



This information is designed to assist you in identifying the requirements needed to replace your existing mobile home with a newer or different unit. You may be required to obtain multiple permits in order to replace an existing mobile home on your property, as well as provide additional information about the mobile units. You will be required to provide the following information:

- 2 completed Building permit applications:
 - Permanent Foundation
 - Install
- A Title Search of the new unit(s) to be placed on the property. The Title Search can be obtained from Riverside County Housing & Community Development Department and must be dated less than 30 days from the date you come in to City Hall. However, if the units will be purchased new directly from a manufacturer, a Certificate of Origin will be required in place of a Title Search.
- 4 sets of Site Plans identifying the current unit location, distance to all property lines, all utility connections, driveways, leach line locations, and any accessory structure locations on the property.
- A copy of the Grant Deed to verify property ownership
- A copy of the Installation permit for the unit currently on the property. These documents can be obtained from Riverside County Records Department.
- If the existing unit is on a permanent foundation, you will be required to obtain a Demolition permit from the City of Menifee prior to installing the new unit.
- If you are intending to place the new unit on a permanent foundation, 2 sets of foundation system plans that have been stamped by an engineer with a valid state license will be required.
- If the manufactured date of the new unit was on April 30, 2011 or later, the unit will be required to have fire sprinklers installed or retro-fitted.

If the new unit(s) to be installed have a different square footage than the current units on the property, you will need to speak to our Planning Department in order to calculate the appropriate school fees, if any.

If you are currently on a septic system and the unit(s) to be installed are larger than the current units on the property, you will be required to obtain approval from Riverside County Environmental Health, to ensure the capacity of the septic system can accommodate the increased load from a larger structure.

Once the final inspection has been conducted, a 433A form must be completed and submitted to the City along with the signed job card and permit paperwork. The Building Dept Supervisor will review the form and sign it once approved. This form will be provided to you with a wet signature, and it is to be taken to the County of Riverside Tax Assessor for processing.