



NEW MANUFACTURED HOME PERMIT CHECKLIST

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: WWW.CO.KITTITAS.WA.US/CDS

- Critical Area Review** (\$50.00 fee). A unified site plan is required. Manufactured Homes in a flood zone will require an engineered flood proof design.
- Proof of Roof Snow Load from the manufacturer.** The roof snow load is determined on a parcel by parcel basis. A permit technician can provide this information. Acceptable documentation:
 - Sales order agreement from manufacturer confirming snow load.
 - Washington State Licensed Engineer or Architect design.
- Water Availability.** The Water Availability Form must be filled out and include all required attachments and/or signatures. Submit to Environmental Health for approval prior to permitting (allow 15 days for Environmental Health review).
- Approved Sewage Disposal Permit from Kittitas County Health Department.** The number of bedrooms in the home shall be equal to or less than the approved number on the permit.
- Approved Kittitas County Public Works Access Permit.**
- Footing, Blocking and Anchoring Plans.** Acceptable documentation:
 - Complete Footing Pads or Runner plan including the Blocking and Tie Down plans from the manufacturer. These documents must be clear, concise and legible (see attached examples). Illegible plans or plans not produced by the manufacturer will not be accepted (See Installation Manual Declaration M-004).
 - Washington State Licensed Engineer or Architect design. (Required if a ground snow load is 70 p.s.f. or greater unless designed by the manufacturer (WAC 296-150M-0600) (Exception: One-story buildings with a single ridge trussed roof and no valleys may be accepted without a professional structural design. Kittitas County Code 14.04.040).
- Floorplan.** The floorplan shall have the name of manufacturer, model number and square footage. This information shall match the Footing, Blocking and Anchoring plans.
- Declaration.** Declaration included if installation instructions not provided with application.

* Manufactured Homes to be placed in Flood Hazard Areas or outside a Fire Protection District cannot receive a permit over the counter and must undergo a fast track plan review.

Permit Fee: \$0.30 per square foot plus \$4.50 State Building Code fee and \$35.00 issuance fee.
Kittitas County Code 14.04.040 WAC 296-150M