



# KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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

**M-002**  
**BULLETIN**

## 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)

- Scaled Site Plan.**
- Preliminary Site Analysis** (Manufactured Homes in a flood zone will require an engineered flood proof design).
- Approved Kittitas County Public Works Access Permit.**
- Approved Water Availability.**  
The Water Availability Form must be submitted to and approved by Environmental Health prior to permitting.
- 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.
- 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.
- 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. 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 psf or greater unless designed by the manufacturer (WAC 296-150I-0300 and WAC-296- 150I-310).
  - Pre-owned MFH design per ANSI A225.1 – 1994 with a maximum roof live load of 40 psf 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.

\*Permit Fee: Please ask a Permit Technician 509-962-7506

\*Kittitas County Code 14.04.040 WAC 296-150I