



City of Woodland

COMMUNITY DEVELOPMENT DEPARTMENT

300 FIRST STREET WOODLAND, CA 95695

(530) 661-5820 (530) 406-0832 FAX

<http://www.cityofwoodland.org>

HCD FORM 433 (a)

Notice of manufactured home, mobile home, or commercial modular installation on a foundation system

California Code of Regulations, Title 25, Division 1, Chapter 2, Section 18551

Building Division Requirements—Form 433 (a)

The California Health and Safety Code Section 18551 requires the recordation of form HCD433(a) as evidence that the local agency has issued a certificate of occupancy after the installation of manufactured home or commercial modular on a permanent foundation system.

1. What is the purpose of HCD Form 433 (a)?

When completed by the City of Woodland Building Division and recorded by the Yolo County Clerk-Recorder, the form certifies that the manufactured home was installed on a California approved permanent foundation or foundation system.

2. Who completes the form?

The owner completes the Owner Information Section and the Unit Description section, and the City of Woodland Building Division completes the remaining sections. The Unit Description is comprised of the manufacturer's name, date of manufacture, model name/ number, and serial number. This information can be found on the Manufactures Data Plate usually located on the base cabinet under the kitchen sink or inside the cabinet above the washer and dryer. The insignia (State of California) numbers can be located on each unit section, usually at the back end of each unit section. NOTE: Two insignia numbers are required for a double-wide and three numbers for a triple-wide.

3. What is the cost to process the form?

Two separate checks are required to process the form: one check in the amount of \$15 payable to the Yolo County Clerk-Recorder and one check payable to HCD based on \$11 per unit section; i.e., a double-wide is \$22 and a tripe-wide is \$33.

4. When is the form to be submitted for processing?

The form can be submitted for processing after all the required building foundations and home attachment inspections have been completed and approved by the City of Woodland Building Division.

5. Where do I submit the form and fees?

Submit the completed HCD Form 433(a) and required fees (checks only) to the Community Development Department/Building Division 300 First Street Woodland, CA 95695. Upon receipt of the completed form, required fees, and verification of inspection approval the form will be recorded by the Yolo County Clerk-Recorder.

6. What happens after the form is recorded?

A recorded copy is sent to the California Housing and Community Development (HCD) and to the property owner in conjunctions with a final Certificate of Occupancy.