

Pend Oreille County

Community Development Department



P. O. Box 5066 Newport,
Phone: 509-447-4821
Mike Lithgow
Community Development Director

Washington 99156-5066
Fax: 509-447-5890
Rick J Cruse
Building Inspector/ Fire Marshal

Manufactured Home Building Permit Application

JOB SITE INFORMATION

Site Address:

GEO. ID or Property ID Number:

BUILDING OWNER/APPLICANT

Name:

Address:

City: State: Zip:

Phone: Fax: Email:

CONTRACTOR/INSTALLER (if applicable)

Name:

Address:

City: State: Zip:

Phone: Fax: Email:

Contractor License #: Installer Certification (WAINS) #:

MANUFACTURED HOME DETAILS

Manufacturer: Year of Manufacture: Single-wide Double-wide

Dimensions: Square Footage:

HUD Serial #: Roof Snow Load: psf

Class of Work: New Replacement Type of Heating: Electric Gas Oil

NOTICE

A separate permit is required for electrical through State of Washington Department of Labor & Industries

Per RCW 19.27.097, each applicant for a building permit of a building necessitating potable water shall provide evidence of an adequate water supply for the intended use of the building. Evidence may be in the form of a water right permit from the Department of Ecology, a letter from an approved water purveyor stating the ability to provide water, or another form sufficient to verify the existence of an adequate water supply. Each applicant for a building permit of a building in which sewage or waste water may originate shall obtain an on-site sewage disposal permit from Tri-County Health District prior to issuance of a building permit for said building. Please attach a copy of your approved on-site sewage disposal permit from Tri-County Health

PERMIT FEE*

Fees are established by the Board of County Commissioners and are subject to change. The building official will assign the fee when plans of the project are reviewed. Permits are valid for one year from issue date and may be renewed for \$55.00 per year for a total of four additional times (maximum five years). The check is to be made payable to Pend Oreille County. Applications may be delivered to the Community Development Department in the lower level of the courthouse 625 West 4th St. in Newport or mailed to: P.O. Box 5066 Newport WA. 99156

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performances of construction.

Signature: _____ **Date:** _____



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MANUFACTURED HOME PLACEMENT CHECKLIST

WHAT IS THIS

The purpose of this checklist is to guide you through the process of obtaining a permit for the placement of a manufactured home. Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific sites may vary. It is intended to give you a general outline of the permitting process.

Placement of a manufactured home in Pend Oreille County, Lone, Cusick, Usk, Metaline and Metaline Falls must conform to all adopted city, state, and federal codes, including but not limited to State of Washington Administrative Code (WAC) Chapter 296-150, International Residential Code, Uniform Plumbing Code.

DEFINITIONS

A **manufactured home** is defined as a single family dwelling unit built according to the Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards Act of 1976. Unit is portable in one or more sections on public streets and highways upon its own running gear which, when erected on-site, is utilized as a permanent dwelling unit. A **mobile home** is defined as a factory-built dwelling unit built prior to June 15, 1976, to standards other than the HUD Code. **Modular buildings** and **modular homes** are sectional prefabricated buildings or houses that consist of multiple modules or sections built in a factory and then delivered to their intended site of use and which are not equipped with their own running gear.

WHAT INFORMATION IS NEEDED

The following information must be provided. Should any of the following minimum information not be provided, the application may not be accepted nor processed. A complete application includes:

- | | |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Approved Site Analysis Application (2 copies) | <input type="checkbox"/> Completed <i>Residential Building Permit</i> Application |
| <input type="checkbox"/> Signed <i>Landowner Consent</i> Form (if applicant is not property owner) | <input type="checkbox"/> Proof that the Roof is designed for a 50 pound snow load |
| <input type="checkbox"/> Foundation Plans (2 sets, see checklist) | <input type="checkbox"/> Septic, Water & Sewer Disposal Information |
| | <input type="checkbox"/> Completed <i>Checklist</i> Required |

If the Manufactured Home was a permitted and existing Manufactured home within Pend Oreille County, the existing roof will not have to meet current standards.

PERMIT PROCESS

Following submittal of a complete application, the application will be reviewed by the Community Development Department to ensure compliance with adopted County standards. The applicant will be notified of any additional information needed for the project.

Upon completion of the review and approval process by the Community Development Department, the applicant will be notified that the permit is ready for issuance. The applicant must then pay all applicable fees in order to have the permit released to them.

A permit **must** be obtained **before** moving a manufactured home into Pend Oreille County, Lone, Cusick, Usk, Metaline and Metaline Falls. If a manufactured home is moved into Pend Oreille County, Lone, Cusick, Usk, Metaline and Metaline Falls without first obtaining a permit, the owner does so at his or her own risk. Possible consequences of such action could be penalty fees assessed by Pend Oreille County, citations by the Pend Oreille County Code Enforcement Officer, and removal of the manufactured home from Pend Oreille County, Lone, Cusick, Usk, Metaline and Metaline Falls at the owner's expense.

Moving permits are issued by the Treasurer's Office.

Potable Water

Per the Washington State Building Code (RCW 19.27.097), each applicant for a building permit of a building necessitating potable water shall provide evidence of an adequate water supply for the intended use of the building. Evidence may be in the form of:

- A water right from Washington Department of Ecology
- A letter from an approved water purveyor stating the ability to provide water
- A form sufficient to verify existence of an adequate water supply
 - A Well Log will satisfy this requirement

For **Public/Community Water Systems**, you will need to provide a letter or form from the water system owner or operator stating that their system is able and willing to supply potable water to your proposed building site and the location of the proposed building site has been reviewed. Please include the water system's identification number assigned by the Washington State Department of Health.

For **Private Wells**, potable water must be tested by a laboratory certified* by the State of Washington and meet the following standards prior to issuance of a building permit:

- **Bacteria Test**
 - Coliform Bacteria: None Present
 - Lead: Not more than .015 mg/L
- **Inorganic Test**
 - Arsenic: Not more than .01 mg/L
 - Nitrate: Not more than 10 mg/L
 - Uranium: Not more than 30 mg/l

Sewage Disposal

Per Washington State Law (RCW 19.27.031(4), RCW 43.20.050, WAC 246-271-020, WAC 246-272-20501), all plumbing fixtures, drains, appurtenances, and appliances used to receive or discharge liquid wastes or sewage shall be connected to the building's drainage system.

–AND–

Prior to issuance of a building permit for a building in which sewage or waste water may originate, the applicant shall obtain:

- A letter or form from an approved sewer system owner or operator stating that their system is able and willing to accept sewage and/or waste water from said building. The letter or form shall also state the owner or operator has reviewed the location of the proposed structure, OR
- An approved on-site sewage disposal permit from the Northeast Tri-County Health District (509) 447-3131

WILL I NEED OTHER PERMITS/APPROVALS

Additional permits and/or approvals may be required prior to the issuance of a building permit. If the building is located within a Special Flood Hazard Area (SFHA), A Floodplain Development Permit (FDP) from the Community Development Department will be required. SFHA's are determined by Flood Insurance Rate Maps (FIRMs) produced by the Federal Emergency Management Agency (FEMA). A floodplain determination will be made by the Assistant Planner as part of the Site Analysis plan review.

Work in or around critical areas like wetlands, aquifer recharge areas, rivers/streams, or steep slopes will require review and approval by the Community Development Department and may require review by the Washington Department of Fish and Wildlife and/or other agencies.

WILL MY APPLICATION OR PERMIT EXPIRE

Permits are valid for one year from issue date and may be renewed four additional times (maximum five years). Permit fees, are determined after plan review. The check is to be made payable to Pend Oreille County. Applications may be delivered to the Community Development Department in the lower level of the courthouse 625 West 4th in Newport or mailed to: P.O Box 5066 Newport WA. 99156

ADDITIONAL INFORMATION

For additional information please contact the Community Development Department..... (509) 447-4821
Community Development Director Mike Lithgow (509) 447-6457
Building Inspector Rick Cruse (509) 447-6463
Assistant Planner Andy Huddleston (509) 447-6462
For Scheduling Inspections (509) 447-6457

Forest Practice Act

Certain land use activity may require a Forest Practice Application/Notification (FPA/N) and a Notice of Conversion. Activities that may trigger Forest Practices regulations include:

1. Harvesting timber and selling for payment or trading for goods and services
2. Road construction (examples) > 600' in length
3. Crossing a stream within a Wetland or Riparian
4. Management Zone Road Maintenance (i.e. bridge or culvert replacement)

Contact WA DNR to see if a Forest Practice Application is required:

Washington Department of Natural Resources

North East Region

225 S. Silke Rd.

Colville, WA 99114

(509) 684-7474

STRUCTURAL PLAN SUBMITTALS

FOUNDATION PLAN - Manufactured Recommendations (Minimum 1/8" scale)

1. Footing size, location, and depth to finished grade level.
2. Crawlspace ventilation.
3. Supporting wood cripple walls skirting.
4. Horizontal and vertical reinforcement size and spacing.
5. Concrete or masonry unit width.
6. Anchor hold down type, size, and spacing.

Site Analysis

1. Minimum 8½" x 11" size paper.
2. North Arrow.
3. Engineering Scale 1"=20 ft.
4. Development name, lot and block number.
5. Geographic ID, or Property ID and site address.
6. Actual property configuration including dimensions.
7. Adjacent street names.
8. Actual structural footprint of existing and proposed structures with dimensions identified, including all impervious surfaces (sidewalks, driveways, concrete patios, etc.).
9. Existing and proposed building setbacks to property lines including dimensions.
10. Distances (in feet) between existing and proposed primary and accessory structures.
11. Location and dimensions of utility easements and rights-of-way.
12. Location of side sewer and potable water connection.
13. Location and dimension of driveway approach.
14. Building footprint square footage.

**I hereby verify that I have read and examined this checklist and have submitted the information as noted on this checklist.
All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.**

APPLICANT SIGNATURE

DATE

PRINTED NAME