

Manufactured Home Permit Application



*“Building A Stronger Community
TOGETHER”*



Community & Economic Development

DEFINITION

“Mobile/Manufactured Home” means a residential unit on one or more chassis for towing to the point of use and designed to be used with a foundation as a dwelling unit on a year-round basis, and which bears an insignia issued by state or federal regulatory agency indicating that the mobile/manufactured home complies with all applicable construction standards of the U.S. Department of Housing and Urban Development definition of manufactured home. A commercial coach, recreation vehicle, or motor home is not a mobile/manufactured home. The term “manufactured home” shall hereinafter be used to refer to mobile/manufactured homes.

PROCEDURES IN THE MOBILE/MANUFACTURED HOME PERMIT PROCESS:

New Construction

STEP 1: PRELIMINARY REVIEW

The Building Department can inform the applicant of the requirements for the insulation of a new mobile/manufactured home.

STEP 2: PERMIT APPLICATION

The applicant shall submit the application form, with the following required information: **(Incomplete applications will NOT be accepted and will be returned to the applicant to supply the required information).**

- Legal Description and parcel number of the property.
- Owner’s and Contractor’s name, address, telephone number and contractor’s state license number and city business license number.
- Applicable square footage of proposed building (unfinished and finished).
- Detailed description of work.

The applicant will be required to submit the following based upon the type of construction. Please check with City staff for requirements.

- Fill and Grade Permit. Staff, on a case-by-case basis per IBC Appendix J, shall determine this requirement.
- Right of Way Permit. Utility work in the right of way, a new driveway approach, sidewalks, etc. would require a right of way permit.
- A Utility Application for service must be completed and all pertinent fees paid.

PLOT PLAN

The applicant shall also submit five (5) copies of an overall plot plan (scale of 20’ = 1”) on 8 ½ x 11 (minimum) paper showing the following:

- Show all property dimensions and square footage of lot area.
- Location of all existing and proposed structures showing dimensions of building(s), and other new construction such as decks, driveways, sidewalks, etc.
- Setbacks of the building(s) and other new construction to all property lines.
- Identify all bodies of water (i.e. creeks, Oakland Bay, etc.).
- Setbacks of all building(s) to all bodies of water. (If structure is within 200’ of a body of water a Shoreline Permit is required (only required for duplex or greater).

- Drainage arrows, which show the way that surface water flows from the new construction, driveway and/or fire access, and how it will be controlled.
- Location of all down spouts and infiltration galleries.
- Location and dimensions of impervious surfaces such as driveways, patios and sidewalks. (If impervious surface exceeds 5000 sq. ft., an engineered design is required.)
- Show all significant topographic features (i.e. existing utilities, buildings, drainage ways, etc.).
- Easements (i.e. utility, access, etc.), all surrounding roadways (i.e. main roads, alleys and side roads).
- Elevation of corners of property
- Finished floor elevations of buildings.
- Area of property that will be cleared and notation of trees over 6" in diameter. If the property is void of trees, so state.
- Location of sewer and water services and indicate whether existing or proposed (i.e. show existing water meter or proposed location).
- Show legal driveway access, dimensions and surfacing of said driveway (with culvert indicate proposed surfacing).
- Show nearest fire hydrant.
- Indicate fire access and surfacing (i.e. structure may be no more than 105' from the nearest fire hydrant). An approved fire access road needs to be within 300'.
- Location of garbage pickup.

A sample Site Plan and Topographic Site Plan are provided for your information.

STEP 3: CONSTRUCTION AND PERIODIC INSPECTION

After Step 2 has been completed, and the Building Permit has been issued, construction can begin. During construction, members of the Building, Engineering, Fire and Planning Departments will conduct various inspections. Contact the necessary department at 360/426-9731, to request inspections or if you have any questions.

<p>CALL TWO WORKING DAYS BEFORE YOU DIG 1-800-424-5555 www.callbeforeyoudig.com Utilities Underground Location Center</p>

STEP 4: FINAL INSPECTIONS AND CERTIFICATE OF OCCUPANCY

Once the construction is completed, the developer or contractor must contact Community and Economic Development for final inspections (48 hour notice is required). For new construction, once these conditions are met, the Certificate of Occupancy will be issued and the building will be ready for occupancy.

A Certificate of Occupancy is required for all new construction. It is a violation of City ordinance to occupy a building without a Certificate of Occupancy.

Notice

Per Section 5.04.030 of the Shelton Municipal Code all contractors and sub-contractors, who conduct business within the City limits, are required to have a City of Shelton Business License.

Permit # _____

Received By: _____ Date: _____



CITY OF SHELTON
BUILDING PERMIT APPLICATION
525 West Cota Street, Shelton, WA 98584
(360) 426-9731 (360) 426-7746

Residential

Commercial

Manufactured Home

SITE INFORMATION

Site Address _____

Parcel No. _____ Legal Description _____

OWNER INFORMATION

Owner _____ Phone # _____

Owner Address _____ City _____ St. ___ Zip _____

CONTRACTOR INFORMATION

Contractor Name _____ Phone # _____

Address _____ City _____ St. ___ Zip _____

Contractor Reg# _____ Exp. Date _____ City Business License _____

Architect/Designer: _____ Engineer: _____

Mailing Address: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____ City: _____ State: _____ Zip: _____

License # _____ License # _____

Phone # _____ Phone # _____

PROJECT INFORMATION

Type of Work:

New Addition Alteration Repair Move Remove

Describe Project: _____

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Lot Coverage Calculations

Project Address: _____

Applicant: _____

Legal Description: _____

Tax Parcel #: _____

Square feet of living space:

1st Floor: _____

2nd Floor: _____

Total SF: _____

Garage: _____

Total SF of Roof: _____

Lot Size: _____ Square Feet

SF of driveway, walk, patio: _____

SF 1st Floor and garage: _____

Total SF Impervious Surface: _____

% Coverage:

Building: _____%

Site: _____%

Storm water Infiltration:

Total roof area: _____ X _____ * = _____ length of trench

Trench Length: _____ / _____ * = _____ number of panels

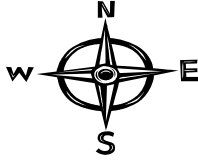
*Calculation based on the handout titled "Infiltration Trenches/Roof Drywell Sizes by Soil Hydrologic Group"

PLOT PLAN

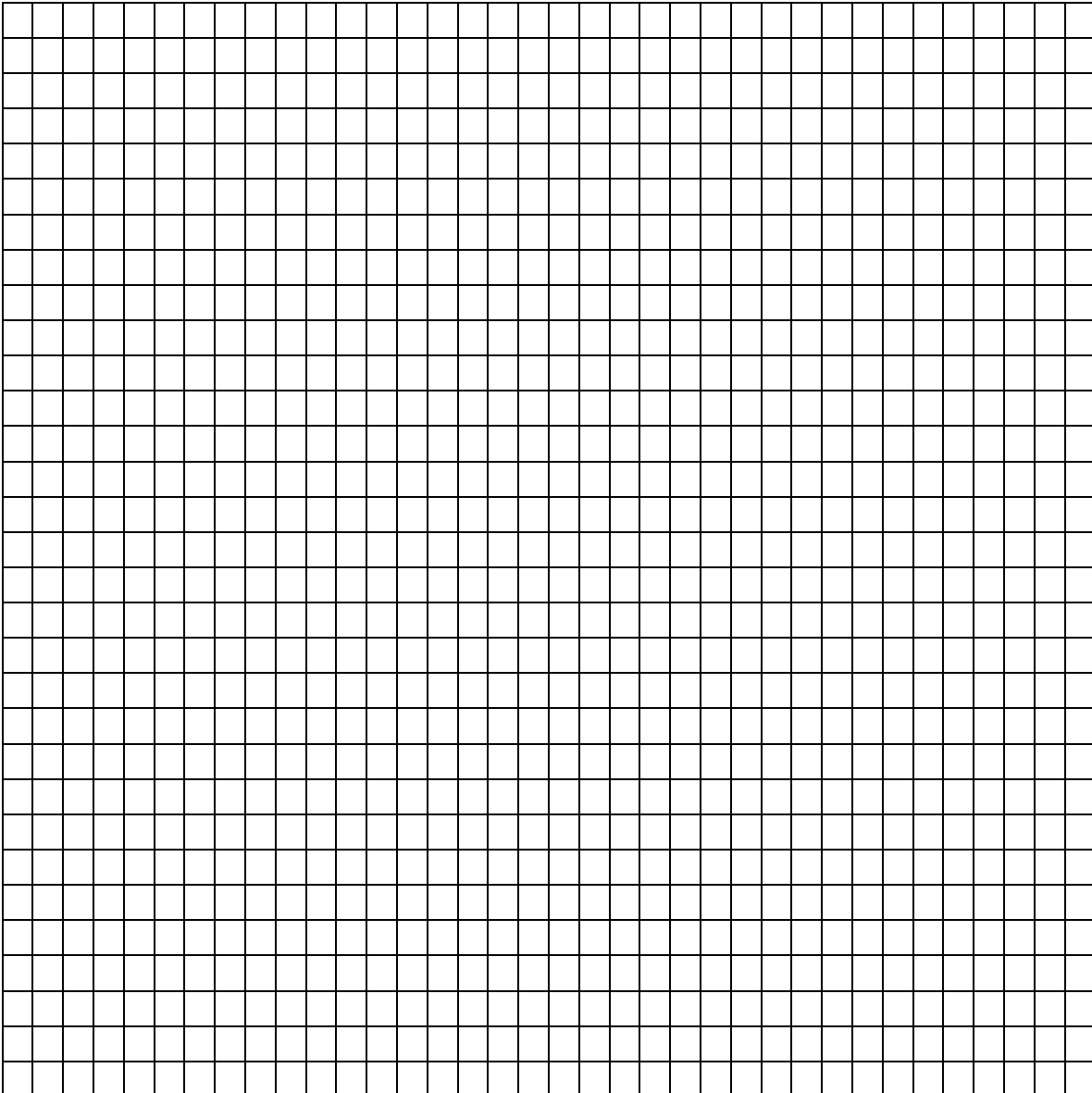
ADDRESS:

LEGAL DESCRIPTION:

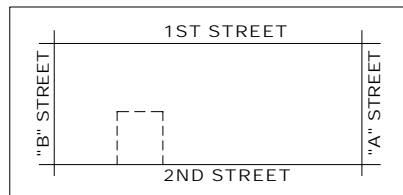
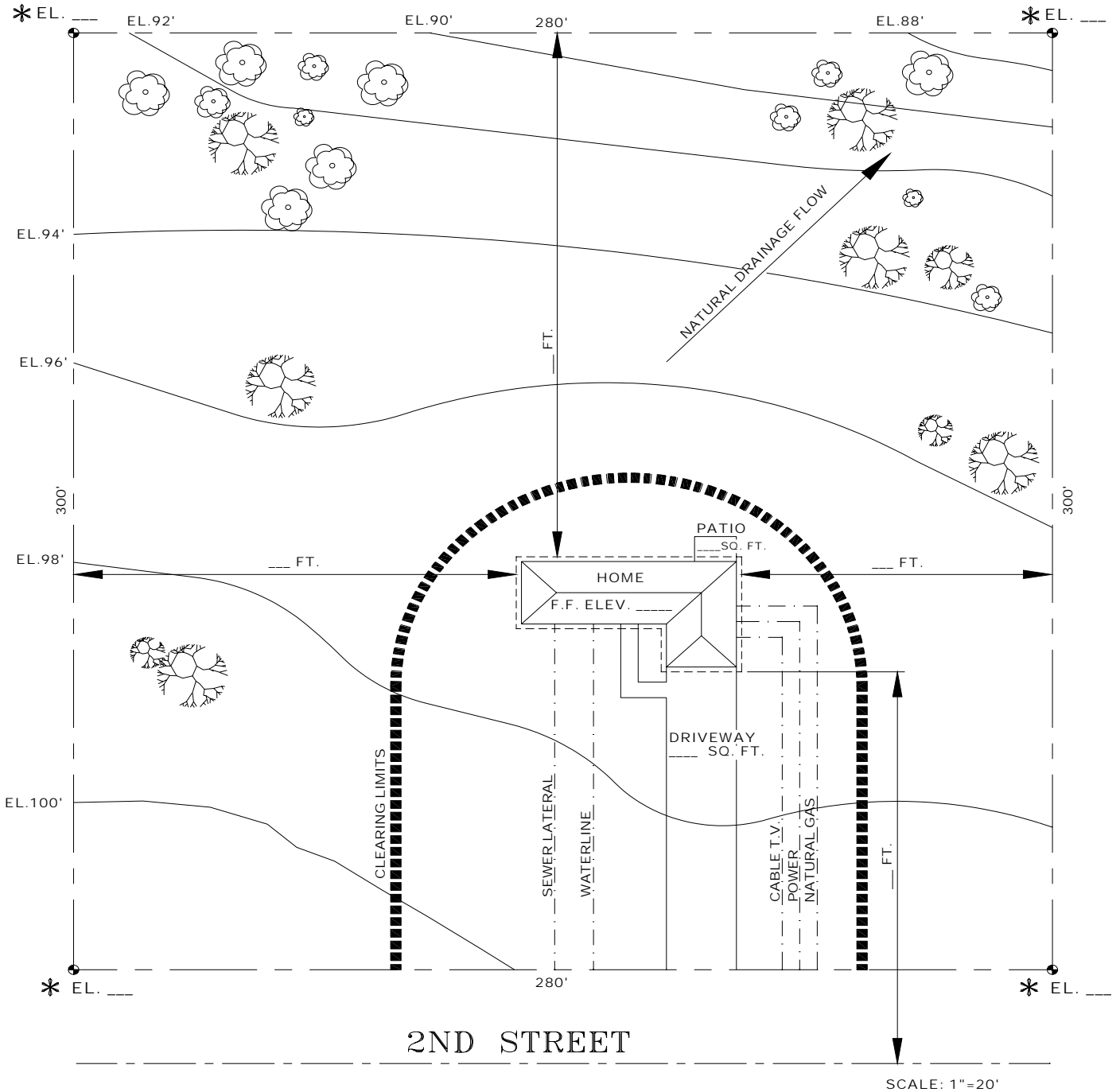
This form need not be used if plot plans drawn to scale of not less than 1"=20' are filed on a separate sheet with the permit application. (Each building site must have a separate plot plan.)



Graph squares are 5'x 5' or 1"=20'



SAMPLE SITE PLAN



ORDINANCE NO. 1699-0407

AN ORDINANCE OF THE CITY OF SHELTON, WASHINGTON, RELATING TO MANUFACTURED HOUSING AMENDING SHELTON MUNICIPAL CODE CHAPTER 18.08 REGULATING MANUFACTURED HOUSING AND ALLOWING SUCH HOUSING THAT IS BUILT TO FEDERAL MANUFACTURED STANDARDS TO BE PLACED IN THE SAME LOCATION AS OTHER TYPES OF RESIDENTIAL HOUSING WHEN CERTAIN STANDARDS ARE MET.

WHEREAS, Chapter 18.08 must be updated to comply with current state law regarding manufactured homes;

NOW THEREFORE, be it ordained by the City Commission of the City of Shelton, Washington;

Chapter 18.08 entitled “Mobile/Manufactured Homes” is hereby amended to read as follows:

**Chapter 18.08
TITLE**

Section 1.

**Chapter 18.08
MOBILE/MANUFACTURED HOMES**

Sections:

18.08.020 General requirements.

18.08.030 Mobile/manufactured homes in a legally zoned mobile home park.

18.08.040 Mobile/manufactured homes in an existing mobile home park not legally zoned.

18.08.050 Mobile/manufactured homes placed on a single-family lot.

18.08.060 Set-up requirements.

18.08.020 General requirements.

Any person desiring to place a mobile/manufactured home within the city shall conform to the following requirements:

A. Applicants shall make application to the city as required by Section **18.04.040**. Every such application shall be made by the owner (or authorized agent of the owner) of the lot upon which the mobile/manufactured home is to be placed. The applicant shall conform to all regulations pertaining to the placement of a residential home on a building lot as set forth in the Shelton Municipal Code.

The following requirements pertain to any mobile/manufactured home being placed within the city:

B. The mobile/manufactured home shall be HUD certified or must display a Washington State seal of approval meeting HUD specifications.

C. All requirements of the underlying zone must be met, e.g., yard setbacks, lot coverage, off-street parking, etc.

D. Applicant must purchase all necessary state and local permits.

E. No occupancy shall be authorized until all inspections have been approved by the city and the Department of Labor and Industries.

F. Applicant must comply with all setup requirements prior to occupancy. A violation or failure to comply with any of the provisions set forth in this chapter shall constitute a misdemeanor and is subject to Section [18.04.090](#). Nothing contained in this title shall prevent the city from taking such other lawful action as is necessary to prevent or remedy any violation. (Ord. [1699-0407](#) § 1 (part), 2007: Ord. 1367-293 § 1 (part), 1993: Ord. 1352-892 (part), 1992)

18.08.030 Mobile/manufactured homes in a legally zoned mobile home park.

In addition to any other requirements set forth in this code, mobile/manufactured homes which are to be placed in a legally zoned mobile home park shall be manufactured after June 15, 1976. (Ord. [1699-0407](#) § 1 (part), 2007: Ord. 1367-293 § 2 (part), 1993)

18.08.040 Mobile/manufactured homes in an existing mobile home park not legally zoned.

In addition to any other requirements set forth in this code, mobile/manufactured homes which are to be placed in an existing mobile home park not legally zoned shall comply with the following:

A. Must be equal to or less than five years of age, as of the date a completed application for the building permit is received;

B. Roofs must be an integral part of the original structure and have a nominal three to twelve pitch made of materials compatible with existing housing (composition or wood type);

C. Must be comprised of at least two fully enclosed parallel sections each of not less than twelve feet wide, exclusive of porches, decks, garages or other accessory structures. (Ord. [1699-0407](#) § 1 (part), 2007: Ord. 1367-293 § 2 (part), 1993)

18.08.050 Mobile/manufactured homes placed on a single-family lot.

In addition to any other requirements set forth in this code, mobile/manufactured homes which are to be placed on a single-family lot shall comply with the following:

A. Must be equal to or less than five years of age, as of the date a completed application for the building permit is received;

B. Roofs must be an integral part of the original structure and have a nominal three to twelve pitch made of materials compatible with existing housing (composition or wood type);

C. Must be comprised of at least two fully enclosed parallel sections each of not less than twelve feet wide by thirty-six feet long, exclusive of porches, decks, garages or other accessory structures;

D. Must have exterior siding similar in appearance to siding materials commonly used on site-built single-family homes built according to the International Building Code. (Ord. 1699-0407 § 1 (part), 2007: Ord. 1367-293 § 2, 1993)

18.08.060 Set-up requirements.

All manufactured homes shall conform to the following set-up requirements. These requirements shall form the basis of compliance for footings, piers, anchorage, perimeter enclosure, crawlspace drainage, site grading, and insulation. The building department inspector shall verify compliance with each of these criteria through site inspection(s), in compliance with WAC 296-150M-0610.

A. Plumbing Requirements.

1. All manufactured homes shall be required to demonstrate water and sewer hookup availability.

2. A water shut-off valve shall be placed inside the skirting.

3. A sewer line cleanout shall be placed no greater than eighteen inches from outside the skirting.

4. A three- or four-inch backflow valve shall be placed under the mobile home.

5. Hose bibs must be anti-siphon fixtures.

6. A freshwater backflow valve shall be installed inside the skirting.

B. Crawlspace Drainage. Crawlspace drainage must be installed in areas of known high seasonal water table and/or "tight" (nonpervious) soils. Crawlspace drainage in other areas may be omitted with prior HUD approval.

1. **Alternative Drainage.** When a foundation system is recessed, install four-inch diameter perforated drain line around perimeter. Connect drain line (at one percent minimum slope) to storm sewer, street curb, culvert or natural drainage area at least ten feet from the unit. Provide four inches of gravel around drain line.

2. Install a minimum of four mil polyethelene film in the crawlspace with minimum six-inch laps.

3. When units are located within the one hundred-year floodplain, conformance with the most recently adopted I-Code and FEMA regulations shall be required.

C. Site Grading. Exterior grade shall be a maximum of twelve inches below the bottom of the perimeter of the unit. The ground shall slope at least six inches for ten feet around the unit. (Ord. 1699-0407 § 1 (part), 2007: Ord. 1507-1198 § 1 (Attch. A), 1998)

Section 2.

Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 3.

Savings Clause. Chapter 18.08 of the Shelton Municipal Code shall remain in full force and effect until such date as this ordinance becomes effective.

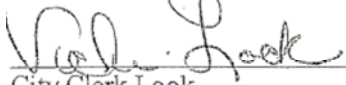
Section 4.

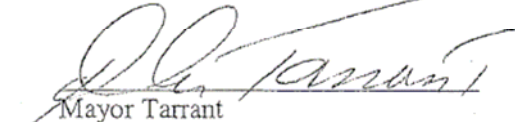
Effective Date. This ordinance shall take effect on MAY 2, 2007.

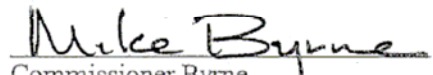
INTRODUCED the 8th day of MARCH, 2007.

ADOPTED by the City Commission of the City of Shelton, Mason County, Washington at a regular open public meeting held the 2ND day of APRIL 2007 the following Commissioners being present and voting in favor of this ordinance.

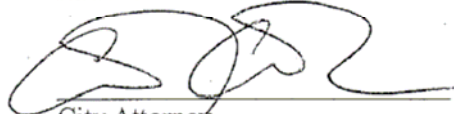
ATTEST:

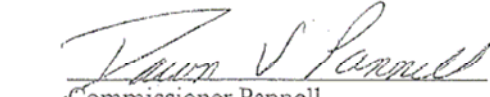

City Clerk Look


Mayor Tarrant


Commissioner Byrne

APPROVED AS TO FORM:


City Attorney


Commissioner Pannell

**MANUFACTURES HOME OWNERS
NEW LAW BEGINNING JULY 1, 1995**

Beginning July1, 1995, building permits for installing manufactured homes in Washington State must contain the name and certification number of the installer.

ASK YOUR DEALER FOR THIS INFORMATION.

One certified installer with a certification number must be on site whenever installation work is being done.

Installation work is:

- Assembling forms for concrete;
- Installing supports, piers, anchors and tie-downs;
- Set-up;
- Skirting;
- Connection to on-site sewer and water; and/or
- Extending the hot water pressure relief valve/drain.

If several certified installers are involved in the installation, all their names and certification numbers must be on the building permit.

A certified installer is not required to be present for:

- Site preparation (excavation, grading, ect.);
- Plumbing (you will need a licensed plumber for more than simple connections);
- Electrical work (you will need a licensed electrician);
- Accessory decks, carports and garages (you will need a permit from the local Building Department);
- Pouring concrete forms;
- Dry wall, painting, finishing trim; and/or
- Carpet installation.

If the home is being altered from its original factory condition, an alteration permit from the Washington State Department of Labor and Industries is required. Homeowners may personally install their own home without being certified.

The maximum fine for noncompliance with the new certification requirement is \$1,000.00.

MOBILE/MANUFACTURED HOME PERMIT INFORMATION

The City of Shelton Building Department operates under the 2006 International Building Code, the 2006 International Fire Code, and the 2006 International Mechanical Code. Seismic Zone D-1, Wind Exposure "B", 85 mph, Snow Load 25 lbs. Per sf. applies to new construction.

Special areas of concern regarding local construction may consist of freshwater backflow prevention devices, sewage backwater valves, and pit set foundations. Additional information is available in the Building Department.

If the Building Official determines that the building site is in a hazardous location, additional information will be required (e.g., soils report, hold-harmless agreements, liability insurance, special inspections). The planning Department administers the Critical Areas Ordinance and special site requirements. For more information on critical areas and special site requirements, contact the planning department.

A Right-of-Way Permit is required for any work done in the public right-of-way. Contact the Public Works Department if this applies to the proposed construction.

ELECTRICAL PERMIT

A separate permit needs to be obtained for Mobile/Manufactured Homes. Please call the State of Washington Information Services at (360) 902-6350 for information.

PLUMBING PERMITS

Please contact the Building Department at (360) 426-9731 for information on Plumbing Permits.

WOOD STOVE/GAS STOVES

For information on wood stoves and gas stoves in Mobile/Manufactured Homes, please call (360) 533-8226, Department of Labor and Industries, Factory Assembled Housing Division.

CONSUMER PROTECTION

For information on consumer protection regarding construction complaints, contact the Washington State Department of Attorney General at (800) 551-4636.

To verify a Contractor's registration, contact the Washington State Department of Labor and Industries Registration office at (800) 647-0982.



Hiring a Contractor or Remodeler:

PUBLICATION
F625-084-000 [11-2006]

What you should know

Are you planning to hire someone to work on your home or property? Do your homework.



Shop smart

While the law provides some protection from fraudulent or incompetent contractors, it doesn't guarantee honest transactions or perfect performance. Informed, cautious consumers can better protect their financial investment.

Generally, work that "adds to or subtracts from real estate" requires a registered contractor. Businesses that provide services such as gutter cleaning, pruning, lawn care or window washing do not need to be registered.

What does the law require?

In Washington, all contractors who perform work, advertise or submit bids or proposals in this state must be registered with the Department of Labor and Industries, post a bond and carry general liability insurance coverage.

- A general contractor must maintain a \$12,000 bond. A specialty contractor, such as a painter, must maintain a \$6,000 bond. Dissatisfied consumers may pursue restitution with civil action in Superior Court against a contractor's bond.
- All registered contractors must carry general liability insurance coverage (\$50,000 property damage and \$200,000 public liability or \$250,000 combined single limit).
- Contractors are also required to have a current business license. If the contractor has employees, he or she must have industrial insurance.
- A contractor is required to provide a disclosure statement ("Notice to Customer") to the consumer/property owner for a residential project with a projected cost of \$1,000 or more, and a commercial project of \$1,000 to \$60,000.



test to become a contractor in Washington State.



Get answers

Visit L&I's Construction Compliance web site at www.Contractors.LNI.wa.gov, contact your local L&I office or call the toll-free contractor registration hotline (1-800-647-0982) to learn:

- If a contractor is currently registered.
- How long the contractor has been registered.
- If action against the contractor's bond is pending or has been taken in the past.
- Other business names under which a contractor may have operated.
- Whether a contractor has industrial insurance coverage for his or her employees.

Before you hire a contractor or remodeler:

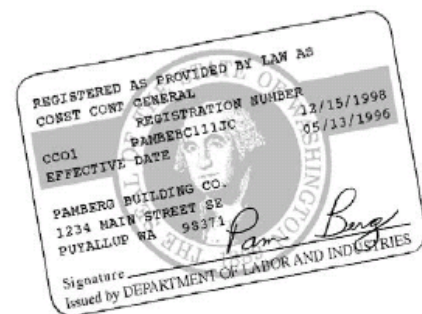
1. Plan your project carefully. If you know what you want done and can clearly explain it, you're less likely to misunderstand instructions or encounter cost overruns.
2. Interview several qualified registered contractors and solicit written bids.
3. Verify potential contractors' registration online at: www.Contractors.LNI.wa.gov, by phone at 1-800-647-0982 or by contacting your local L&I office.
4. Ask for references and then check them out. If possible, view the work, interview the homeowner and visit a site with work in progress.

Look for the contractor registration number in advertisements for contractors. The law requires this number to be included in all advertisements, including business cards and the Yellow Pages.



Smart consumers ask questions and track progress

5. Ask for references of suppliers that the contractor works with and check out his or her payment record.
6. Evaluate all the aspects of the bids, including the scope of work, warranties, references, time frames and price.
7. Request the contractor post a performance bond for the entire cost of the project if it is more than \$6,000.
8. Try to anticipate problems and inconveniences, such as cost overruns or cleanup, and come to agreement with your contractor on how they will be handled before he or she begins work.



Once you have chosen a contractor or remodeler:

1. Obtain a written contract that includes price, payment terms, sales tax, permit fees (if applicable), the specific work to be performed, materials to be used, warranties and payment schedules. It is also a good idea to include change-order processes, final review and sign-off procedures and cleanup.
2. Ask for a disclosure statement prior to work starting. Sample disclosure statements are available on the L&I web site and at local L&I offices.
3. Make frequent inspections and consult your local building department about required permits. Make sure that all permits are in place and that inspections are in order.
4. When advancing money for materials, it may be possible to make checks payable to both the contractor and the supply house.
5. Put all change orders in writing and ask questions as work progresses. Avoid verbal contracts, and be very cautious about paying for incomplete work.



Be wary of contractors who:

- Provide credentials or references that can't be verified.
- Offer a special price only if you sign today, or use other high-pressure sales techniques.
- Only accept cash, require large deposits or the entire costs up front, or ask you to make the payment in their name.
- Do not provide a written contract or complete bid.
- Ask you to pick up the building permit. In most instances, the contractor is required to take out the permits. Permits are your protection and help ensure that work will meet local building codes.
- Offer exceptionally long warranties.
- Want to do most or all the work on weekends and after-hours.
- Give you an offer that sounds "too good to be true."



To report fraudulent
contractors call
1-888-811-5974
or go to
www.Fraud.LNI.wa.gov

Protect yourself with permits

Manufactured/Mobile Home Permits - L&I has statewide responsibility for approving plans and inspecting both new and altered manufactured/mobile homes and recreational vehicles for safety. For more information go to www.FAS.LNI.wa.gov.

Building Permits - Contact your local county or city building department.

Electrical Permits - L&I performs most inspections throughout the state, but some cities do their own electrical inspections. For more information, go to www.ElecPermit.LNI.wa.gov.

Public Works Utilities and Storm water Requirements

A Utility Application is required in order for the resident to receive City water and sewer service. These are available when building/plumbing permits are completed and submitted, please ask staff.

The applicant will complete and sign the Utility Application form and submit it along with the application fees. Incomplete applications will not be accepted and will be returned to the applicant.

Water Service

City utility staff will complete an estimate for connection. The usual water meter connection size for each single-family dwelling unit is $\frac{3}{4}$ inch. If you have questions regarding size or number of meters required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Construction Standards.

Typically the estimate is returned to the permit technician and returned for payment with the building/plumbing permits. Once the estimate is paid, City staff will tap the main and install a water meter at the property line. After all work has been completed, the actual costs will be calculated and you will be billed for any additional costs. The applicant installs the water line from the meter to the structure.

Sewer Service

Unless the City indicates otherwise in the estimate, the property owner is responsible to hire a **licensed and bonded** contractor to make the tap under the City's inspection. Please check with L&I as to the current license status of your contractor.

The usual sewer connection size for each single-family dwelling unit is 4 inches. If you have questions regarding construction requirements, type of pipe, size of pipe, or number of connections required, please consult with staff, Shelton Municipal Code, and the Public Works Design and Construction Standards. Also note that this work will require a **Right of Way permit**.

Construction and Inspection

For construction requirements, please consult with City staff, Shelton Municipal Code, and the currently adopted Public Works Design and Construction Standards.

CALL TWO WORKING DAYS BEFORE YOU DIG

1-800-424-5555

www.callbeforeyoudig.com

Utilities Underground Location Center

Once the construction is completed, the developer or contractor must contact the City of Shelton at (360) 426-9731 for final inspections (**48 hour notice is required**). Please note that due to staff availability days of inspection may be limited, your understanding appreciated.

Storm water Management

All construction will be required to submit an abbreviated drainage plan, which includes a Small Parcel Erosion & Sediment Control Plan. This information should be included on the site plan drawing submitted. Please consult with staff, Shelton Municipal Code, the Public Works Design and Construction Standards (TESC).