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This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

# Building Permit (Manufactured/Mobile Homes)

Assistance Bulletin

# # 36

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Keyword: Assistance Bulletins

## 1. Do I need a building permit?

### **Q:** I want to install a mobile home or manufactured home on my property?

**A:** Yes. A building permit for installation of a mobile home or manufactured home is required. A permit is required so that the County can verify, by review of plans and on-site inspections, that when the home is installed it is in compliance with building codes and critical areas regulations. A permit to install a new or to upgrade an existing septic system will be required by the State Health District. Please contact the Everett office, Sanitation Division at 425-339-5250 to do a free pre-application feasibility on the sanitation (septic drain field and drinking water) requirements for your project.

### **Q:** What if I want to replace my mobile home with another one?

**A:** Yes. When replacing an existing mobile home with another unit, a new permit is required, including when it's being placed in the same location or a different location. Whether it's new to the site or a replacement, it requires a building permit. Also, if your lot is on a septic tank and drain field, you must receive clearance from the State Health District, Sanitation Division (425-339-5250) to replace your existing mobile with another unit. This "clearance" is not for a new septic permit, but is an approval of the location of, setbacks from existing facilities and the number of bedrooms in the home. A fee is charged for this approval and is collected by the County when your permit is issued.

## 2. How do I get a permit?

### **Q:** I need a permit. Now where do I go and what do I do?

**A:** You will need to prepare and submit a permit application package for review. You may pick up an application package at our office or you may call to request that it be sent to you by mail. Our contact info is on the first page of this bulletin. The application package contains a checklist of items needed in order to submit your permit application. The checklist describes what is specifically required for each item you need.

Take care when preparing your application package.

Use the checklist provided.

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.

## Other Bulletin's you may find helpful: [Setbacks #27](#)

Double check the site plan, application and plans to make sure you've addressed everything. This will ensure that when you come in to our office to submit your application, things will go smoothly.

When you are ready to submit your application package, come in to our office. A staff member will sit down with you to check your info. They will check your application package, using the checklist to make sure you have included everything. If all items are not included on the plans or application, your submittal will not be accepted. The package will be returned to you to correct any deficiencies.

Once an application is accepted (submitted and review fees are paid), the application is given a tracking number and routed for review. Depending upon the number of applications already received, review periods for applications vary. Once all reviews of the application have been approved the permit can be issued.

### 3. How long does it take?

#### **Q:** How can I make sure my application is reviewed promptly?

**A:** The most important things you can do are be sure your plans comply with County land development standards, and provide neat, accurate and detailed information when you first apply. Each County staff member who must review your application relies on accurate information from you in order to determine if your plans meet all code requirements. If you carefully take the time to provide correct and accurate information when you first submit your application, you can expect it to be processed in a minimum amount of time. (Ask your PDS representative for an estimate of how long the process will take.)

Once the application is received you will be given a project file number that you can use to track the status of the permit on our website. And the review period will begin. Depending upon the number of applications already received, review periods for applications vary. Review times for applications filed during the spring and summer take longer due to higher activity during those seasons.

Parts of the info submitted with the application will go in different directions.

A construction clearance form and a copy of the site plan map are sent to the Health District.

Your structural plans are sent to a plans examiner.

The site plan map is sent to a county biologist.

A biologist will perform an on-site field visit using the site plan provided by the applicant. These field visits are done as their schedule permits. If no issues are brought to light by the site visit, the application will wait until all other reviews (structural plan approval and sanitation approval) are approved. Once all reviews are approved, the permit can be issued.

If the site visit requires additional reviews, the re-viewer will return to the office to prepare a letter to send which outlines the items that need to be addressed. Flood Hazard Areas, Shoreline (lakes or the sound), Grading, Drainage, Critical Areas (wetlands, creeks or streams) and/or Forest Practices (cutting trees) issues are some of the items that may need additional review and permit approval.

After you are notified that additional information is required, you may need to hire consultants or professionals from the private sector to assist you with drawing up wetland maps, engineered plans, documents or reports. You can find out if additional re-views such as these are needed by doing a Residential Pre-Application. The benefit of doing a pre-application first is that you will be aware of what is required prior to submitting an application. You will know in advance who you will need to hire for assistance and you can get the additional info you need up front. By providing the info to the county up front will save you these extra steps at the back end of the process at a more critical time, when you are waiting to have your permit issued.

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Once the new info is received from your engineer or consultant, you or your representative must submit the info to the County for review. Additional fees for review of the info will be collected at time of submittal. This entire process can take several weeks. Once all reviews have been approved the permit can be issued.

### **Q: I'd like to know more about the application process?**

**A:** Here are some additional tips on the application process.

Contact the State Health District Sanitation Division (425-339-5250) regarding septic tank and potable water requirements for the proposed project for lots not served by sewers. The Sanitation Division must approve plans for new construction to ensure that water supply and waste disposal methods meet health code requirements. The Health District will coordinate with the applicant and the County building department to provide a "construction clearance" approval. This "clearance" is not a new septic permit, but is approval for the location of, setbacks from existing facilities and the drain field capacity. A fee is charged for this approval and is collected when your permit is issued. The Health District will also issue separate permit for installation of your drain field.

Contact the Washington State Department of Labor & Industries (L&I) Electrical Division (425-290-1300) regarding an electrical permit.

## 4. Other frequently asked questions....

### **Q: What are the unit standards my mobile home must meet?**

**A:** Your mobile home must meet the following mini-mum standards:

- Single-wide units are not permitted in the WFB, R7200, R8400, R9600 and R12500 zones, unless in a legally established mobile home park.
- The support system and stabilizing devices for any unit must be designed and installed in accordance with the manufacturer's specifications. The support system may have to be specially designed and installed in the following instances.
- The land for the unit is identified as a flood hazard area.
- The manufacturer's specifications are not available.
- The construction of your unit must be approved by L&I and have the appropriate insignia with identification number affixed to the unit. Those units not bearing the appropriate insignias must meet additional requirements set forth below. **Units without the L&I insignia and identification label:** Units manufactured prior to June 15, 1976 will need an L&I alteration/fire/safety inspection unless the unit has the appropriate L&I insignia. Where the insignia is not attached, please contact L & I to request an alteration/fire/safety inspection. Verification of this inspection and approval from L&I is required prior to issuance of the manufactured/Mobile Home permit by PDS.

### **Q: What if my mobile home has a woodstove?**

**A:** Placement of any woodstove or other solid-fuel burning unit in a mobile home must receive approval from L&I, Factory Built Housing Section.

### **Q: Can I live temporarily in a mobile home while my house is under construction?**

**A:** Yes. You may use a mobile home as a temporary residence while you are building a residence on your property, as long as you obtain a building permit. As part of the building permit process you must sign an affidavit and place it on file stating that the mobile home will be removed from the property 30 days after the final inspection of the permanent residence. Any mobile home used on a temporary basis must meet the same standards applicable to all mobile homes.

**Q:** How do I decertify a manufactured or mobile home so I can convert the unit to a structure other than a residential dwelling?

**A:** A manufactured or mobile home can be decertified only if the local jurisdiction having authority will allow the unit to remain on the property. The following systems must be removed prior to decertification:

- All electrical components, including the electrical panel, receptacles, switches and light fixtures. All wires must be cut off where they enter or leave any electrical box.
- All plumbing fixtures and all exposed plumbing water, drain and waste lines must be cut off where they enter any wall, floor or ceiling. A tub or tub/shower combo may re-main if they are made unusable by cutting or breaking holes in them.
- All mechanical components including water heaters, furnaces and kitchen appliances must be removed from the home.
- If a HUD home, remove the “data plate.” Homes that have been built after June 15, 1976, to the HUD standards must have a HUD Form 203 completed. For further information, contact the Washington State Department of Labor and Industries, Factory Assembled Structures, 729 - 100th Street SE, Everett, WA 98208, Phone no. 425-290-1391.

## 5. How much does it cost?

**Q:** What fees do I have to pay?

**A:** Please refer to Snohomish County Code (SCC) **Table 30.86.440 - MOBILE HOME/COMMERCIAL COACH PERMIT FEES** and **Table 30.86.400(10) -MISCELLANEOUS REVIEW & PERMIT FEES, SITE REVIEW FOR NEW BUILDINGS. SCC 30.86.510 LAND DISTURBING ACTIVITY FEES (DRAINAGE, GRADING AND CLEARING) SCC 30.86.525 CRITICAL AREA REVIEW FEES.**

**Q:** When are the fees due?

**A:** Fees will be collected twice during your application process. The first is at submittal of the application to cover the costs for review. And then at the time the permit is issued in order to cover costs for inspections. Upon submittal of a permit application the county will collect site review, technology, driveway/access and base permit fees. (See code sections for current rates.) Staff will advise you of the additional permit fees and any possible schools, parks or roads mitigation fees. These additional fees will be due at the time your permit is issued. An exception would be if additional reviews for Critical Areas, mitigation plans, flood hazard permits, shoreline permits, engineered grading plans or drainage systems are necessary, then additional review fees will be charged at time of submittal of the additional reports and/or plans.