

# INSIGNIA OF APPROVAL INFORMATION BOOKLET



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## INTRODUCTION

This booklet is published by the California Department of Housing and Community Development (Department) to assist the public with information regarding Department-issued insignia of approval (or Department insignia). Department insignia are required to be on all multi-unit manufactured housing (multi-family dwelling mobilehomes with 2 or more units), commercial modulars, and special purpose commercial modular units sold, offered for sale, rent, leased, or used within California. Mobilehomes manufactured after September 1, 1958, and before June 15, 1976, are also required to bear insignia of approval issued by the Department.

U.S. Department of Housing and Urban Development labels (or HUD labels) are required for all manufactured homes manufactured on or after June 15, 1976.

**HUD labels are NOT issued by the State of California and the State cannot issue replacement labels. HUD labels are only issued on new manufactured homes through federally-approved third parties in accordance with federal regulations, Title 24, Part 3282.204(c).**

**NOTE:** *For the purpose of this booklet only, the term “mobilehome” will apply to units built under state regulations and manufactured from September 1, 1958, to June 15, 1976. The term “manufactured home” will refer to units manufactured under federal regulations beginning June 15, 1976, to the present.*

## BACKGROUND AND PURPOSE OF STATE INSIGNIAS AND HUD LABELS

In 1957, the California Legislature recognized the need to establish construction standards for trailers or mobilehomes, and for commercial coaches (now called commercial modulars), in order to assure the health and safety of California purchasers and occupants. The Legislature passed laws requiring the State to establish regulations and standards and issue insignia to all such units indicating compliance. Inspections and insignia issuance began when the first regulations became effective on September 1, 1958.

Units bearing Department insignia distinguish those units that are constructed to California standards from those constructed in other states requiring different standards or no standards at all. California law prohibits the sale or offering for sale, rent, or lease of a mobilehome, manufactured home, multi-unit manufactured housing, commercial modular, or special purpose commercial modular manufactured on or after September 1, 1958, that does not bear a Department insignia or HUD label. It is a misdemeanor to sell, rent, or lease such units without the required Department insignia or label.

## **Need to address manufactured homes in parks.**

All manufactured homes manufactured on or after June 15, 1976, must bear a HUD label and comply with federal manufactured home construction and safety standards.

### **WHERE TO LOOK FOR AN INSIGNIA OR HUD LABEL AND WHAT THEY LOOK LIKE**

Department Insignia: The location, type, and color of Department insignia to be affixed on mobilehomes, multi-unit manufactured housing, commercial modulars, and special purpose commercial modulars have changed over the years. Department insignia will bear either the name of the State of California, Department of Industrial Safety, Division of Housing, or the State of California, Department of Housing and Community Development, depending on the date of issuance.

Department insignia is approximately 1-1/2 to 3 inches in height and 3 to 4 inches in length. It is either a metal plate affixed to the exterior siding by rivets, screws, or nails; or an aluminum foil material affixed by an adhesive. The colors used on insignias are black, green, red, blue or copper depending on the type of unit and when it was manufactured. Insignia should be located on the exterior wall near the main entrance door either at floor level or on the rear exterior wall at floor level. Examples of insignias are displayed on pages 4 through 6.

Each Department insignia contains a unique control number that is included in the Department's records as verification of compliance with the construction requirements. Department insignia may contain other information such as the unit's serial number preceded by the letter(s) "S," or "SN," or vehicle identification number, preceded by the letters "V.I.N.," which is not part of the Department's insignia number.

HUD Labels: In the case of manufactured homes manufactured on or after June 15, 1976, each section of the manufactured home must bear a HUD label. The label is a 2 inch by 4 inch red metal plate affixed to the outside surface of the rear wall at the floor level. It bears the name "Department of Housing and Urban Development." After 1982, HUD labels ceased to use the word "mobilehome" and began to use "manufactured home" instead. The number stamped into the label is the HUD label number. Serial numbers are not imprinted on a HUD label. An example of a HUD label is depicted on page 5, figure 5.

# EXAMPLES OF CALIFORNIA STATE INSIGNIA, HUD LABEL, REGISTRATION DECAL

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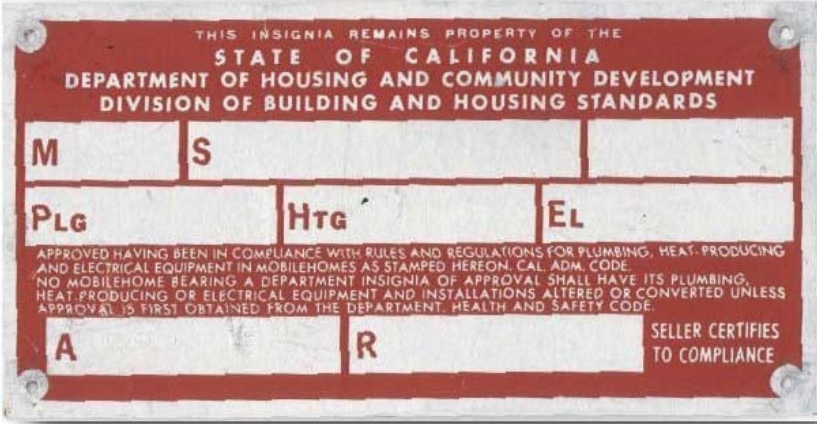


Figure 1

Figure 1 is an example of a State Insignia of Approval or Department insignia issued to mobilehomes manufactured between September 1, 1958 and September 1, 1974.

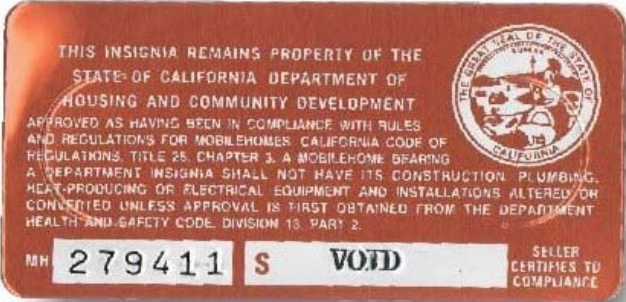


Figure 2

Figure 2 is an example of a replacement Department insignia of approval issued to mobilehomes manufactured from **November XX**, 1971 to June 14, 1976.

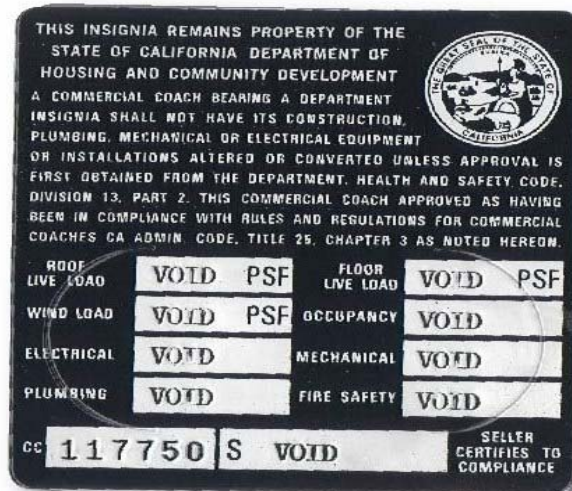


Figure 3

Figure 3 is an example of a State Insignia of Approval or Department insignia issued to commercial modular units.



Figure 4

Figure 4 is an example of a Department insignia of approval issued to special purpose commercial modular units.

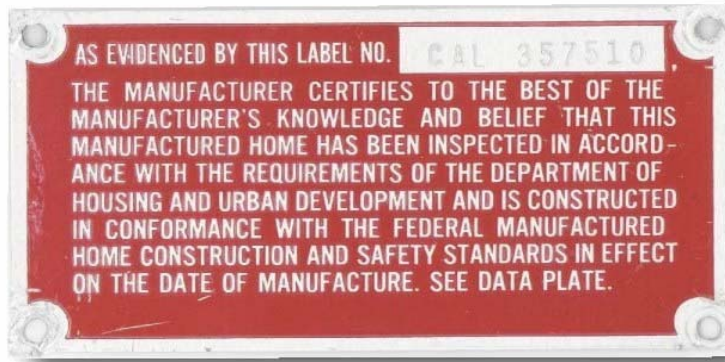


Figure 5

Figure 5 is an example of a HUD Label issued to manufactured homes manufactured on and after June 15, 1976. The HUD label number appears in the upper right hand corner of the label.



Figure 6

Figure 6 is an example of a Registration Decal. This is not to be confused with the Department insignia of approval or HUD Label.

## **HOW TO OBTAIN A REPLACEMENT INSIGNIA**

**(Mobilehomes constructed in California from September 1, 1958 through June 14, 1976)**

If you believe that your unit originally was issued an insignia that has been lost, damaged, or stolen, you may apply to the Department for a replacement insignia. Replacement insignia can only be obtained for units constructed under California regulations and previously issued a Department insignia. Note that the Department cannot replace HUD labels (see Figure 5). To apply for a replacement insignia, you must complete the "Application for Replacement Insignia," HCD 416 form, furnished by the Department. You will need to provide information regarding your home in order to facilitate a search of our records to verify that the insignia was, in fact, originally issued. Additionally, you must certify that your unit has not been altered or converted; and is in compliance with the codes and standards pertaining to the systems and equipment that were originally installed in the unit or that have been replaced with similar systems or equipment.

A fee must accompany the application. Please refer to the Fee Schedule in this booklet for the correct amount. Payment must be in the form of a check or money order payable to the Department of Housing and Community Development. Upon receipt of the application and fee, the Department will conduct a search of the original records to determine if an insignia was issued by this Department. If no record is found, you will be notified that an inspection of the unit will be required prior to the issuance of an insignia.

## **HOW TO REPLACE A MISSING HUD LABEL**

**(All manufactured homes constructed on or after June 15, 1976)**

Again, HUD labels are **NOT** issued by the state. The state will not issue replacement HUD labels. HUD labels are only issued on new manufactured homes through federally-approved third parties in accordance with federal regulations, Title 24, Part 3282, **Chapter XX, beginning with Section XX.**

In order to assist homeowners whose HUD label(s) are missing, HUD has implemented a new program whereby HUD will issue verification letters to homeowners whose manufactured homes are missing the HUD certification labels. These verification letters are accepted by this Department, FHA and other lenders as evidence that the manufactured home met the Federal Manufactured Home Construction and Safety Standards that were in effect on the date of manufacture.

Questions about this procedure should be directed to HUD's Office of Manufactured Housing Programs at (202) 708-6423, or you may access HUD's website at: <http://www.hud.gov/offices/hsg/sfh/mhs/mhslabels.cfm>. Requests for label verification may be faxed to HUD at (202) 708-4213 or sent electronically to [www.mhs@hud.gov](mailto:www.mhs@hud.gov). HUD's procedures for issuance of a verification letter



require that the homeowner provide identifying information concerning his/her home. At a minimum, either (1) the HUD label number(s), or (2) the manufacturer's name, the home's year of manufacture and the home's complete serial number must be provided. There may be a charge for this service provided by HUD. Additionally, from the Department's website located at [www.hcd.ca.gov/codes/mhp/](http://www.hcd.ca.gov/codes/mhp/) we have provided a link to the HUD website as a convenience to California residents.

In manufactured homes constructed on or after June 15, 1976, there is a placard applied inside a cabinet closet near the electrical panel of each home called a "data plate." The data plate contains valuable information about the manufacturer's name, location, the home's serial number, original HUD label number and other information regarding design and construction.

Please make a thorough search for the insignia or HUD label before requesting a replacement. If the insignia or HUD label is not visible on the exterior of your home, explore the areas concealed by the foundation trim boards, skirting material, or in the areas concealed by decks located near the main entrance door. Often trim, skirting and decks have been placed over the insignia or HUD label.

### **OBTAINING AN INSPECTION FOR UNITS NOT PREVIOUSLY ISSUED DEPARTMENT INSIGNIA.**

If there is no record that your mobilehome, multi-unit manufactured housing, commercial modular, or special purpose commercial modular was issued a Department insignia, department staff will need to inspect the unit before an insignia can be issued. The inspection is conducted to determine compliance with codes and standards for electrical, heat producing, plumbing, fire and life safety systems and equipment in effect in California on the date the home or modular unit was manufactured. If a violation is found during the inspection, corrections need to be verified by a re-inspection. In addition to the inspection requirement, for mobilehomes built after September 15, 1971, and before June 15, 1976, or for any commercial modular, you must submit a structural certification signed by a California licensed engineer or architect that the home or modular unit was inspected and that its structural system is in compliance with the California Code of Regulations, Title 25, Part 1, Chapter 3, Subchapter 2, commencing with Section 4049. The certification must be submitted along with the "Application for Inspection," HCD 415 form, and required fees.

To apply for an inspection, you must complete and submit the HCD 415 application, along with the appropriate inspection fee (page 8). You may obtain this application at any of the Division's Area or District Offices, or you may contact the Manufactured Housing Program Office in Sacramento to have one mailed to you. Addresses and telephone numbers are provided in this booklet. Payment must be in the form of check or money order payable to the

“Department of Housing and Community Development”. If the inspection requires more than one (1) hour, additional inspection fees are due at the time of inspection for each half (1/2) hour or portion thereof, exceeding the first hour.

## **FEE SCHEDULE**

### Replacement State Insignia For:

Mobilehomes,  
Multi-Unit Manufactured Homes, Commercial Modulares,  
and Special Purpose Commercial Modulares \$ 83.00

### Technical Service and Inspection Fees:

Not exceeding one (1) hour \$ 196.00  
Second subsequent and whole hours \$ 82.00  
Thereafter each half (1/2) hour period or fractional part \$ 41.00

NOTE: The fees listed above are those in effect at the time this information booklet was printed according to the California Code of Regulations, Title 25, Division 1, Subchapter 2, Section 4044. Should these fees change at a later date, the most current fee will be required.

## **INSTRUCTIONS FOR AFFIXING DEPARTMENT INSIGNIA**

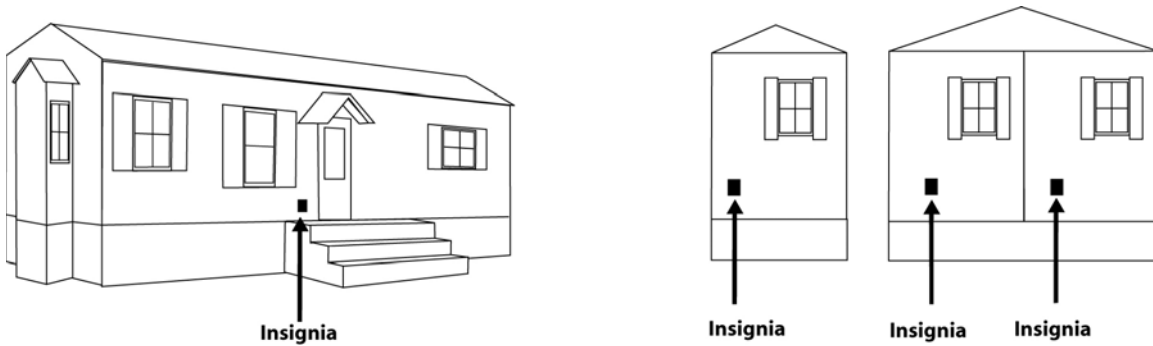
Please follow these instructions carefully to avoid damaging the insignia and to assure that the insignia is properly affixed to the unit. There is an additional charge for replacement insignia should this insignia be damaged or improperly affixed.

1. To place the replacement insignia, select the proper location on the mobilehome, multi-unit manufactured home, commercial modular or special purpose commercial modular. (See examples on page 9)

The insignia is required to be securely affixed at either the lower left corner of the rear exterior wall approximately six (6) inches above the floor line or at the exterior wall immediately adjacent to the main door and approximately six (6) inches above the floor line. (See examples on page 9)

2. For rough surfaces such as wood, affix the insignia to a clean metal plate (such as sheet metal or aluminum) approximately ¼” to ½” larger than the insignia. Attach the metal plate permanently to the unit with either blind rivets or drive screws in the ¼” to ½” margin of the metal plate. Use a minimum of four (4) rivets or drive screws, one (1) at each corner of the metal plate.

3. For other exterior surfaces such as metal, prepare the surface to which the insignia is to be affixed by thoroughly cleaning the surface to remove any dirt or wax. Remove the protective backing on the insignia and press the insignia firmly in place.



## HOW TO OBTAIN ADDITIONAL INFORMATION

The regulations adopted in accordance with the Health and Safety Code which establish codes and standards, inspection requirements, application procedures and fees, may be found in the California Code of Regulations, Title 25, Division 1, Chapter 3, Subchapter 2, commencing with Section 4000. Most public libraries and the Internet at [www.oal.ca.gov](http://www.oal.ca.gov) will have a copy of the California Code of Regulations or one may be purchased from:

Barclays Law Publishers  
400 Oyster Point Boulevard  
P.O. Box 3066  
South San Francisco, CA 94083  
(800) 888-3600

Please write or call the number listed above for the current cost of the California Code of Regulations, Title 25, Division 1, Chapter 3, entitled Factory Built Housing and Mobilehomes.

If you have any questions or require additional information, please call the Manufactured Housing Program Office at (916) 445-3338, or visit the Manufactured Housing Program's website at <http://www.hcd.ca.gov/codes/>.

## CODES AND STANDARDS AREA OFFICES

Northern Area Office (916) 255-2501  
9342 Tech Center Drive, Suite 550  
Sacramento, CA 95826-3203

Southern Area Office (951) 782-4420  
3737 Main Street, Suite 400  
Riverside, CA 92501-3337

## **CODES AND STANDARDS DISTRICT OFFICES**

7777 Alvarado Road, Suite 302  
La Mesa, CA 91941-3203  
(619) 654-2960

2986 Bechelli Lane, Suite 201  
Redding, CA 96002-1903  
(530) 224-4815

100 Paseo De San Antonio, Room 306  
San José, CA 95113-1402  
(408) 277-1211

2333 North Broadway, Suite 200  
Santa Ana, CA 92706-1641  
(714) 558-4974

3737 Main Street, Suite 400  
Riverside, CA 92501-3337  
(951) 782-4431

9342 Tech Center Drive #550  
Sacramento, CA 95826-3203  
(916) 255-2532

20201 Sherman Way, Suite 106  
Winnetka, CA 91306-3297  
(818) 717-5267

3220 South Higuera, Room 103B  
San Luis Obispo, CA 93401-6925  
(805) 549-3373