MANUFACTURED HOME PLACEMENT

Purpose
A Manufactured Home Placement permit is required to place a new or used manufactured home on a piece of property in Thurston County. If a new septic system is proposed, the septic application must be submitted before the Manufactured Home Placement permit application.

How Do I Apply?
The following items are required either at submittal of prior to issuance:

1. Master Application
2. Manufactured Home Placement Permit Supplemental Application (Form SA005)
3. Site plan meeting Thurston County Site Plan Submittal Standards (one copy, maximum size 11”x17”). Follow the checklist provided on the application form.
4. Mobile home tax parcel #: This can be obtained from the Assessors office. Use the attached pink sheet.
5. Installer’s name and WAINS#: This will be for an individual, not a company.
6. Tax Certificate: This can be obtained at the Treasurers office of the county where the used home came from (only needed for used homes).
7 Certificate of Water Availability (COWA)
8. Septic Pumper’s Report: If connecting to an existing septic system, provide proof of pumping within last 3 yrs.
9. Fees: All applications are charged a Residential Site Plan Review fee and Manufactured Home Placement fee. If the Manufactured Home will be within 200’ of a Shoreline there is an additional Shoreline Review fee. Refer to the Development Services Fee Schedule for the current fees.

Depending on your property conditions, additional information may be required:
- If the property is on a shoreline or within the McAllister Geologically Sensitive Area zoning district, Impervious Surface Calculations are required. Include your calculations on the site plan or contact Development Services for a worksheet.
- If the property is located on the shoreline of Puget Sound, an engineered drainage and erosion control plan, a marine bluff geotechnical report, a grading plan, or a marine bluff revegetation plan may be required.
- Placement in a Mobile Home Park requires a site plan that shows the subject space and the spaces located on both sides.
- For homes manufactured prior to June 15, 1976 an additional permit is required from Labor & Industries for fire safety. A copy of the approved inspection from L&I will be required prior to issuance of a placement permit.
- An Overwidth/Oversize Moving Permit is required to transport the manufactured home on county roads. Contact the Thurston County Roads Department at 360-786-5495.

Application Process
A Permit Tech processes the application and coordinates the county reviews. Permitting Departments review your site plan, building setbacks, stormwater drainage, access, and environmental critical areas. Applicants are notified after all department approvals are received and the file is prepared to issue.

When Does My Application Expire?
The application will expire if the applicant fails to submit additional information requested by Thurston County within 180 days of the request.

When Does My Permit Expire?
Once approved, the permit will expire 180 days from the approval date if not issued. Once the permit is issued, the permit expires if one year passes without an approved building inspection.
**Installation**
A manufactured home must be anchored per the manufacturer’s installation instructions. If the instructions are not available then WAC 296-150M allows you to use American National Standards Institute (ANSI) A225.1, 1994 edition instead. These are available from The National Fire Protection Agency 1-800-344-3555. You may also obtain the services of an engineer licensed in the state of Washington.

**Inspections**

**Runners/footing inspection**
- Manufactured home installation instructions must be on site for all inspections.
- If Manufactured Home tie-downs are being anchored in runners, a concrete slab or continuous footings, an inspection of the forms and reinforcing steel shall be made and approved prior to pouring concrete. Please provide manufacturers installation instructions on site for tie-downs.

**Blocking/Tie Down inspection**
- Prior to calling for blocking inspection, the Manufactured home anchoring verification card must be completed by the installer and left for the building inspector.
- All Utilities must be connected for Blocking/tie-down inspection prior to skirting and final inspections being ordered.

**Skirting inspection**
- Skirting must be installed. When using wood skirting, use pressure treated wood if skirting comes in contact with the ground or is within 4” of the ground
- Under floor ventilation must be provided. Provide one square foot of ventilation for each 150 sq. ft. of floor area. * For homes in flood plain contact the Permit Center as different requirements will apply.
- Dryer Duct must be installed and must go to the exterior of skirting. Use 4” smooth wall metal duct. Only use an approved material (such as duct tape) to fasten joints. Support pipe adequately and provide a dampered cap at duct termination.
- Run pressure/temp. relief line from hot water tank to the exterior of the skirting. Install a 90° elbow pointing down on end of the line. The termination needs to be between 6” to 24” from the ground.

**Final Inspection**
- All corrections from previous inspections must be completed for final inspection.
- **Address must be posted** and clearly visible from road accessing property.
- **Provide a landing with a minimum size of 3’ x 3’ outside all exterior doors.** Locate this landing flush with or within 8” of top of door threshold. If door swings out over landing, landing surface needs to be flush with or within 1” of the top of the door threshold. **Covered porches or decks over 30” high require a separate building permit.** If landings or decks are over 30” above grade, guardrails are required around them and on both sides of any stairs accessing these landings. Guardrails must be a minimum of 36” tall measured from the deck surface. Follow details in Thurston County figure 24.
- **Slope finished grade** away from manufactured home for a minimum distance of 5 ft. Provide site drainage away from the home to prevent water problems.
- **Provide drainage for roof on site.**
- **Any exterior hose bibs** not installed by the manufacturer must be an anti-siphon type or have an anti-siphon device installed.
- **All water supply lines** under home must be insulated.
- **Minimum 6 mil/black visqueen installed under home.**
- **All Final Conditions** must be completed prior to requesting a final inspection. These conditions are listed on the permit.

**Note:** This list should be used as a guide and not be construed as being inclusive of everything that may be inspected. The above items are the most common items required for inspections.

**I Still Have Questions...**
The information in this bulletin is a general guideline of the procedures and rules. For additional information, speak with a staff member at the Permit Assistance Center or visit our website. Contact information is listed below.