



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

411 NORTH RUBY STREET SUITE #2 ■ ELLENSBURG, WA 98926  
PHONE (509) 962-7506 ■ FAX (509) 962-7682

**M-003**  
**BULLETIN**

## PRE-OWNED MANUFACTURED HOME PERMIT CHECKLIST

FOR MORE INFORMATION VISIT THE CDS WEBSITE AT: [WWW.CO.KITTITAS.WA.US/CDS](http://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.** 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 original manufacturer confirming snow load at time of fabrication or documentation shipped with the home (usually inside a cabinet door).
  - Washington State Licensed Engineer or Architect inspection and verification of snow load capacity.
- 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 original manufacturer. These documents must be clear, concise and legible (see attached examples). Illegible plans or plans not produced by the original manufacturer will not be accepted (See Installation Manual Declaration M-001).
  - 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).
  - Design per ANSI A225.1 – 1994 with a maximum roof live load of 40 p.s.f. only.
- Floorplan.** The floorplan shall be dimensioned and label all rooms and uses.
- 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