



Manufactured Homes Bulletin # 22

Department of Planning and Land Services, June 2007
Division of Building Safety and Inspection for 2006 I Codes

A Guide to Building Permits for

This bulletin has been designed to assist you in applying for a building permit for a manufactured home. To accept an application for a permit, documents and information submitted at the Development Center counter must be complete and all applicable fees must be paid. A complete application includes all of the applicable information for the project as noted on a Submittal Standard. This form is completed by a Permit Technician when you first visit the Development Center.

Parcel Number: The permit process is started with land information found using the parcel number. The tax parcel number is noted on the property tax statement. You may also obtain a tax parcel number from the Pierce County Assessor/Treasurer's office. Please call (253) 798-6111 for assistance.

Step One: Gathering Information

Bring your parcel (tax) number and a site plan to the Pierce County Annex at 2401 S 35th St Tacoma. The purpose of this **first visit** is to collect information about your parcel. Some of the items that you need to find out about include; wetlands; flood zones; steep slopes; setbacks; allowed uses; erosion control requirements and to obtain a **submittal checklist** for your specific project. Plan on taking a couple of hours for this **first visit**. As an alternative, check the phone number on page 2, you may be able to get the information you need over the phone or internet.

Step Two: Making an Application

Using the **submittal checklist** collect all the required plans, reports and other documentation noted. It is important to get all the information that was noted on the submittal checklist and the correct number of copies. If you are missing items you most likely will not be able to apply and will need to return when you have the information.

Step Three: Inspections

Once the permit has been issued site inspections will be made. Some projects may require permits from more than one agency. Each agency may have inspection requirements that you will need to coordinate.



Common Elements for a Complete Application

1. **PARCEL NUMBER** – This number is on your property tax statement or you may obtain it from the Pierce County Assessor/Treasurer's office (253) 798-6111.
2. **PROOF OF PURCHASE** – A contract or bill of sale with make, model number, serial number and size must be provided at time of application.
3. **APPROVED HAULER & CERTIFIED INSTALLER** – Both the hauler and installer must be registered by the State of Washington and be designated at the time an application is processed. An application will be accepted upon confirmation that the hauler's license number is valid and the certified installer is verified. A property owner may be designated as the installer if all set-up work is done by himself/herself.
4. **CRITICAL AREAS CHECKLIST** – The checklist shows that the proposed activity has been reviewed for all inventoried environmental constraints, critical areas, shoreline designation, zoning and other characteristics that have been mapped or established through County action. The checklist is completed at the Development Center counter as part of making an application.
5. **TITLE NOTIFICATION** – The owner of any site within a critical area or natural resource land must record a title notice with the Pierce County Auditor prior to approval of a development proposal. This notification will inform the property owner, future owners and the general public that the parcel lies within an area designated by Pierce County as a specified critical area or natural resource land. (i.e. Aquifer Recharge, Wetland, etc.)
6. **SITE PLAN / VICINITY MAP** – A site plan is required on paper no smaller than 8 ½ x 11 inches, drawn to scale with all the information that is outlined on the last page of the handout. Please refer to the Submittal Standard entitled, Manufactured Home, for the number of copies you will need to submit.

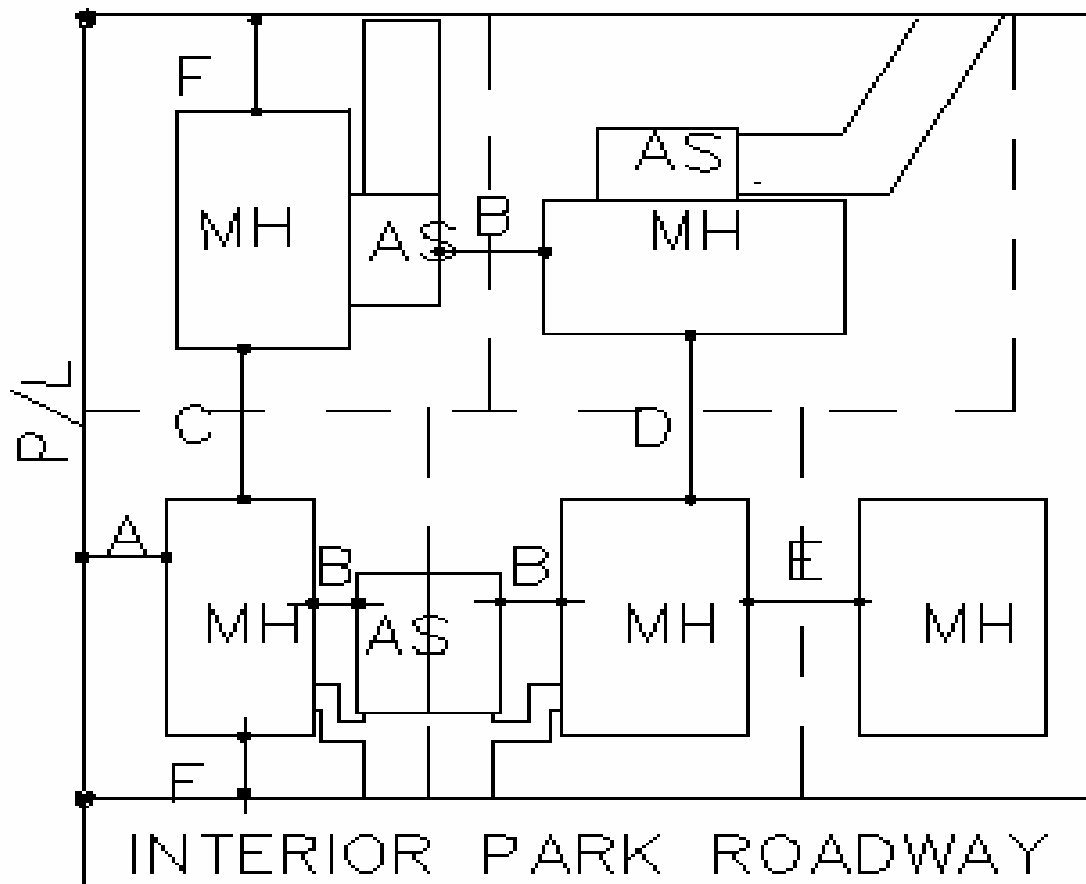
SETBACKS: (Refer to site plan on next page)

Setbacks for homes placed in a Mobile Home Park (**Conforming Park**) established **after** May 5, 1980 are:

- A - Manufactured home or accessory building to the exterior lot line of the park varies with the land use zone the park is in.
- B & C - The minimum space between a manufactured home or accessory building shall be 6 feet wall to wall with a maximum overhang of 12 inches.
- F - The setback for any building to the edge of an interior park roadway is set by the park management.

Setbacks for homes placed in a Mobile Home Park (**Non-Conforming Park**) established **before** May 5, 1980 are:

- A - Manufactured home or accessory building to the exterior lot line of the park varies with the land use zone the park is in.
- B - **Noncombustible** (metal) accessory buildings may be placed on a pad site line but must be 3 feet from a manufactured home or accessory building on an adjacent lot. **Combustible** accessory buildings must be 5 feet from a pad site line.
- C - Manufactured homes end to end 6 feet.
- D - Manufactured homes end to side 8 feet.
- E - Manufactured homes side to side 10 feet.
- F - The setback for any building to the edge of an interior park roadway is set by the park management.



Legend:
 MH Mobile/Manufactured Home
 AS Accessory Buildings (shed, garage, carport) or Structures (decks and landings)
 P/L Property Line/Exterior boundary of a MH park

7. **LAND USE ACTION** – If the proposed structure does not conform to the “use” or “bulk” regulations of the Pierce County Zoning Code, a land use process (variance, etc.) involving an administrative review or a public hearing may be required.
8. **ENVIRONMENTAL CHECKLIST** – Any activity not specifically exempt for the State Environmental Policy Act (SEPA) requires environmental review. All proposed construction of single family dwellings, including manufactured/mobile home and associated accessory structures located in environmentally sensitive areas require a Checklist review.
9. **WETLAND APPLICATION** – Wetland regulations prohibit filling, clearing, grading, construction or any other regulated activity within a wetland or wetland buffer. To facilitate permit review, the County requires proof of avoidance, or review and approval of a wetland application for any activity proposed within 158 feet of a wetland indicator. Wetland indicators are derived from the County wetland atlas, national wetland inventory, floodplain (FEMA) maps, and hydric soils (USDA soils) maps. Review can be undertaken whether by the County, if accompanied by a permit application, or by a private biologist.

Please Note: Review of wetland indicators does not guarantee all wetlands will be identified during processing of application by the county. If wetland areas are discovered during inspection, applicants will need to comply with wetland regulations. To avoid the need for retroactive wetland review, applicants are advised to report any potential wetlands when applying for permits.
10. **LANDSLIDE HAZARD AREAS** – Building in landslide hazard areas, and/or within the associated buffers, will require the applicant to have a geotechnical report prepared by a professional engineer. This report will be reviewed by Development Engineering as part of the review process.
11. **STORM DRAINAGE AND EROSION CONTROL** – When required by plat or sensitive area a Site Development permit will be required to obtain an inspection by our Development Engineer or a signed affidavit by a licensed engineer.
12. **SITE DEVELOPMENT – DEVELOPMENT ENGINEERING REVIEW** – A review and Site Development permit may be required if the site is within a landslide/erosion area, floodplain or if grading necessitates the movement of more than 150 cubic yards of earth. A driveway approach is required when accessing a public road.
13. **SITE DEVELOPMENT – ELEVATING STRUCTURES FOR FLOODPLAIN INSTALLATIONS** – Anchoring and blocking requirements in flood plain areas are required to meet additional requirements. Contact the Building Code and Development Engineering representatives for the specific requirements (253) 798-3739.

14. **CERTIFICATE OF WATER AVAILABILITY / FIRE FLOW** – Relates to the availability of water for fire protection and must be signed by the water purveyor. This form is available at the Development Center counter or may be obtained from the water purveyor. The Vicinity Map must detail existing water main and hydrant locations.
15. **RESIDENTIAL FIRE FLOW WORKSHEET** – Fire protection credits, as described in the Fire Flow Credit Checklist, may be used in lieu of providing fire flow for:
 - 1) Lot areas that are one gross acre or more in area, or,
 - 2) Lot areas less than one gross acre, if fire flow can not be provided economically.

A Permit Technician will assist you in determining if protection credits apply.

NOTE: ON-SITE EMERGENCY VEHICLE ACCESS (EVA) – *Is required when any portion of the exterior wall is more than 150 feet from the road providing access to your property. In addition, a turn around area may be required for Fire Department vehicles as well as a paved surface for access grades greater than 12%*

16. **COPY OF DRAIN FIELD / WATER SOURCE APPROVAL** – Documentation of approved on-site sewage (septic) system and drinking water source must be provided prior to issuing a permit. Should your lot be on a community drain field, documentation that the individual tank and transport lines have been installed, will be required. Water source approval includes the drilling and testing of wells prior to final sign off. If the septic system is installed prior to the mobile/manufactured home care must be taken to not damage the system when moving the home onto the site.
17. **SEWER SERVICE PERMIT APPLICATION** – Is required when connecting to the Pierce County sanitary sewer system. The permit application is created at the Development Center counter and the property owner or developer will be required to pay all applicable charges and fees prior to issuing a sewer service permit.
18. **CONSTRUCTION DRAWING – ALTERATIONS & ADDITIONS** – Alteration of and additions structurally supported by manufactured homes must be approved by the Washington State Department of Labor & Industries prior to County Review. Provide plans of the existing structure for those elements affected by the alterations. When plans are required by L & I, provide copies of the L & I approved plans.
19. **CONDITIONS OF OCCUPANCY** – The following must be completed before you move into your new home. Two inspections are required; Set-up and Final.

Set-up Inspection

The home must be blocked and anchored to the ground according to the installation manual before scheduling this inspection. **This checklist is intended for use in preparing for an inspection. This is only a general list and does not address all possible conditions.**

Installer Certification:

- Installer Certification Tags attached to home indicating all work performed by installer. Check at final.
 - Not required for homeowner doing own work.

Site Preparation:

- Is the home site properly graded and sloped to prevent water from collecting under the home? (e.g. ½ inch per foot minimum of 10 ft around home.)
- If home is pit set and/or on a sloping site, is natural drainage adequately diverted to prevent water from collecting around home?

Installation Instructions:

- The manufacturer's installation instructions, instructions of an engineer or architect, or ANSI A225.1-1994 edition (for relocated homes) must be available for use during inspection. If you need a copy of the ANSI standard call 1-800-735-0100 ask for ANSI A2251.
- NLEA or similar report from Labor & Industries – Additional items L&I require of us to inspect: Items should be listed in the inspection worksheet if required.
- **Installer shall highlight specific details used for the set-up.**

Verify Setbacks:

- Review site plan and inspection worksheet to confirm placement meets minimum required setbacks.
- Property lines shall be identified by locating at least two property corner pins. *(Not needed in parks)*

Foundation & Support Piers:

- Do clearances under the home meet the requirements of WAC 296-150M-0610(g)? 18 inches beneath at least 75% of the lowest member of the main frame and no less than 12 inches anywhere under the home.
- If applicable, are pre-poured concrete runners or full slabs placed to the minimum thickness required by: 1) home manufacturer's instructions, 2) instructions of an engineer or architect, 3) ANSI A225.1-1994 ed. (for relocated homes)?
- Do footings (individual pads, runners, or slabs) meet the local frost-depth requirements?
- Are foundation pier pads and support piers sized and placed according to the specifications set forth in the 1) home manufacturer's instructions, 2) instructions of an engineer or architect, 3) ANSI A225.1-1994 ed. (for relocated homes)?
- If prefabricated piers/pads are used, are they installed according to the manufacturer's instructions? Has engineering documentation been provided?

- Are concrete piers shimmed and wedged so all piers make equal contact with the home? Or, are metal piers adjusted and connected so all piers make equal contact with the home?
- Is the home level?
- If an engineered full foundation system is installed, is the installation according to the system manufacturer's instructions?

□ **Anchoring:**

- Are anchors spaced according to: 1) home manufacturer's instructions, 2) instructions of an engineer or architect, or 3) ANSI A225.1-1994 ed. (for relocated homes); **and** are they installed according to the equipment manufacturer's instructions?
- If an earthquake resistant bracing system is installed, is the installation according to the equipment manufacturer's instructions? Has engineering been supplied?

□ **Other:**

- Is a ground cover installed? (Minimum 6 mil black polyethylene or equivalent per WAC 296-150M-0610 (1) (k), not required for full concrete slab with minimum thickness of three and one-half inches.
- Are structural connections of the home sections made per manufacturer's instructions?
- Is the heating crossover duct connected properly and supported off the ground?
- Are the plumbing water and waste crossovers connected properly?
- Is the drain pipe supported according to the manufacturer's installation instructions?
- If under floor plumbing was shipped-loose, is it installed according to the instructions provided by the manufacturer? *Note: Any deviation from the manufacturer's original design and instructions is considered an alteration to be permitted and inspected by Department of Labor and Industries and must be completed by a certified plumber.*
- Are all holes and tears in the belly fabric patched in an approved manner?
- If required, where a wood or pellet stove is installed, is it blocked? Is the combustion air vented to the crawl space or exterior of the home?
- Is the dryer vented to the exterior and 1) does it comply with dryer manufacturer's specifications; or 2) is metal with smooth interior surfaces used?
- The installer shall test the water lines, waste lines, and gas lines.
Note: Pierce County Inspector shall witness the test of the gas lines.
- Are heat pump and air conditioning condensation lines extended to the exterior of the home?
- Is the water heater pressure relief valve terminated to the exterior and then down?
- Is water piping protected against freezing per the home manufacturer's instructions? Or is a heat tape listed for use with manufactured homes installed per tape mfg. instructions?
- The plumbing building drain and connection to septic or sewer must be 12" below grade. Changes to the plumbing package provided by the manufacturer will require a separate permit.
- At the Set-Up Inspection ask for installer certifications to be posted on site @ Final Inspection.

Final Inspection

This checklist is intended for use in preparing for an inspection. This is only a general list and does not address all possible conditions.

- Addressing:**
 - Building address and County approved street sign installed.

- Skirting:**
 - Are skirting vents installed according to the manufacturer's instructions? Or, do vents have a net area not less than one square foot for each 150 square feet of under floor area as set in WAC 296-150M-610(1) (d) (ii)?
 - Is skirting made of materials suitable for ground contact and recessed behind siding or trim?
 - Is an access opening of not less than 18 x 24 inches located so that all areas under the home are available for inspection? Is it covered with a sufficient access cover?

- Other:**
 - Final grading shall be complete. Grade shall slope away from the building and should slope a minimum of 2" in the first 10 "from the building.
 - All decks, landings, stairs and railings shall be complete and ready for inspection.
 - Access roads and/or driveways shall be complete, including any required Emergency Vehicle Access drives and turnarounds.
 - Verify Installer Tags are attached to the home on site and document on inspection worksheet.

NOTES:

- 1) *All of the information listed in this bulletin may not be required at time of application. Applications may be customized with the assistance of the Permit Technician using the Submittal Standard for Manufactured Homes.*

- 2) *Additional information NOT listed in this packet may be required based on the specifics of your building site.*

For personal assistance please call the permit information line (253) 798-3739, or from within Washington State, call toll free (800) 992-2456 and ask for a Permit Technician at extension 3739.

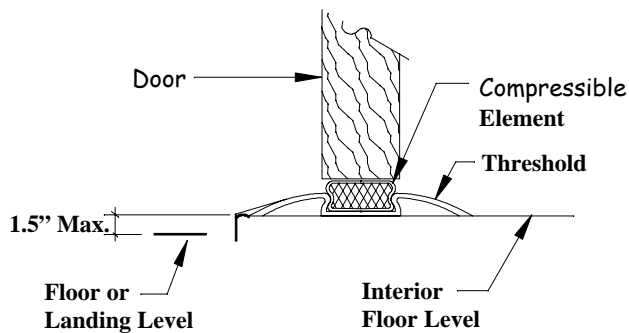
Landings and Decks:

A handrail is required if the stair has 4 or more risers.

A guardrail is required when a landing or stair is over 30" above the ground or floor below.

If a door opens outward, the landing must be within 1.5" of the inside floor level. R311.4.3

All guardrail members must be placed such that a 4" sphere cannot pass between them.



A landing and stair are required for safely entering and exiting your home.

Landings up to 36 square feet in area are included in the permit to place the manufactured home.

All other landings, decks, porches and railings over 30" above grade and/or with a roof above require separate permits

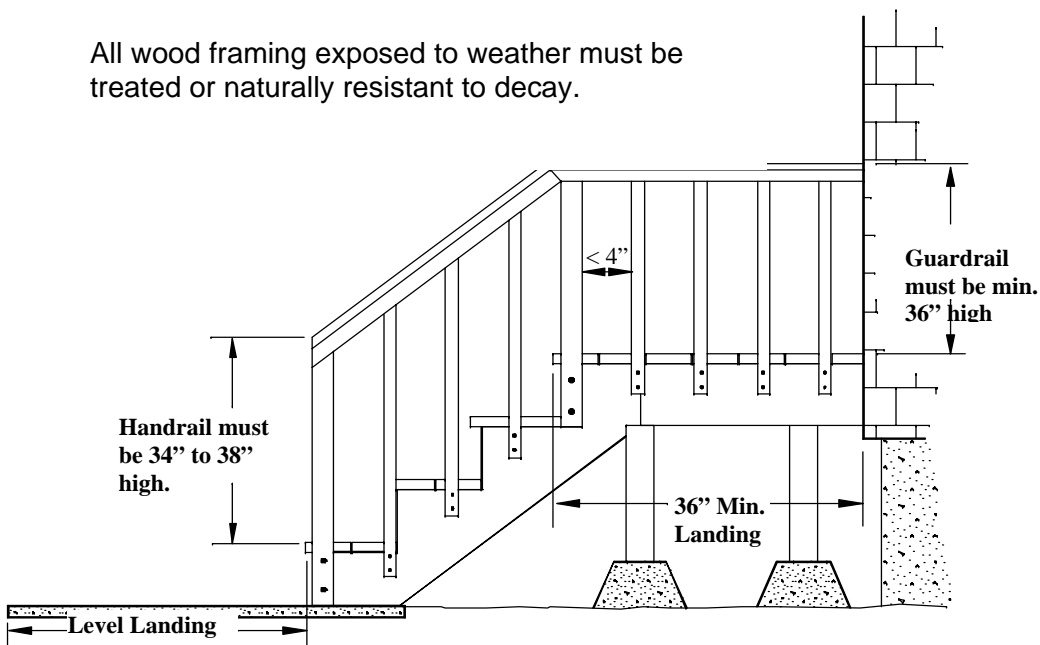
Any portion of the landing or deck over 36 inches high must meet all setback requirements.

All stairs with 4 or more risers must have one handrail that is continuous the full length of the stair.

Handrail ends must return to a wall or end in a newel post.

The handrail may be part of the guardrail or attached to it.

All wood framing exposed to weather must be treated or naturally resistant to decay.



Porches, landings and steps must be securely fastened to the ground and building.

A self-supporting landing and stair (as illustrated) may be attached to a manufactured home for stability purposes only.

A stair or landing structurally supported by a manufactured home requires approval from The Dept. of Labor and Industries.

Site Plan Example

See "How to Draw a Site Plan" for further information

Legend

- A Parcel line/boundary
- B Parcel line length (all sides & segments)
- C Break Line
- D Easement boundary
- E Natural Buffer Area boundary
- F Street name
- G Drainage course
- H Contour line (at 2' intervals)
- I Footprint of existing residence
- J Footprint of proposed residence
- K Drip/eave line
- L Deck footprint
- M Building dimensions (all sides)
- N Distance between property lines and all proposed structures
- O Septic tank
- P Septic drainfield with setback distances (from residence and property lines)
- Q Reserve/secondary drainfield area
- R Existing building
- S Proposed addition
- T Dimensions of proposed addition (all sides)
- U Fuel tank
- V North arrow
- W Scale indicator (Engineer's scale)
- X Site/parcel address
- Y Parcel number
- Z Property owner

