



MANUFACTURED HOME CONVERSION POLICY

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

A Change of Occupancy Permit for mobile homes being converted into storage buildings is required. This permit includes a review of the building for both structural and fire safety elements and is required to meet the following criteria:

- 1) Structurally, the converted mobile home is required to meet the current snow load and shall be attached to an approved/permanent foundation.
 - If the mobile home was not designed to meet the current snow load the following options are allowable:
 - A. A separate permitted self-supported roof cover may be constructed over the building.
 - B. A professional engineer may design modifications to the building itself.
- 2) A Fire Safety review will be performed. The converted mobile home will be required to meet all setbacks from property lines and setbacks from other structures on the same property. The Fire Safety review will also insure the main access door is adequate and to current code requirements: width, height, landing dimensions, hand railing and guard railing configuration, etc.
- 3) Washington State Department of Labor and Industries requires Decertification of Manufactured and Mobile Homes if they are no longer used as a residence. Please check with Labor and Industries on how to perform a decertification.

DATE: 9/20/21 _____ .

BUILDING OFFICIAL MIKE FLORY _____ .