



County of San Diego, Planning & Development Services **433A REQUIREMENTS FOR RECORDING** **BUILDING DIVISION**

The following items are required to record a Notice of Manufactured Home, Mobilehome or Commercial Modular – Installation on a Foundation System (HCD 433A).

- Structure must be permitted to proceed with 433a recordation. This includes passing final inspection for any proposed dwellings.
- Written evidence that the owner owns, is purchasing or has a transferable lease for the real property where the home is installed (ex. Grant deed)
- Exhibit “A” – legal metes and bounds of the parcel
- The registered owner owns the home free of any liens or encumbrances (ex. Bill of sale, purchase order, or escrow instructions showing zero balance or note that balance will be zero at close of escrow, HCD title)
- Evidence of unit lienholder(s) release/consent to installation/attachment of the home to real property (if applicable)
- Specifications required by HCD regulations or an approved alternate for the home’s foundation system (verify SPA foundation or engineered foundation system)
- MCO-Manufacturer Certificate of Origin (new units)
- Title or registration card to be surrendered to the enforcement agency (used units)
- An \$11.00 per section fee payable to HCD. When 433A is prepared for recording, PDS Cashier will collect **check** (cash / card not accepted), Technician will collect Cashier Check Hold Slip, check is routed to HCD.
- Building Permit has verified unit/serial numbers verified/documented by County inspector (miscellaneous permit may be required to verify unit numbers)
- Notice of Manufactured Home, Mobilehome or Commercial Modular-Installation on a Foundation System (433A) retyped & signed by Technician for County Inspector
- Notice to the Assessor 433B (new units only)
- 123D (new units) **or** 123C w/pictures (used units)

5510 OVERLAND AVE., SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5920

[HTTP://WWW.SDCPDS.ORG](http://www.sdcps.org)