



In order to process a modular dwelling unit please consult with the following departments:

Planning Department:

1. Submit application for Design Review, this process will provide detailed requirements from each Department (Planning, Engineering, Fire and Building).

Building & Safety

1. Submit two (2) sets of Grading Plans along with one (1) copy of the Soils Report for plan review.
2. Submit a Water Quality Management Plan and pay a deposit of **\$500.00**. (Best Management Practices (BMP's) must be maintained during the entire construction process).
3. Obtain a Grading permit, coordinate a preliminary meeting with the grading inspector and your grading contractor prior to starting any work.
4. Submit for plan review: two (2) sets of plans or reference materials indicating or providing the following:
 - a. Provide a plot plan showing all property lines, all existing structures, and location of the proposed new construction. Indicate the distance to property lines and all other structures on the property. Obtain Planning Approval
 - b. Provide a factory copy of the modular installation instructions. (If the installation instructions are unavailable, a structural engineers design will be required for details on marriage line attachments of the floor, roof connections, pier type and spacing.
 - c. Provide a foundation plan, either a California Housing and Community Development approved, (SPA) stamped, Standard Plan Approval or one designed and stamped by a California licensed structural engineer.
 - d. Indicate either the sewer connection location or provide for the installation of a septic system. (Provide percolation tests and septic system design for review, approvals, and permits).
 - e. Indicate the location of both the electrical service meter and gas service locations and connections.
 - f. Indicate and provide details for accessory structures such as entry stairs, patios, porches, garages, etc. (Accessory structures may not be attached to the modular unit unless approvals have been obtained from the State of California, Housing and Community Development Office). Building permits for accessory structures vary depending on square footage.
4. After the grading is complete and the inspections are conducted, then the building permit may be issued.
5. After the building plans are approved. The following fees are to be paid prior to building permit issuance.
 - a. **Developmental Fees** paid to Planning, see current schedule.
 - b. Provide a receipt for **School Fees** paid to Redlands or San Bernardino School District. Contact 909-307-5300 Redlands, 909- 381-1100 San Bernardino.
6. Obtain all the required inspections by calling 909-864-2136 ext 228 – provide permit number, address and the type of inspection needed. Please set up inspection one-day prior. Inspections are conducted Monday through Friday.
7. Clearance sign-offs from each Department/ Division is required prior to the release of utilities, or the granting of occupancy.

When the project comes to completion please call the above departments for a final inspection. 1st Planning at 909-864-2136 ext 258: 2nd Fire – have the fire sprinkler company call and set up an appointment for the final test 909-864-2136 ext 248: 3rd Engineering – Grading inspector: 4th East Valley Water District. After all departments have given their final approval then call Building & Safety for final occupancy/ utility release 909-864-2136 ext 228