

# MANUFACTURED HOME INSTALLATION PERMIT PROCEDURE

## **THREE DEPARTMENT APPROVALS ARE REQUIRED BEFORE AN INSTALLATION PERMIT CAN BE ISSUED!!!**

### I. BUILDING DEPARTMENT

- A. Building Department is a separate department from Planning Department & Public Health
1. Call the building department for mobile home installation issues (509) 422-7110
  2. Call the planning department for land use issues (509) 422-7160
  3. Call Public Health for water adequacy and septic approval (509) 422-7140

### II. INSTALLATION PERMIT PROCEDURE

#### **FILL APPLICATION OUT COMPLETELY FOR FASTER SERVICE**

#### A. Fees

1. Standard Fees

Single Wide \$200.00 Double Wide \$250.00

Add an additional \$50.00 for each size thereafter

**(An invoice will be sent for applications received in the mail)**

2. ***Fees for installation permit are due at the time of Submission***

3. **SITE ANALYSIS FEE MUST BE SENT SEPARATELY TO THE PLANNING DEPARTMENT**

4. **Must have Certified Installer's Number (Not WAINS) OR owner's signature as Owner/Installer on application.**

#### B. Planning Department Approval

1. Located at 123 5th North, Suite #130 (509) 422-7160
2. Site analysis application with site plan
3. Physical address

#### C. Health District Approval

1. Septic approval, requires Health Dist. Signature or copy of signed approved permit
2. Water adequacy approval, same requirement as above
3. Public Health telephone numbers (509) 422-7140

#### D. Labor and Industries

1. **PRE 1977 MANUFACTURED HOMES MUST HAVE FIRE ALTERATION SAFETY PERMIT THROUGH LABOR AND INDUSTRIES TO OBTAIN AN OKANOGAN COUNTY INSTALLATION PERMIT**
2. Labor and Industries telephone number (800) 292-5920 Eastern Wa Only Or (509) 886-6500 for the Wenatchee Office.

### III. INSTALLATION PERMIT ISSUANCE

#### A. Procedure

1. Staff will call the applicant when the permit is ready to be issued  
Permit can be picked up OR mailed

### IV. INSPECTIONS

#### A. Why are inspections required?

1. Assure required blocking, tie downs, skirting, exit landing meet codes
2. Inspections are required to procure a Title Elimination Certificate through a title company

#### B. **Call for required inspections 24 hours in advance**

1. Give permit number, name and phone number
2. State type of inspection, date for inspection and site location  
**(Note: Although every effort will be made to accommodate your inspection needs, please try to request inspections for the day the inspector will be in your area.)**
3. Have permit on job site
4. Give clear and complete directions to the site, post site with physical address or marker to assist the inspector in finding the site
5. Provide appropriate access to the job site

### V. OTHER STRUCTURES

**Decks, Porches, Garages, Carports and similar structures require a separate building permit.**

# MANUFACTURED/MOBILE HOME INSTALLATION PERMIT

## APPLICATION

(separate permits are required for decks more than 30 inches above ground level & all covered decks)

### AND ALL ADDITIONS

OKANOGAN COUNTY, WASHINGTON

123 North 5th - #115

Okanogan, WA 98840

PHONE (509) 422-7110 - FAX (509) 422-7220

[www.okanogancounty.org/Building](http://www.okanogancounty.org/Building)

SEND WHEN READY: [ ]

CALL WHEN READY: [ ]

Process # \_\_\_\_\_

**No Manufactured Home Is Allowed To be Moved Prior To The Issuance Of A Manufactured Home Permit.**

### APPLICANT:

Name: \_\_\_\_\_

Mailing  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

### Notice

Mfg/Mobile Homes constructed **prior to 1977** must have a Washington State Department of Labor and Industries "Alteration Fire Safety Permit" **before** the Okanogan County Building Department can issue an Installation Permit. For more information contact the Dept of Labor & Industries at (509) 886-6500 in Wenatchee.

**PROPERTY OWNER SIGNATURE IF  
DIFFERENT FROM APPLICANT:**

### LOCATION OF INSTALLATION:

Address \_\_\_\_\_

City: \_\_\_\_\_

Parcel # \_\_\_\_\_

### INSTALLER INFORMATION:

Owner Installed: YES NO

Owner's Signature *if* installing as Owner/Installer \_\_\_\_\_

Certified Installer's Name: \_\_\_\_\_

**Certified Installer's Number** \_\_\_\_\_

Installer's Phone Number \_\_\_\_\_

Name of Park/Court \_\_\_\_\_

### MFG/MH INFORMATION:

Make/Model \_\_\_\_\_

Serial # \_\_\_\_\_ (IF AVAILABLE)

Valuation \$ \_\_\_\_\_ (MUST HAVE)

# Bedrooms \_\_\_\_\_ Dimensions \_\_\_\_\_

Year \_\_\_\_\_ Single Double Triple

**IS THIS MFG/MH REPLACING A FORMER MFG/MH? YES NO**

I Hereby Apply For A Manufactured/Mobile Home Permit. I Acknowledge That I Have Read All Application Materials.  
I Hereby Certify That The Above Information Is Correct.

Signature of Owner or Agent \_\_\_\_\_

Date of Signature \_\_\_\_\_

**BUILDING DEPARTMENT AND REQUIRED APPROVALS**

Building Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments/Conditions to be added to Installation Permit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **L & I FAS PERMIT - ENCLOSED N/A**

Health District: \_\_\_\_\_ Date: \_\_\_\_\_

Septic Site Approved? **YES NO** Date: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_  
Water Approved? **YES NO** Date: \_\_\_\_\_

Comments/Conditions to be added to Installation Permit:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES INVOICE**

MFG/MH FEE \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

\$ \_\_\_\_\_

**TOTAL FEES \$** \_\_\_\_\_

DATE \_\_\_\_\_  
RECEIPT # \_\_\_\_\_

CHECK # \_\_\_\_\_

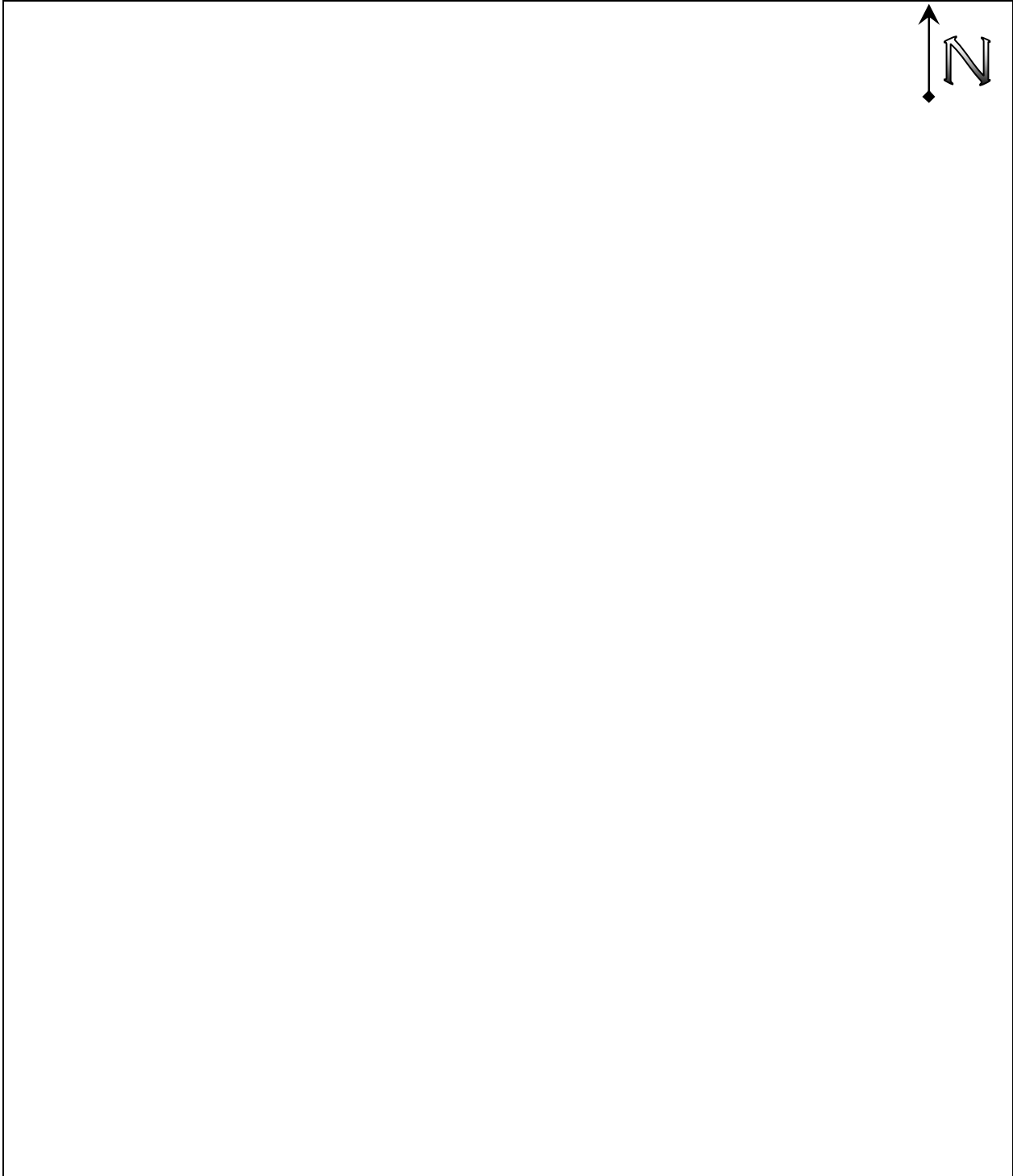
Fees Figured By \_\_\_\_\_

**PLEASE GIVE CLEAR DIRECTIONS ON HOW TO GET TO  
YOUR BUILDING SITE**

Directions to the site: \_\_\_\_\_

\_\_\_\_\_

Use the space below to provide a detailed drawing showing HOW TO GET TO building project. Show all roads and road names leading to the project. Show mileage. Start from closest town.



A large empty rectangular box for drawing directions, with a north arrow in the top right corner.

**WAC 296-150M-0610** What instructions are used for a manufactured home installation?

To the extent that the installation of a manufactured home is not covered by a manufacturer's, engineer's or architect's instructions, the manufactured home shall comply with the installation requirements of this section.

- (1) Installation of a new manufactured home.
  - (a) The initial manufactured home installation must be conducted according to the manufacturer's instructions.
  - (b) If the manufacturer's instructions do not address an aspect of the installation, you may request:
    - (i) Specific instructions from the manufacturer; or
    - (ii) Specific instructions from a professional engineer or architect licensed in Washington state.

For Example:

**(A) A manufactured home is installed over a basement and the manufacturer's instructions do not address this application;**

- (1) All manufactured homes installed in Washington state must be permanently anchored except for those installed on dealer lots. On dealer lots temporary sets are permitted without anchoring being installed. A manufactured home must be anchored according to the manufacturer's installation instructions or according to the design of a professional engineer or architect licensed in Washington State. Local jurisdictions may not prescribe anchoring methods.

***It shall be the duty*** of the owner or person doing the authorized installation by a permit to notify the building department that such work is ready for inspection. The building department requires that every inspection be requested at least 24 hours before such inspection is desired.

It shall be the duty of the person requesting any inspection to provide access to and means for inspection of such work.

Blocking & tie downs must be approved before occupancy.

Okanogan County requires separate building permits for additions, covered patios, and decks 30" and greater above grade.

All alterations to a manufactured home must be approved by the Department of Labor & Industries (800) 292-5920 [EASTERN WA ONLY] or (509) 886-6500

This application is for installation of a manufactured/mobile home **ONLY**

To receive a final all inspections must be completed and signed off.

The following manufactured home inspections are required:

1. Slab rebar - If applicable.
2. Blocking & Tiedowns - sewer hookup, water hookup, vapor barrier and setbacks.
3. Skirting and venting.
4. Final - all permanent steps and handrails are in place.