MANUFACTURED HOME PERMIT CHECKLIST

□ Approved 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 Wildland Urban Interface Code Permit.

□ Approved Kittitas County Public Works Access Permit.

□ 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.

□ 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:
  o Sales order agreement from manufacturer confirming snow load.
  o Washington State Licensed Engineer or Architect design.

□ Footing, Blocking and Anchoring Plans. Acceptable documentation:
  o Complete Footing Pads or Runner plan including the Blocking and Tie Down plans from the manufacturer. These documents must be clear, concise and legible. Illegible plans or plans not produced by the manufacturer will not be accepted (See Installation Manual Declaration M-004).
  o 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 296-150I-0300 and WAC-296-150I-310).
  o **Pre-Owned MFH Design per ANSI A225.1 – 1994 with a maximum roof live load of 40 p.s.f. only.

□ 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 Wildland Urban Interface Areas cannot receive a permit over the counter and must undergo a plan review.

Permit Fee: $0.30 per square foot plus $50.00 critical area fee and $35.00 issuance fee.
Kittitas County Code 14.04.040 WAC 296-150I