area of the plug is not damaged or pulling away from the cord.
- c. The cord has not been cut and spliced.
- d. The power cord plug has not been removed and the cord is not directly wired to the park electrical service.
- e. The power cord is listed and approved for manufactured home/mobilehome or recreational vehicle use.
- f. The cord is not buried in the ground or encased in concrete.
- g. The unit does not have more than one power supply cord.
- h. An approved adapter (not more than 12 inches in length) in use prior to July 7, 2004, will be allowed its continued use provided it is installed and maintained in a safe operating condition.
- i. The power cord is not rated less than the electrical load of the unit. Example: The units cord is rated at 30 amperes and the unit load is 50 amperes.

2) Feeder Assemblies

A unit that is electrically connected the lot electrical service by a flexible metal conduit (feeder assembly), should be inspected to insure that:

- a. The conduit is not buried or in contact with the earth.
- b. The conduit provides continuous, complete protection of the electrical conductors inside.
- c. No more than one "feeder assembly" is utilized to supply power to your unit.

3) Wiring Methods

The general electrical conditions affecting the unit should be inspected to insure that:

- a. Extension cords are not used in lieu of permanent wiring. If there are appliances or other equipment installed outside a unit which require continuous electrical power, an approved wiring means must be provided.
- b. The cables and conductors for electrical wiring installed outside a unit are protected against physical damage by installing materials such as conduit.
- c. The electrical equipment installed outdoors is approved for wet or damp locations.
- d. All the parts or components of the electrical equipment of the unit, or equipment for accessory uses, are installed so that no energized parts are exposed.

- e. The lot electrical service equipment is accessible. Remove any storage or permanent construction which obstructs access. Unobstructed working clearance of at least 30 inches wide by 30 inches deep and 78 inches high in front of the lot electrical service equipment is required.
- f. The unit is electrically grounded to prevent electrical shock.

Note: If you believe that one or more of the above conditions affect the electrical system of your unit, it is recommended that you consult a professional for assistance and correction of the condition. Permits are required prior to the installation of any electrical wiring.

4) Debris and Combustible Storage

The area under and around the unit is to be inspected, and any accumulation of rubbish, combustible debris or stored material or accumulation of paper, leaves, dry grass, scrap wood material, etc., is to be removed.

5) Appliances

Appliances installed outside of a unit are to be located out of direct weather, such as placed under an awning. Electrical power to an outdoor appliance is to be provided only through a permanent wiring means; extension cords are not permitted.

6) Emergency Exiting

To assure safe exiting during an emergency, remove any obstruction which would prevent the exterior doors from opening. Hasps and padlocks that are installed on the exterior of your home are to be removed; exit doors which are locked from the outside cannot be opened trapping you inside.

7) Multiple Units on a Lot

Only one unit may be installed on an individual lot. Exception: A self-propelled recreational vehicle or truck-mounted camper may be parked on the lot when it is used as a means of transportation. The self-propelled unit may not be connected to any utilities or interconnected to the other unit on the lot. A camper, intended for truck mounting, may not be removed from the truck and placed on the lot. A truck camper shell is not considered a camper.

8) Mobilehome or Recreational Vehicle Setbacks from Lot Lines

A unit must have the required three (3) foot clearance from a lot line. If the unit is placed within three (3) feet of lot line relocation may be required.

Exception: A unit may border a roadway within the park.

9) Registration

A MH-unit is to be currently registered and is to display the appropriate registration, license plates, or local property taxation decal. Display evidence of the current registration or local property taxation status or provide evidence to the park management or to the Housing and Neighborhood Revitalization Department inspector.

10) Approval Insignia Required on Rented Homes

A manufactured home or mobilehome offered for rent, sale or lease must bear either a HUD Label or a state insignia issued by the Department. Replacement verification for HUD labels on manufactured homes constructed after June 15, 1976, may be obtained through HUD's Office of Manufactured Housing Programs at (202) 708-6423 or e-mail at <http://www.hud.gov/offices/hsg/sfh/mhs/mjslabels.cfm>. If the unit constructed between September 1, 1971 and June 15, 1976, the owner of the mobilehome must apply to the Department for an inspection of the mobilehome to obtain a state insignia. The label or insignia represents that the unit has met the minimum construction requirements in effect at the time of manufacture. The label or insignia may be found at the rear of the unit or in the area near the front door.

Note: A Recreational vehicle or park trailer which is rented or leased must bear a label or insignia indicating the manufacturer's compliance with the appropriate ANSI Standard, or a Department insignia issued prior to January 1, 1999. It will not be possible to obtain a replacement insignia for a recreational vehicle, or park trailer, or obtain an insignia by inspection from the Department for a recreational vehicle manufactured on or after January 1, 1999.

11) Substandard Manufactured Home/Mobilehome or Recreational Vehicle (Unit)

A unit in substandard condition may be ordered removed from a park unless the substandard conditions are repaired. Substandard conditions include but are not limited to:

- a. Structural hazards such as deteriorated floors, buckled walls, deteriorated roof members, etc.
- b. Electrical hazards such as bare wires, unprotected cables/conductors, open splices, etc.
- c. Improper plumbing such as leaking fixtures.
- d. Mechanical hazards such as un-vented or improperly vented gas appliances.
- e. Faulty weather protection including leaks in the roof, broken windows, damaged siding, etc.

12) Animals

Domestic animals shall not roam free in the park and the lot maintained reasonably clean of domestic animal waste.

13) Gas Meter

The gas meter provided on the lot must be accessible and in a well-ventilated location.

14) Gas Connectors

The condition of the gas system connector should be inspected. It should be a single flexible gas connector not over six (6) feet in length, listed for exterior use, and must not be buried or otherwise in contact with the ground.

15) Propane Gas Tanks

When a unit is supplied gas by external liquefied petroleum gas (LPG) tank(s), the tank(s) should be inspected to insure that:

- a. The total of all tanks on the lot do not exceed one hundred twenty-five (125) US gallons. If the total exceeds one hundred twenty-five (125) US gallons, the more restrictive provisions of the Unfired Pressure Vessel Safety Orders, California Code of Regulations, Title 8, Chapter 4, Subchapter 1, would apply.
- b. LPG vessels are secured to prevent accidental over turning. Provide an approved method to secure and support LPG containers and vessels. (e.g. secured to the unit's hitch, support post, or other approved means)
- c. There is adequate clearance around the LPG vessel installed on the lot. Minimum clearances from the filling connection or vent to sources or ignition, direct vent appliances, and mechanical ventilation air intakes shall be:
 1. Ten (10) feet for purposes of filling.
 2. Five (5) feet to pressure relief valve and the valve must be directed away from the openings in building below the valve.
 3. The tank may not be located in areas less than 50% open or under the unit.

Note: Lot electrical service is not considered a source of ignition.

- d. LPG vessels are not stored inside or beneath the unit, or a habitable accessory building, or an accessory structure that is not open more than 50% for ventilation.

16) Gas Lines

If the gas piping system has been extended to reach the park's gas inlet, the extension pipes must be supported. Support the pipe with metal hangers at maximum intervals of four (4) feet.

17) Water Heaters

The water heater of the unit should be inspected for minimum safety requirements to insure that:

- a. The gas water heater is properly vented to the exterior of your home.
- b. Access to the water heater is unobstructed.
- c. The water heater compartment is weather tight.
- d. The water heater has a functional pressure temperature relief valve. Valve piping shall be extended to the underside of the MH-unit with galvanized or copper pipe the same size as the valve opening.
- e. There are adequate openings into the compartment for combustion air.

- f. The water heater has the required clearances from its vent and water heater sides to any combustible walls.

Note: If you believe there is a problem with your water heater or its installation, it is recommended that you refer to the water heater manufacturer recommendations or consult a professional.

18) Permits

If any of the following changes have been performed without a valid permit, you are encouraged to obtain a permit prior to the Department's park inspection in order to avoid possible penalties:

- a. Installation, construction, or alteration of:
 - 1. any building, structure, or accessory building;
 - 2. any electrical, mechanical, or plumbing equipment;
 - 3. any fuel gas equipment;
 - 4. any fire protection equipment within a park.
- b. Any alteration of an MH-unit requires a permit from the Department.
- c. Installation of an MH-unit within the park requires a permit from the enforcement agency.

19) Sewer Drains

The sewer drain connector on the unit should be inspected to insure that the system is:

- a. gas tight and leak free;
- b. sloped to drain a minimum of one eighth (1/8) inch per foot;
- c. supported at four (4) foot intervals;
- d. constructed of minimum schedule 40 ABS plastic, approved for drain and waste.
- e. Recreational vehicles which are connected to a lot drain in a park for more than three (3) months must have a sewer drain connection consisting of a minimum of schedule 40 ABS plastic piping approved for drain and waste. Flexible hose type drains for recreational vehicles are only acceptable for temporary connections and are not approved as a permanent connection.

20) Water Supply Connector

The fresh water supply connector on the unit should be inspected to insure that it is leak free and made of a flexible material approved for potable water such as soft copper tubing not less than 1/2 inch interior diameter.

21) Guardrail for Porches/Decks

The guardrails for a porch or deck that is at least 30 inches or more above grade; should be inspected to insure that:

- a. The rail is installed at least 36 inches in height above the floor.
- b. The openings between intermediate rails are not more than nine (9) inches or more than four (4) inches for porches constructed after July 7, 2004.
- c. The railings must be structurally sound.

22) Handrails for Stairs

Any stairway to an MH-unit or accessory structure (deck, porch, room addition, etc.), more than 30 inches above grade should be inspected to insure that the handrails comply with the following:

- a. Stairs serving porches having the floor more than 30 inches above grade shall be equipped with intermediate rails spaced not more than nine (9) inches or more than four (4) inches for stairs constructed after July 7, 2004.
- b. Handrails shall be not less than 30 inches nor more than 34 inches in height, as measured vertically from the nosing of stair treads, or not less than 34 inches, nor more than 38 inches in height if constructed after July 7, 2004.
- c. Handrails and intermediate rails shall be structurally sound. Secure any loose rails.

23) Skirting

The skirting of a MH-unit should be inspected to insure that the ventilation and access under the manufactured home/mobilehome complies with:

- a. A minimum 1½ square feet of ventilation is required for each 25 linear feet of skirting. The openings for ventilation shall be provided on at least two opposite sides as close to the corners as possible.
- b. Where wooden materials are used for skirting, any wood in contact or within six (6) inches of the earth must be decay and insect resistant wood, such as redwood.
- c. When skirting is installed, an underfloor access panel is required. The panel must be 18 x 24 inches unobstructed by pipes, ducts, or other equipment that may impede access.

24) Stairways

The stairways at each required exit door are required to be safe and stable and should be inspected to insure that:

- a. The stairway risers are a minimum of four (4) inches and do not exceed eight (8) inches in height and all risers must not vary by more than 3/8 inch.

- b. The stairway treads are not less than nine (9) inches in depth and all treads must not vary by more than 3/8 inch.
- c. The stairway width shall not be less than the width of the door and any new construction must comply with the California Building Code.

25) Stairway Landings

A stairway landing is required when an exterior door of a MH-unit swings outward and should be inspected to insure that:

- a. The landing, as required, is no lower than one (1) inch below the bottom of the home's door.
- b. The landing width and length size is not less than the door width.

26) Awning or Carport Enclosure

Awning enclosures are permitted for recreational use only, and any combustible components must be a minimum of three (3) feet from a lot line, except a lot line bordering on a roadway.

27) Awnings/Carports

The awnings and carports of a MH-unit should be inspected to insure that:

- a. Missing, damaged, or unanchored supports are repaired and are installed within 12 inches of vertical.
- b. Combustible awnings and or carports shall be a minimum setback of three (3) feet from a lot line and not less than six (6) feet from any combustible unit, accessory building, structure, or building component on an adjacent lot. Awnings and carports may extend to the lot line which borders a roadway.
- c. Wooden awnings and carports are free standing or have a permit for the attachment to the unit.
- d. Metal awnings and carports do not project over the lot line.
- e. All non-combustible accessory structures must maintain a minimum of three (3) feet from any unit, or accessory building or structure on an adjacent lot.

28) Cabana (Room Additions)

Room additions should be inspected to insure that minimum standards for weather protection, electrical wiring, plumbing, and structural integrity are met. Also assure that there is at least three (3) foot separation to the lot line.

29) Storage Cabinets (sheds)

Guidelines for storage cabinets (sheds):

- a. A permit is not required if a storage cabinet (shed) is not in excess of 120 sq. feet.
- b. A combustible storage cabinet (shed) may not be installed within three (3) feet of a lot line, except a lot line which borders a park roadway.
- c. A noncombustible storage cabinet (shed) may be installed to the lot line provided it is at least three (3) feet from a MH-unit or accessory structure on an adjoining lot.

30) Miscellaneous Structures

Guidelines for garages, greenhouses, and storage buildings::

- a. The setback to the unit is a minimum of six (6) feet; however, garages and storage buildings with one hour firewall construction may be adjacent to the unit on the same lot.
- b. Combustible construction of the garage, greenhouse, or storage building is a minimum of three (3) feet to the lot line, except where the garage, greenhouse, or storage building borders a roadway within the park.
- c. The structural system is adequate and in good condition.