

# KITITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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**M-001**  
**BULLETIN**

## MANUFACTURED HOME BUILDING PERMIT REQUIREMENTS

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITITAS.WA.US/CDS](http://WWW.CO.KITITAS.WA.US/CDS)

This packet serves as a guideline to help you understand the requirements for obtaining a manufactured home placement permit.

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To obtain a permit for placement of a manufactured home you must provide and/or abide by the following:

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NOTE: Electrical permits are issued by the Washington State Department of Labor and Industries.

### APPLICABLE CODES

Your project will be checked for compliance with the following codes as applicable:

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| 1. 2012 International Building Code                 | 8. 2012 International Property Maintenance Code            |
| 2. 2012 International Residential Code              | 9. 2012 Washington State Energy Code                       |
| 3. 2012 International Mechanical Code               | 10. Kittitas County Zoning Code                            |
| 4. 2012 International Fire Code                     | 11. Kittitas County Code Chapter 17 Critical Areas         |
| 5. 2012 Uniform Plumbing Code                       | 12. WA State Shoreline Management Act                      |
| 6. 2012 International Fuel Gas Code                 | 13. Other Ordinances & Policies Adopted by Kittitas County |
| 7. 2012 International Wildland-Urban Interface Code | 14. Other Ordinances & Policies Adopted by WA State        |

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NOTE: Kittitas County has created this customer information bulletin to inform the public about the effect of codes and regulations on their projects. This packet is not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts arise, current codes and regulations are the final authority. Since codes and regulations may be revised or amended at any time, consult Kittitas County to be sure all requirements are met before work begins.

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A. **Completed Application for Permit**

The Application for Permit establishes the property owner, contractor, scope of work, as well as other relevant information. Please be sure to fill out the application completely. This includes contractor license number, installer certification number, contact name, phone numbers and e-mails, as well as the type and location of the heating system.

B. **Map Parcel Number**

This is a 13-digit number assigned by the Assessor's Office. This number is used by Community Development Services to file and organize all information for your permit. (i.e. xx-xx-xxxx-xxxx)

C. **Two Unified Site Plans (or Plot Plans)**

Two site plans are required and can be submitted before or at time of application for building permit. There is a \$50.00 fee for the Critical Areas Evaluation which is paid in addition to the placement permit fee.

A site plan is a graphical presentation of your entire lot as seen from an aerial view and must include certain features (see example drawing D-1).

The following list identifies some graphical notes required on the site plan:

- o Scale (1" = 100' maximum)
- o Proposed and/or Existing Structures(s) and/or Tank(s) with Dimensions
- o Lot Line, Setbacks, and Easements with Dimensions
- o Surface Water
- o Location of Existing and/or Proposed Access Point(s)
- o North Arrow
- o Septic / Reserve Areas and Well Location
- o Natural Features (Slopes, Gullies, Etc.)
- o Adjacent Address and Nearest Cross Street

D. **Flood Development Permit (if applicable)**

Based on the critical areas review, if your project lies within a Flood Hazard Area, a Flood Development Permit may be required. Additional forms and permit fees are necessary. A pre-application meeting is required prior to application submittal. Please contact a permit technician at Community Development Services for further information.

E. **Wildland Urban Interface Code**

All properties must comply with the WUIC for types of materials allowed and a defensible space plan.

A separate WUIC Permit is required. Please contact the Kittitas County Fire Marshal's Office for more information (509) 962-7000.

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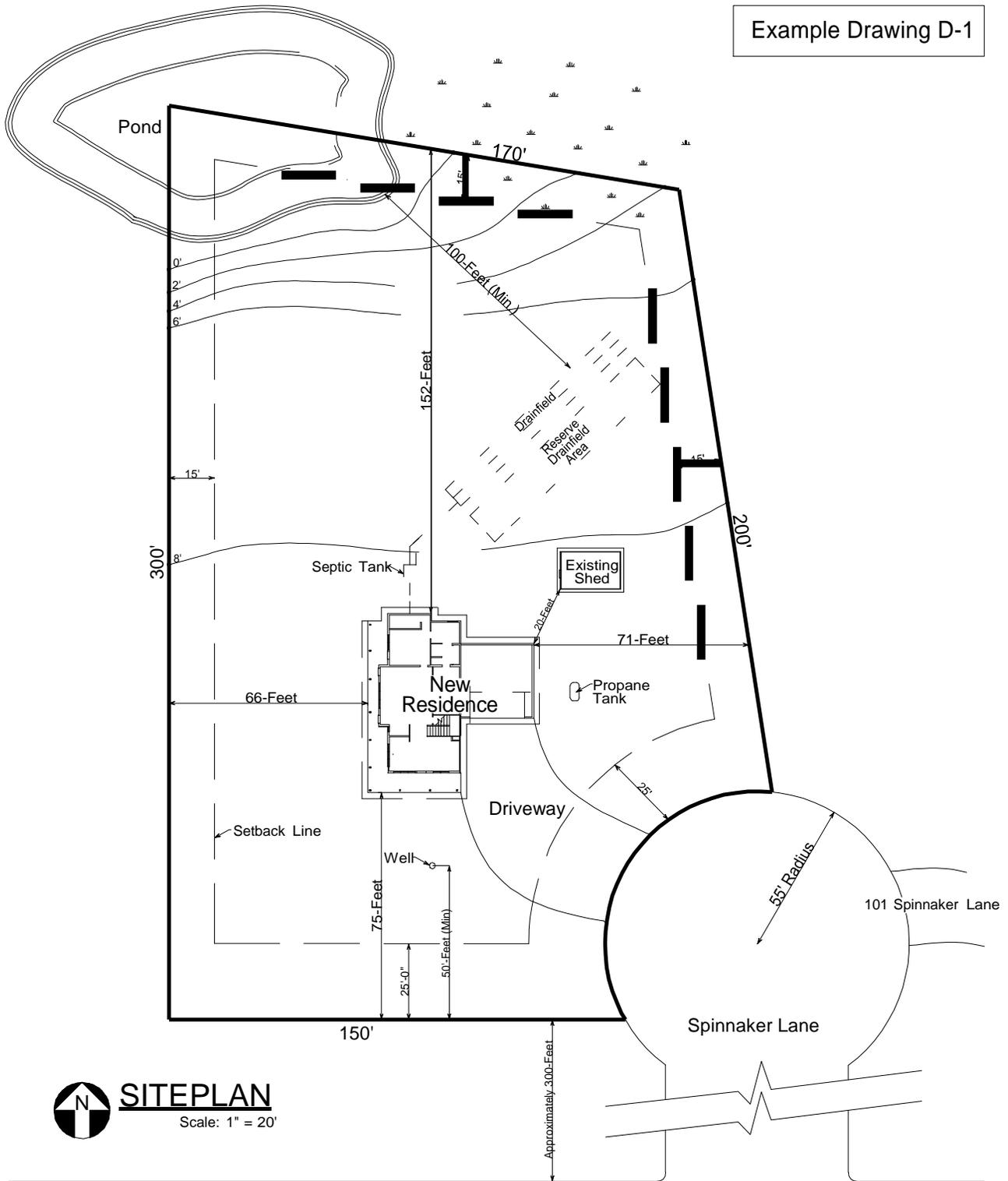
## Unified Site Plan (or Plot Plan)

The site plan is a graphical presentation of an entire lot as seen from an aerial view. (See Example Drawing D-1) This site plan will be used by Kittitas County CDS to check setbacks and critical areas, used by the department of Public Works to grant access and issue addresses, and used by the Environmental Health Department for septic permits. Two copies of the site plan are required for building permit applications.

The Following List Identifies Some Graphical Notes and Text Required On the Site Plan:

- **Scale** - Scale is required. Minimum scale 1" = 100'. The site plan must give dimensions for the property and show the entire lot without broken property lines. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at 1" = 20' scale.
- **Proposed and/or Existing Structure(s) and/or Tank(s) with Dimensions** - Show all existing and proposed buildings, structures, uses and distances to property lines, and other buildings and easements. Structures include all buildings, porches, decks, retaining walls, rockeries, and above ground and underground tanks. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.
- **Lot Lines, Setbacks, and Easements with Dimensions** - Show all property lines, building setback lines, applicable plat or short plat restrictions and easements. Documentation of easements(s) may be required.
- **Surface Water** - (Ponds, Streams, Irrigation Laterals, Canals, Ditches, Wetlands, Rivers, Creeks, Ravines, Springs, Lakes, Bogs, Areas of Saturated Ground, Flood Hazard Areas/Boundaries, Erosions Hazard Areas, and Coal Mines) should be indicated on the site plan. Show the name of the body of water (if applicable). Show distances to abutting structures.
- **Location of Existing and/or Proposed Access Point(s)** - This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Please mark location of approach with stakes and ribbon. For questions on access contact the Department of Public Works at (509) 962-7523.
- **North Arrow**
- **Septic / Reserve Areas and Well Location** - Show setbacks with respect to the location of the septic tank, drain field and reserve area. These must be identical to the location approved by the Environmental Health Department. Show well location and any encroachments within the well protection area. For questions on septic and well requirements and restrictions contact the Kittitas County Environmental Health Department at (509) 962-7515.
- **Natural Features (Slopes, Gullies, Etc.)** - Show all contour lines on the site plan. If any portion of the site slopes more than 33%, geotechnical engineering is required.
- **Adjacent Address** – Show and/or describe the approximate distance and address of the nearest addressed driveway. This may be shown graphically or described on the site plan.
- **Nearest Cross Street** – Show and/or describe the approximate distance to the nearest cross street. This may be shown graphically or described on the site plan.

Example Drawing D-1



 **SITEPLAN**  
Scale: 1" = 20'

FairWindRoad

NOTE: This Site Plan Is One Typical Example, Depending On The Site, Other Restrictions And Requirements May Apply.

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F. Two Copies of Manufacturer's Setup and Installation Instructions

All new manufactured homes are required to have setup instructions from the manufacturer which are specific to the model of home being installed. This would include a concrete block footing or poured concrete runner plan, blocking plan, and an anchoring or tie-down plan (WAC-296-150I-310).

Exceptions:

1. Washington State architect or engineered design

All pre-owned manufactured homes are required to have setup instructions as listed above for a new manufactured home.

Exceptions:

1. Washington State architect or engineered design
2. Setup per ANSI A225.1-1994 Manufactured Home Installations Manual (40 lb. max. roof snow load) when the original setup information is unavailable.

G. Engineering

Engineering is required for all manufactured home footings and foundations with a ground snow load of 70 p.s.f. or greater unless specifically designed by the manufacturer for an equal or greater snow load of the specific site as identified by Kittitas County. (WAC 296-150I-0300 and WAC-296-150I-310).

Engineering can be required for specific installation details not provided by the manufacturer. Specific details from a Washington State licensed architect or engineer may suffice in lieu of manufacturer's installation details (WAC-296-150I-310).

Plans submitted that have been designed by a licensed architect or engineer shall have two copies of all construction details and drawings, on minimum 11"x17" paper, at ¼" = 1'-0" scale, and be wet stamped by the architect or engineer (one set may be a photo copy).

It is highly recommended to call our department prior to starting the engineering for all design criteria (example: snow load, seismic zone and frost depth).

H. Fees

Fees are required as follows:

Critical Areas Fee

Manufactured Home Placement Permit Fee (per square foot)

Fire Marshal Fee (International Wildland-Urban Interface Code requirements)

Other Fees (Septic permit fee, water availability fee, state building code fee, permit issuance fee, investigation fee, other permits, misc.)

I. On-Site Sewage Disposal Permit

An on-site sewage disposal permit must be issued by the Environmental Health Department prior to the issuance of a building permit. For building sites in areas on a sewer system, a letter certifying sewer availability from the Sewer District is required. For questions with on-site sewage permits contact Kittitas County Environmental Health Department at (509) 962-7515.

J. Water Availability Notification Form

A complete water availability form (attached at the end of this packet) must be filled out and proof of potable water given or notices of intent to construct a water well received and approved prior to a building permit being issued. For questions on approved public water systems or constructing an onsite well contact the Kittitas County Environmental Health Department at (509) 962-7515.

## K. Access Permit and Rural Address

Access must be approved, installed, and inspected prior to receiving a building permit and a rural address assigned. Contact the Kittitas County Department of Public Works at (509) 962-7523.

## L. Miscellaneous

1. The State Contractors Registration Act (RCW Chapter 18.27) requires all persons doing any work as a Contractor to obtain a Certificate of Registration from the Washington State department of Labor and Industries. A manufactured home installer must also be Washington State Certified and provide certification number (WAC 296-150I-0110).
2. An owner can personally perform the proposed construction or can contract to have the work performed by a Registered Contractor and/or Certified Installer (WAC 296-150I-0110).
3. An owner, if not a registered contractor, can construct improvements on his or her own property provided it is done WITHOUT the intention of selling the improved property.
4. It is unlawful to do any work as a Contractor without a Certificate of Registration. Violation of these requirements is a misdemeanor.
5. It is the property owner's responsibility to insure all inspections are performed.
6. Inspection request line: (509) 962-7694 (Call by 1:00pm to schedule out one day. After 1:00pm to schedule out two days, except holiday and weekends.)
7. Other items may be required, depending on the specific project and/or locations. Additional engineered drawings, sections, details and structural plans may be required.

## M. Permitting Process

1. All Manufactured Home permits require a WUIC Permit.
2. If the project site is located within a Flood Hazard area, a Flood Development Permit is required.
3. Once the WUIC and Flood Development Permit(s) (if required) have been completed, a Manufactured Home Permit can then be issued *over-the-counter* if providing documentation listed in F or G above.

## N. Placement Requirements

1. Must be installed as per Manufacturer's instructions, Architect or Engineered design, or ANSI A225.1-1994 as applicable.
2. The home may be installed by the homeowner, a certified installer, an individual supervised by an on site certified installer or a specialty trades person for certain aspects of installation.
3. On site structures such as carports, decks, garages, porches and similar auxiliary units should be self-supporting and inspected by our department under separate permit. Those that are not self-supporting will be first permitted by Washington State Labor and Industries personnel and a wet stamped copy of the approved Wash. State L & I plans provided to Kittitas County CDS at permit submittal. Any interior changes shall also be permitted by Wash. State L & I.
4. All vegetation under the home must be removed and the home placed on undisturbed soil in such a manner that the bottom of the footings will be 24 inches below grade at final.
5. Area under the home must have a vapor barrier of minimum 6 mil. thick black poly and lapped a min. 12". The ground cover may be omitted if the under floor area of the home has a concrete slab floor with a minimum thickness of three and one-half inches.
6. Clearance under the home must be a minimum of 18" beneath the lowest member of the main frame and the ground or footing. No more than 25% of the lowest member of the main frame shall be less than 18 inches and in no case be less than 12 inches anywhere under the home.
7. Hot water tank pressure relief lines must be exhausted to the exterior of the foundation skirting, directed downward, and must be located at least 6" above but not more than 2'-0" above ground.
8. A manufactured home must have skirting around its entire perimeter. It must be of materials suitable for ground contact. Metal fasteners must be hot dipped galvanized, stainless steel or other approved corrosion resistant material. The skirting shall be recessed behind the siding or

- trim to not allow water to be trapped.
9. Skirting must be vented by openings protected from the entrance of rodents by being covered with corrosion resistant wire mesh with maximum openings of 1/4 inch. Such openings must have a net area of not less than one square foot for each one hundred fifty square feet of under floor area.
  10. Dryer ducts to be smooth metal, insulated, properly hung and terminated to the exterior.
  11. Anchoring devices must be placed properly in accordance with manufacturer's specifications, be tight and closed loops at attachments.
  12. Shall be located as site plan and approved Critical Areas form indicate.
  13. Access opening to crawl must be 18 by 24-inch minimum and have a cover for opening.
  14. Heat duct crossovers must be installed per the manufacturer's installation instruction manual or per ANSI A225.1 or the following instructions if the manufacturer's instructions are not available: Heat duct crossovers must be supported at least one inch above the ground by strapping or blocking. They must be installed to avoid standing water. Also, they must be installed to prevent compression, sharp bends and to minimize stress at the connections.
  15. Water piping must be protected against freezing as per the manufacturer's installation instructions or by use of a heat tape listed for use with manufactured homes and installed per the heat tape manufacturer's installation instructions.
  16. Reversing of the drain line is considered to be an alteration, which would require a Wash. State L & I permit. Knowledge of the plumbing code is necessary for clean-out placement, slope of drain and supports.
  17. Must have at least one permanent landing of 3'x3' minimum and/or steps attached to the main entrance. If the landing or steps exceeds 30" in height from grade, then railings are required.
  18. All seals must be affixed to the outer skin as required by Wash. State Labor & Industries.
  19. Be in accordance with all Kittitas County Zoning requirements.

## O. Inspections Required

1. All manufactured home installations must be inspected and approved by the local enforcement agency (WAC 296-150I-0100). Please call Kittitas County Community Development Services Inspection Request Line at: 509-962-7694 to schedule an inspection. Your permit card must be on site and available to the inspector at the time of inspection.
2. A footing or runner inspection shall be done and approved prior to pouring concrete or placement of the home.
3. An anchoring and blocking inspection shall be done and approved prior to installation or placement of any skirting. Do not install skirting until this inspection is approved. If skirting is installed prior to inspection, you may be asked to remove it.
4. A final inspection shall be done and approved prior to occupancy.
5. If manufacturer's setup and installation documentation was not received at permit application, you must fill out Bulletin M-004 and provide the documentation on site. Manufacturer's setup documentation shall be on site and available to the inspector at the time of inspection (WAC 296-150I-0310) or the inspector may choose not to perform the inspection and you must re-schedule. A re-inspection fee will be assessed and no inspections will occur until it has been paid.
6. Inspections for accessory structures whether attached or not to the manufactured home shall be under separate permit but could be done concurrently (you must specify all relevant permit numbers when scheduling an inspection).
7. Any inspections that fail and require re-inspection may incur re-inspection fees.

## P. Locator Map and Address Posted

1. An adequate map must be provided prior to permit issuance that clearly provides driving directions to the project site. This map must be of sufficient scale and clearly labeled.
2. The project site must be clearly addressed to the nearest cross street.