

CITY OF WILDOMAR

BUILDING AND SAFETY DEPARTMENT

MOBILE HOME & MANUFACTURE HOME SUBMITTAL PACKET

Pre-Submittal Process

Step 1 – Is your property on septic or well?

Yes

No

If yes, a site plan will need to be provided to the planning department. The planning department will return a site plan showing a received stamped that will need to be taken to Riverside County Environmental Health for review and approval prior to permit submission.

Planning Department - 951-677-7751 x203
Rivco Environmental Health - (951) 955-8980

Step 2 – Does your property have a valid address?

Yes

No

If no, an address request form signed by the Planning Department will need to be submitted to Riverside County GIS.

Planning Department - 951-677-7751 x203
Rivco Geographic Information Service – 951-955-8158

Submittal Process

Step 3 – Once steps 1 and 2 are complete, you may apply for your permit.

The Site Prep, Permanent Foundation (If applicable) and Install permits must be included on one application. All of the following must be provided to constitute a complete submittal:

- I. Completed permit application.
- II. Site plan stamped and approved by Environmental Health (if applicable) and Planning
- III. Floor / Sprinkler Plans
- IV. HCD Approved Foundation Plans
- V. Grant deed may be required if owners name doesn't match city records
- VI. Certificate of Origin showing the home is no more than 10 years old
- VII. Transportation Permit Application

Review Process

Step 4 – The plans will be routed to the appropriate departments for review.

1. Riverside County Fire
2. Building & Safety
3. Planning (Covered parking required)
4. Engineering (if applicable)

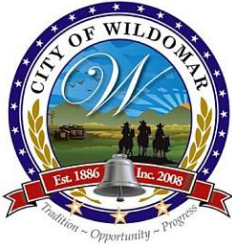
Issuance Process

Step 5 – The remaining items will be verified prior to permit issuance.

1. School fees
2. EVMWD forms (if applicable)
3. Owner Builder Forms (if applicable)
4. Contractor Declaration Form (if applicable)
5. Business Registration

Mobile Home fees (for reference only) there are additional pass-through fees that will be added when permit is entered in the system.

Residential MH Coach-Install	F	\$636.00	BMR
Residential MH Manufac. Home - Earthquake Resistant Bracing	F	\$398.00	BMR
Residential MH Manufactured Accessory Structure	F	\$693.00	BMR
Residential MH Permanent Foundation	F	\$551.00	BMR
Residential MH Permanent Foundation to Existing Mobile Home	F	\$457.00	BMR
Residential MH Replace Residential Coach	F	\$398.00	BMR
Residential MH Site Preparation	D	\$1,000.00	BMR



DEVELOPMENT SERVICES

City of Wildomar
23873 Clinton Keith Rd., Suite 201 Wildomar, CA 92595
P: (951) 677-7751
E: bldgpermits@cityofwildomar.org
www.cityofwildomar.org

STAFF USE ONLY

PERMIT NO:

PROJECT NO:

SUBMITTAL DATE:

BUILDING AND SAFETY PERMIT APPLICATION

Is this application for a mobile home?

Yes

No

GENERAL INFORMATION

Application For:	Single Family <input type="checkbox"/>	Multi-Family <input type="checkbox"/>	Commercial <input type="checkbox"/>	Other:
Jobsite Address:				
APN:		TR/PM/PP/PUP/CUP:		Lot No:
Development Name (if applicable):				
Business Name (commercial only):				

SCOPE OF WORK

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VALUATION OF WORK:	
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PROPERTY OWNER

Owner Entity/Company Name:			
Address:	City:	State:	ZIP:
Contact Person:	Contact Phone:		
Contact E-Mail			

APPLICANT INFORMATION

Applicant Name (Company) :			
Address:	City:	State:	ZIP:
Contact Person:	Contact Phone:		
Contact Email:			
Applicant's Signature:	Date:		

CONTRACTOR INFORMATION

Contractor/Company Name:			
Address:	City:	State:	ZIP:
CSLB#:	License Type(s) :	Expiration:	
Workers' Comp Provider:	Policy No:	Expiration:	
Contact Person:	Contact Phone:		
Contact Email:			
Contractor Signature:	Date:		

STAFF USE ONLY

CSLB Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Owner Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Code Case	<input type="checkbox"/> Yes <input type="checkbox"/> No
Septic	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current Bus. Reg.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Registration #	



PLOT/SITE PLAN

REAR PROPERTY LINE

SIDE PROPERTY LINE

SIDE PROPERTY LINE

FRONT PROPERTY LINE

Property Owners Name _____

Property Address _____

CITY OF WILDOMAR

Department of Building and Safety - BUILDING PERMIT

This permit shall expire by limitation and become null and void if work is not commenced and a written request for inspection filed within 180 days from the date of issuance or if work has been suspended or abandoned for a period of 180 days between the filing of written request for inspection.

☐ LICENSED CONTRACTORS DECLARATION: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____ License No _____

Date _____ Contractor _____

☐ OWNER-BUILDER DECLARATION: I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or country which requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he Or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 [commencing with Section 7000] of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars [\$500].):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors License Law does not apply to the owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.).

☐ I as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044 Business and Professions Code: The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.).

☐ I am exempt under Sec. _____ B. PC for this reason _____

Date _____ Owner _____

☐ WORKERS COMPENSATION DECLARATION: I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain a certificate of consent of self-insure for workers compensation, as provided for by Section 370 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers compensation insurance carrier and policy number are: _____ and Carrier Policy Number _____
(This section need not be completed if the permit is for one hundred dollars [\$100] or less).

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers compensation laws of California, and agree that if I should become subject to the workers compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date _____ Applicant _____

WARNING: FAILURE TO SECURE WORKERS COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

CONSTRUCTION LENDING AGENCY, I hereby affirm under penalty of perjury that there is a construction-lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name _____

Lender's Address _____

CERTIFICATE OF COMPLIANCE AND AUTHORIZATION OF ENTRY: I certify that I have read this application and state that the above information is correct. r agree to comply with all county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above- mentioned property for inspection purposes.

X _____

Signature of Applicant or Agent Print Applicant/Agent Name Date

INSPECTION INFORMATION: Work may proceed only at the direction of the field inspector. To request an inspection of work completed, call the appropriate office listed below. Our office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday Inspection must be called in before 4:00pm to assure next day inspection.

Wildomar Office (951) 677-7751 ext 235.

REINSPECTION FEE: Reinspection fees may be assessed when the permit card is not properly posted on the work site; the approved plans are not readily available to the inspector, for failure to provide access on the date for which the inspection is requested, or for deviating from plans requiring approval of the Building Official. A reinspection fee may be assessed for each inspection or reinspection when such portion of work for which inspection is called is not complete or when corrections previously called for are not made.

OCCUPANCY: Buildings or structures shall not be used or occupied until the Building Official has issued a Certificate of Occupancy.

City of Wildomar
Department of Building and Safety
NOTICE TO PROPERTY OWNER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at _____. We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION

DIRECTIONS: Read and initial each statement below to signify you understand or verify this information.

____ 1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

____ 2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.

____ 3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.

____ 4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.

____ 5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.

____ 6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.

____ 7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

____ 8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

____ 9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the

California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.cslb.ca.gov for more information about licensed contractors.

____10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:

____11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

____12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage. Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit.

Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Signature of property owner: _____

Date: _____

Permit Number: _____



City of Wildomar
23873 Clinton Keith Road, Suite 201
Wildomar, CA 92595
Phone: 951-677-7751
Fax: 951-698-1463

☐ SINGLE TRIP ☐ ANNUAL

TRANSPORTATION PERMIT

IN COMPLIANCE WITH YOUR REQUEST AND SUBJECT TO ALL THE TERMS AND CONDITIONS ON THE BACK OF THIS PERMIT, RESTRICTIONS WRITTEN BELOW AND THE ATTACHMENTS ARE HEREBY GRANTED TO:

PERMIT VALID BETWEEN

TIME am pm DATE
AND SUNSET DATE

PERMIT NO.

FEE \$

AUTHORIZED CITY REPRESENTATIVE

TRANSPORTER															
ADDRESS															
CITY				STATE				ZIP							
PHONE NUMBER (Including Area Code)								FAX							
LOAD OR EQUIPMENT AND MODEL NUMBER															
Route through City:															
VEHICLE TYPE															
MOVING AUTHORIZED															
SATURDAY <input type="checkbox"/> Yes <input type="checkbox"/> No															
SUNDAY <input type="checkbox"/> Yes <input type="checkbox"/> No															
SUNSET TO SUNRISE <input type="checkbox"/> Yes <input type="checkbox"/> No															
HAUL <input type="checkbox"/>															
DRIVE <input type="checkbox"/>															
TOW <input type="checkbox"/>															
LOADED DIMENSIONS GREATER OR WEIGHTS EXCEEDING THOSE SHOWN BELOW ARE NOT AUTHORIZED															
KINGPIN TO LAST AXLE		COMBINED VEHICLE LENGTH			MAX HEIGHT			MAX WIDTH			MAX OVERALL LENGTH			MAX OVERHANG	
AXLE NUMBER		1	2	3	4	5	6	7	8	9	10	11	12	13	
NUMBER OF TIRES PER AXLE															
DISTANCE BETWEEN AXLES															
WIDTH OF AXLES AT TIRE SIDE WALLS															
MAXIMUM WEIGHT													TRIPS		
ORIGIN							DESTINATION								
AUTHORIZED ROADS, STREETS, HIGHWAYS															
*- OTHER AGENCY PERMITS REQUIRED															
DRIVER RESPONSIBLE FOR OVERHEAD CLEARANCE OF LOAD															
THIS PERMIT IS VALID ONLY WITHIN WILDOMAR CITY LIMITS															
Pilot Car Requirements:															
<input type="checkbox"/> NONE REQUIRED															
<input type="checkbox"/> ONE PILOT > 12' and <= 14' wide requires one pilot car															
> 65' and <= 75' length requires one pilot car															
<input type="checkbox"/> TWO PILOT > 14' wide requires two pilot cars and approval from the County of Riverside Sheriff's Department															
> 75' max overall lengths requires two pilot cars and approval from the County of Riverside Sheriff's Department (refer to Attachments).															
PERMIT CONDITIONS															
(REFER TO ATTACHMENTS)															
MOBILE HOMES, MODULES AND STRUCTURES REQUIRE CITY BUILDING INSPECTION APPROVAL															
CASE NUMBER															
INSPECTOR		PERMITTEE AUTHORIZED AGENT (SIGNATURE) <input type="text"/>													
		DATE <input type="text"/>													

WHITE - PERMITTEE

YELLOW - INSPECTOR

PINK - FILE

TRANSPORTATION PERMIT

CITY OF WILDOMAR
23873 Clinton Keith Road, Suite 201
Wildomar, CA 92595
Phone: (951) 677-7751
Fax: (951) 698-1463

CONDITIONS AND RESTRICTIONS

1. Permittee shall at all times give strict attention to the safety and right of the traveling public. Moving shall be done during daylight hours except between the hours of 7:00 and 8:30AM and 4:00 and 6:00PM. No moving shall be permitted Saturdays, Sundays, legal holidays, or when visibility is less than 1,000 feet.
2. All vehicles and loads with length, width or overhang in excess of the legal limit shall carry one of the following signs mounted both on the front and rear of the vehicle or load: Caution-Wide Load Ahead; Caution -Wide Load Following; Caution - Load Ahead; Caution - Long Load Following; Caution - Excessive Rear Overhang. One of these signs shall also be mounted on each pilot car, which may be convoying the load. The most appropriate of these signs cautioning the traveling public shall be used. The signs shall be standard 30 inches x 26 inches with black lettering and yellow background.
3. (a) On City roads that are not specifically designated for special pilot car requirements, the following rules concerning pilots shall apply vehicles and loads exceeding 12 feet but 13 feet in width or less, shall use one pilot car preceding the load on two-lane roads and following on multi-lane roads. Vehicles and loads greater than 11 feet in width shall use two pilot cars, one preceding the load and the other following the load.
(b) On City roads designated for special pilot car requirements, vehicles and loads exceeding 10 feet but 11 feet in width or less, shall use one pilot car preceding the load. Vehicles and loads greater than 11 feet in width shall use two pilot cars, one preceding the load and the other following the load.
4. When crossing bridges or on roads so narrow that it is impractical to keep the entire vehicle and load to the right of the centerline of pavement or traveled way, one flagman shall be posted behind and one flagman shall be ahead of vehicle to warn and direct approaching traffic. No over-legal weight vehicle shall drive onto any bridge when it is obvious to the driver that to do so his overweight vehicle will occupy the bridge at the same time as another truck or bus.
5. Notwithstanding any listed roads on this permit or on the attachments thereto, no vehicle shall exceed the limits posted for any road or bridge.
6. It is understood and agreed that the Permittee will be held responsible for any damage to City roads, bridges, or road facilities resulting from the movement of any equipment named on this permit.
7. The Permittee is responsible for all liability for injury to or death of any person or damage to property which may occur through any act or omission of either the Permittee or the City of Wildomar. In the event any claim, suit or action is brought against the City of Wildomar, its officers, or employees thereof, by reason of, or in connection with any such act or omission. Permittee shall defend, indemnify, and hold harmless the City, its officers and employees from such claim, suit or action.
8. Any City employee having reason to believe that a vehicle is not safely loaded or that the height, width, length, or weight of a vehicle and load is not as stated on the permit may require the driver to stop and submit to an inspection, measurement, or weighing of the same. The employee may require the vehicle to be driven to the nearest scale facility for this purpose.
9. Under this permit, no trees shall be cut, trimmed, used for attaching cables or in any way disturbed unless specifically authorized by a separate Encroachment Permit.
10. Single trip permits require notification by the Permittee to the Public Works Department at (951) 677-7751 before starting the move. House movers shall give notification 72 hours prior to starting the move to both the City and the fire districts in which the building will be moved. Failure to notify will constitute a violation of this permit.
11. Permit is void in all construction zones.
12. Permit may be revoked at any time at the discretion of the Director of Public Works.

INDEMNIFICATION

The permittee is responsible for all liability for injury to, or death of any person, or damage to property which may occur through any act or omission of either the permittee or the City of Wildomar arising from the issuance of this permit. In the event any claim, suit or action is brought against the City of Wildomar, its officers, employees or agents thereof, by reason of, or in connection with any such act or omission, permittee shall defend indemnity, and hold harmless the City, its officers, employees or agents from such claim, suit or action.

INSURANCE

Types; Amounts. Permittee shall procure and maintain and shall require its contractors to procure and maintain insurance of the types and in the amounts described below. If any of the Required Insurance contains a general aggregate limit, such insurance shall apply separately to this Permit or be no less than two times the specified occurrence limit.

General Liability. Permittee and its contractors shall procure and maintain occurrence version general liability insurance, or equivalent form, with a combined single limit of not less than \$3,000,000 per occurrence for bodily injury, personal injury, and property damage.

Business Automobile Liability. Permittee and its contractors shall procure and maintain business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for the ownership, operation, maintenance, use, loading, or unloading of any vehicle owned, leased, hired, or borrowed by the insured or for which the insured is responsible.

Workers' Compensation. Permittee and its contractors shall procure and maintain workers' compensation insurance with limits as required by the Labor Code of the State of California and employers' liability Insurance with limits of not less than \$1,000,000 per occurrence, at all times during which insured retains employees.

Professional Liability. For any consultant or other professional who will engineer, or design work performed under this Permit, liability insurance for errors and omissions with limits not less than \$1,000,000 per occurrence, shall be procured and maintained for a period of five (5) years following completion of the work. Such insurance shall be endorsed to include contractual liability.

Deductibles. Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either: (a) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects City, its elected officials, officers, employees, agents, and volunteers; or (b) Permittee and its contractors shall provide a financial guarantee satisfactory to City in lieu of payment of losses and related investigation costs, claims, and administrative and defense expenses.

Additional Insured; Separation of Insureds. The Required Insurance shall name City, its elected officials, officers, employees, agents, and volunteers as additional insureds with respect to work performed by or on behalf of Permittee or its contractors, including materials, parts, or equipment furnished in connection therewith. The Required Insurance shall contain standard separation of insured provisions and shall contain no special limitations on the scope of its protection to City, its elected officials, officers, employees, agents, and volunteers.

Primary Insurance; Waiver of Subrogation. The Required Insurance shall be primary with respect to any insurance or self-insurance programs covering City, its elected officials, officers, employees, agents, and volunteers. All policies for the Required Insurance shall provide that the insurance company waives all right of recovery by way of subrogation against City in connection with any damage or harm covered by such policy.

Certificates; Verification. Permittee and its contractors shall furnish City with original certificates of insurance and endorsements effecting coverage for the required insurance. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by City before work pursuant to this Agreement can begin. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Term; Cancellation Notice. Permittee and its contractors shall maintain the Required Insurance for the term of this Agreement and shall replace any certificate, policy, or endorsement which will expire prior to that date. All policies shall be endorsed to provide that the Required Insurance shall not be suspended, voided, reduced, canceled, or allowed to expire except on 30 days prior written notice to City.

Insurer Rating. Unless approved in writing by City, all Required Insurance shall be placed with insurers licensed to do business in the State of California and with a current A.M. Best rating of at least A:VIII.