



## Request by Member for Architectural & Space Improvement

Name: \_\_\_\_\_ Space: \_\_\_\_\_ Phone: \_\_\_\_\_ Request Date: \_\_\_\_\_

Select all that apply:

☐ New Home    ☐ Paint    ☐ Landscape    ☐ Hardscape    ☐ Other \_\_\_\_\_

Specific Improvement: \_\_\_\_\_

**Submit:** Plans/Drawings/Color Samples/Photos/Etc. for committee review **45** days prior to any commencement of work.

The committee has monthly meetings. Example forms and guidelines are available at <https://VillaSanJuan>

### Agreement:

1. **ALL IMPROVEMENTS MUST BE HOA APPROVED in advance** and in writing prior to any work or changes.
2. The VSJ HOA is not responsible for any private space issues/damages/litigations/etc.
3. The VSJ HOA will be held harmless in all private contractor/construction issues.
4. Member and any hired contractors are responsible for ALL permits, insurance, etc.
5. Member and/or contractor is responsible for determination/location of any existing underground utilities and any damage thereto (water/gas/electrical).
6. Drainage issues should be considered so as not to puddle/divert runoff to any neighbor.
7. The Member is completely responsible for keeping the park and space clean and neat at all times.
8. All work must be completed within 180 days of approval.
9. Please use common sense and care when improving the park and neighborhood.
10. No spray painting on windy days, pick-up construction debris daily, M-F 8-5pm, etc.
11. Guest parking pass available for contractor/member in lieu of street parking.
12. All submitted documents will **NOT** be returned and will become property of VSJ HOA.

**Typical Permitting Agencies**  
**Coach Improvements:**  
Housing & Community Development  
800-952-8356  
Solar ReRoof Door Window Foundation  
**Exterior Improvements:**  
City of San Juan Capistrano  
949-443-6347  
Deck Stairs Steps Egress Awning  
Concrete Slabs \* Plants Paint Gutters  
see <https://VillaSanJuan/Permits>

Members Signature & Acceptance of above Agreement:

\_\_\_\_\_

Deliver this signed form and any documents to the clubhouse office slot, then call a board member for a timely pickup.

=====Committee/Board Acknowledgement Approval Below=====

Date Form Rec'd: \_\_\_\_\_ Approval: \_\_\_\_\_

Form ArchitecturalRequest:12-13-2025 (available online at <https://VillaSanJuan> )

## PERMITTING REQUIREMENTS FOR CITY & HCD

Construction / Alteration	City Permit	Comments	HCD Permit	Comments
Fence	No	Can be no higher than 6 feet and must meet provisions of <a href="#">T25 1514</a> .	No	
Storage Cabinets (Sheds)	No	Combined floor area of all sheds cannot exceed 120 square feet and must meet provisions of <a href="#">T25 1510</a> .	No	
Ramps	Yes	Must be designed and constructed in accordance with the <a href="#">CA Residential Code</a> .	No	
Stairways & Handrails	No	Must be designed and constructed in accordance with <a href="#">T25 1498</a> & <a href="#">1504</a> . Please refer to the <a href="#">stairway, landing &amp; handrail handout</a> for further detail and clarification on these requirements.	No	
Porches, Decks & Landings	Yes	Any raised surface over 8 inches high and more than 12 square feet in area requires a permit ( <a href="#">T25 1498</a> & 1002 Definitions "Patio").	No	
Guardrails	No	Required around perimeter of a surface more than 30 inches above grade.	No	
Ramada	Yes	Freestanding structure that must be designed in accordance with <a href="#">T25 1486</a> .	No	
Enclosed Awning	Yes	Must be designed and constructed in accordance with <a href="#">T25 1474</a> .	Yes	Permit may be required from HCD as well as the City if any utilities are run from the unit to the enclosure
Awning / Carport	Yes	Must be designed and constructed in accordance with <a href="#">T25 1468</a> .	Yes	Permit may be required from HCD as well as the City if a HCD approved plan is not used. The permit from HCD will review the attachment of the structure to the unit.

Cabana	Yes	Must be designed and constructed in accordance with <a href="#">T25 1444 - 1464</a> .	Yes	Permit will be required from HCD as well as the City for any structural changes to the unit (new doorways, removal of windows, etc.) as well as any alteration to the utilities from the unit to the cabana.
Private Garages & Storage Buildings	Yes	Permit required if structure will be more than 120 square feet and cannot be attached to the unit.	No	
Plumbing	Yes	Permit required from the City for any alterations to the lot service equipment or park utilities.	Yes	Permit required from HCD when an alteration is made to the plumbing of the unit. Refer to <a href="#">HCD MH 604</a> for additional information.
Electrical	Yes	Permit required from the City for any alterations to the lot service equipment or park utilities.	Yes	Permit required from HCD when an alteration is made to the electrical of the unit. Refer to <a href="#">HCD MH 604</a> for additional information.
Re-Roof of Unit	No	This requires alteration to the unit; therefore, a HCD permit is required.	Yes	A re-roof is an alteration to the unit and may require a permit from HCD. Refer to <a href="#">HCD MH 604</a> for additional information.
Install Air Conditioning	Yes	Permit required from City if electrical supply to A/C is from lot service equipment.	Yes	Permit required for installation of ventilation and also for alteration to electrical system of the unit. Refer to <a href="#">HCD MH 604</a> for additional information.
Water Heater	Yes	Permit required from the City only if any of the connections are made from the lot service equipment.	Yes	Permit required from HCD for installation or replacement of water heater, even when connections are from the lot service equipment.

# STATE (HCD) PERMITTING REQUIREMENTS

STATE OF CALIFORNIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
DIVISION OF CODES AND STANDARDS

## MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev. 08/20)

The matrixes below are provided as an informational summary to assist the public in determining what constitutes an alteration to a manufactured home (MH) as well as identify when a permit is, or is not, required; when plans are required; when electrical load calculations are required; and when the plans must be submitted and certified by a California licensed engineer or architect. The matrixes are divided into five classifications consisting of: Electrical, Mechanical, Plumbing, Structural, and Structural (Accessory Structure). If the type of MH alteration work to be performed is not identified in the matrixes, you should contact the nearest field operations office noted below for further assistance.

**NOTE:** When multiple alterations are being done to the same MH such as plumbing, electrical and structural, the alterations may be included on the same Application for Permit (HCD MH 415). The HCD MH 415 can be located on the Internet at: <http://www.hcd.ca.gov>

Northern Area Field Operations  
9342 Tech Center Dr., Suite 550  
Sacramento, CA 95826  
(800) 952-8356

Southern Area Field Operations  
3737 Main Street  
Riverside, CA 92501  
(800) 952-8356

<b>ELECTRICAL</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Load Calculations Required</b>	<b>Comments</b>
<b>Air Conditioning</b>				
Install ( <i>Add</i> ) – Air Conditioning	Yes	No	*Yes	*Unless home is factory A/C ready. Refer also to Mechanical.
Replace – Air Conditioning	Yes	No	*Yes	*If A/C amperage is increased. Refer also to Mechanical.
<b>Appliance</b>				
Install ( <i>Add</i> ) – “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
<b>Ceiling Fan</b>				
Install ( <i>Add</i> ) – Ceiling Fan	Yes	No	No	
<b>Receptacle/Switch</b>				
Replace – Receptacle/Switch	No	No	No	
<b>Misc.</b>				
Change – Electrical System ( <i>Upgrade/Downgrade</i> )	Yes	No	Yes	
Install ( <i>Add</i> ) – Dedicated Branch Circuit	Yes	No	Yes	Furnace, Water Heater, etc.
Install ( <i>Add</i> )/Replace – Electrical Panel	Yes	No	No	
Install ( <i>Add</i> )/Replace – Electrical Circuit	Yes	No	*	*Load calculations may be required.
Install – Meter Base	Yes	Yes*	No	*HCD detail available.
Replace – Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Transition – Branch Circuits from aluminum to copper	Yes	No	No	Pigtail, receptacles and switches.

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev. 08/20)

<b>MECHANICAL</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Air Conditioning / Evaporative Cooler</b>				
Install – Air Conditioning ( <i>New or Replacement</i> )	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
<b>Furnace / Heater / Heat Pump / Stove</b>				
Replace – Furnace ( <i>No system changes</i> )	Yes	No	No	
Replace – Furnace ( <i>Any changes or outside MH</i> )	Yes	Yes	No	
Replace or Install – Heater ( <i>Freestanding Gas or Oil Burning</i> )	Yes	No	No	
Replace or Install – Heat Pump	Yes	No	No	
Replace or Install – Wood or Pellet Burning Stove	Yes	No	No	
<b>Gas Line</b>				
Install/Add to Length/Modify – Gas Line	Yes	Yes	No	
<b>Range, Oven, or Cooktop (Gas)</b>				
Replace – Built-in oven, range, cooktop, or freestanding range.	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
<b>Range Hood</b>				
Replace – Range Hood	*No	No	No	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
<b>Water Heater</b>				
Replace or Install – Water Heater ( <i>Gas or electric</i> )	Yes	No	No	Water heaters installed outside and adjacent to the home, with connections provided from the home and placed in an approved manufactured metal cabinet will not require an Alternate Approval.

<b>PLUMBING</b>				
<b>Alteration Type</b>	<b>Permit</b>	<b>Plan Review</b>	<b>Engineered Plans</b>	<b>Comments</b>
<b>Drain, Waste and Vent</b>				
Install/Modify – Drain, Waste and Vent ( <i>DWV</i> ) or Water System.	*Yes	Yes	No	*Bathtub, Dishwasher, Lavatory, Shower, Sink, Toilet, Washing Machine, etc.
Repair/Replace – DWV Tailpiece or Trap	No	No	No	
Replace – Kitchen Sink, Lavatory, or Toilet.	*No	No	No	*Provided no alteration to DWV or water system.
Replace – Mechanical Auto Vent	No	No	No	

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev. 08/20)

<b>PLUMBING</b> (Continued)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
<b>Garbage Disposal</b>				
Install ( <i>Add</i> ) – Garbage Disposal	Yes	No	No	
Replace – Garbage Disposal	No	No	No	
<b>Washing Machine</b>				
Install/Replace – Washing Machine	*No	No	No	*Permit required if water supply and/or drain line not present or altered.
<b>Misc.</b>				
Gas Lines				See MECHANICAL requirements.
Water Heater				See MECHANICAL requirements.

<b>STRUCTURAL</b>				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
<b>Chassis / Frame</b>				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required.
<b>Doors (<i>Exterior</i>)</b>				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
<b>Floors</b>				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
<b>Roof</b>				
"California Roof"	Yes	Yes	*Yes	*An engineered plan or design is required. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required.
Insulated Roof System*	*Yes	Yes	No	*One inspection required.
Re-Roof* ( <i>Existing roof covering removed</i> )	*Yes	No	No	*Two inspections required ( <i>Underlayment and final</i> ). This does not include coating metal roof with approved roof coating material.
Repair – Rafter or Truss	Yes	Yes	No	
Repair/Replace – Sheathing	Yes	No	No	
Replace – Truss	Yes	Yes	*Yes/No	*An engineered plan or design is required.

**MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES**

HCD MH 604 (Rev. 08/20)

<b>STRUCTURAL</b> (Continued)				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
<b>Walls</b>				
Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. (Details available for flame spread requirements)
Sidewall or Endwall Opening (New or enlarged)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
<b>Windows</b>				
Replace – Windows (Same size/type)	*Yes/No	No	No	* <u>Permit required</u> when openings are enlarged or reduced; when bedroom egress window is replaced; or when structural change to window framing or header is necessary. <u>No permit required</u> when replacing single pane window with dual pane window or when installation of bay window(s) requires no additional support.

<b>STRUCTURAL</b> (Accessory Structure)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
<b>Structure Attachment</b>				
Attach – *Awning (Wood), Garage, or Porch	**Yes	Yes	***Yes/No	* Awning shall comply with T25, Section 1468. **MH Alteration Permit required from HCD. Awning, Garage, and Porch construction is a separate permit issued by the enforcement agency having jurisdiction. Alternate Approval from HCD <u>may</u> be required for attachment. ***An engineered plan or design is required.