

MOBILE & MANUFACTURED HOME BUILDING **(PLACEMENT) PERMIT CHECKLIST**

***SEPARATE APPLICATIONS REQUIRED FOR EACH STRUCTURE**

MINIMUM TO SUBMIT

- SITE ADDRESS** registered with Information Services (509-684-7505)
 - DRIVING DIRECTIONS** IN YOUR OWN WORDS from the nearest main road
 - COMPLETE BUILDING PERMIT APPLICATION FORM**
- *VIN / SERIAL NUMBER MUST BE PROVIDED TO OUR OFFICE PRIOR TO FINAL INSPECTION***
- PERMIT FEE**
SINGLE WIDE = \$92.50
DOUBLE WIDE = \$180.50
TRIPLE WIDE = \$268.50

MAY FOLLOW APPLICATION BUT REQUIRED BEFORE PERMIT IS ISSUED

- L&I FIRE SAFETY INSPECTION** required for homes manufactured prior to JUNE 15, 1976
 - PLANNING APPROVAL** Site Analysis and/or other required project approvals from Land Services Planning Division
 - PROOF OF POTABLE WATER** (if water is supplied to the structure)
 - **PERMIT EXEMPT WELLS**
 - 1) copy of water quality test results (less than 2 years old)
 - 2) copy of well log or pump test results (showing quantity & duration)
 - 3) potable water certification (Building Division form)

**IF YOUR WELL IS ON AN ADJACENT PROPERTY, PLEASE PROVIDE A COPY OF THE RECORDED WELL EASEMENT AGREEMENT*

OR

 - **FOR PUBLIC WATER SYSTEMS**
 - 1) letter from the system administrator authorizing connection
 - WATER TREATMENT PROPOSAL** *and*
STATEMENT OF WATER TREATMENT SYSTEM FOR POTABILITY
(if water quality test results yield contaminant levels above the maximum allowable thresholds)
 - NEW DOMESTIC EXEMPT USE FEE**
fee may apply to new domestic connections using exempt wells constructed after January 19, 2018
 - ADEQUATE WASTE DISPOSAL SYSTEM** (if water is supplied to the structure)
 - **FOR PRIVATE SEPTIC SYSTEMS TEST HOLES** must be approved by NETCHD Environmental Health prior to permit issuance (509-684-2262, #3)

**IF YOUR SEPTIC SYSTEM IS ON AN ADJACENT PROPERTY, PLEASE PROVIDE A COPY OF THE RECORDED SEPTIC EASEMENT AGREEMENT*

OR

 - **FOR PUBLIC SYSTEMS**
 - 1) letter from the system administrator authorizing connection
- OWNER AUTHORIZED AGENT AFFIDAVIT** Building Division form required if anyone other than the property owner or licensed Washington State contractor listed on the application will be signing for, or acting on behalf of, the property owner (see the Building Division for this form)