



GREATER PORTOLA WOOD STOVE CHANGE-OUT PROGRAM

Thank you for your interest in the Greater Portola Woodstove Change-Out Program! You are pre-qualified for a repair or replacement of your current wood heating device. Because you own a mobile or manufactured home, the installation of your new heating device will be permitted by California Department of Housing and Community Development (HCD). In order to apply for a permit, specific information is required. The easiest way to gather this information is to get a copy of your title/registration card.

If you are unable to locate your title, please provide the following information. If any of this information does not match what is on record with HCD, you will need to contact HCD to establish the correct information.

Decal: \_\_\_\_\_  
(typically 3 letters and 4 numbers, i.e. AAA1111)

Insignia (HCD/HUD Label): \_\_\_\_\_

Serial Number (VIN number): \_\_\_\_\_

Manufacturer ID/Name: \_\_\_\_\_

Model: \_\_\_\_\_

Date of Manufacture: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_  
(must appear exactly as noted on title and registration)

Park Name and ID (if avail.): \_\_\_\_\_  
(only applicable if located within a mobile home park)

**For assistance from HCD:**

Registration and Titling: 916-323-9224 (both English and Spanish) or 800-952-8356  
[ContactRT@hcd.ca.gov](mailto:ContactRT@hcd.ca.gov)  
<http://www.hcd.ca.gov/manufactured-mobile-home/registration-titling/index.shtml>

**PLEASE NOTE THAT INSTALLATION OF A NEW HEATING DEVICE WILL NOT BE SCHEDULED UNTIL ALL INFORMATION IS RECEIVED AND A PERMIT SECURED!**

**In some cases, if the required information cannot be located, a request for Technical Services will need to be submitted to HCD for a \$196 fee and an HCD inspector will come to the property to locate the necessary information on the home.**