



## Manufactured Housing Alteration Submittal Requirements

**Submittal Requirements  
SR-MHALT**  
**Effective:** March 3, 2022  
**By:** Chief Building Official  
For Public Use

City of Concord • Community and Economic Development • 1950 Parkside Drive, MS/51 • Concord, CA 94519 • (925) 671-3107 • Fax (925) 680-4877

### **Building Permit Forms**

- [Contractor's Declaration](#)  
(Required for licensed contractors)
- [Owner-Builder Acknowledgement and Information Verification Form](#)  
(Required when Building Owner or Agent for the Owner is applying for a permit)

### **Fees**

- Plan Check and Admin Fees** due at time of submittal
- Remaining permit fees** (inspection fees, engineer fees, etc.) will be due once the permit has been approved by all the required divisions and all conditions have been complied with

### **Required Design Documents (all in PDF format)**

- Site plan** (if there is exterior site work, changes to setbacks or lot coverage)
- Building plans and elevations** (only as required to show alterations. May be provided using HCD approved plans)

### **Other City Approvals Required**

- [Business License](#) required for all contractors doing work within the city.
- Planning Division approval required (contact [Planning](#) for additional submittal requirements)

### **Outside Agencies** (Contact agencies directly as separate permit and review requirements may apply)

- California Department of Housing and Community Development (HCD)**
  - Approval letter or permit required (Pre-Issuance)