



Permit Center

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: 711 (WA Relay)

Email: permits@cob.org Web: www.cob.org/permits

Mobile/Manufactured Home Permit Submittal Guide

A **manufactured home** is a single-family dwelling built according to the Department of Housing and Urban Development (HUD) [Manufactured Home Construction and Safety Standards Act](#), which is a national, preemptive building code.

A **mobile home** is a factory-built dwelling built prior to June 15, 1976, to standards other than the [HUD](#) Code, that were acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. [WAC 296-150M](#).

Definitions above from WA State Labor & Industries (L & I) website: <http://www.lni.wa.gov/TradesLicensing/FAS/Mobile/default.asp>. This website has more information on different types of factory-assembled structures.

Permit Required:

- A permit is be required for the installation or reinstallation of any mobile/manufactured home. The permit must cover all site built elements (such as decks and stairs) as well as the anchorage of the home to the foundation.
- Alterations to existing mobile/manufactured homes are permitted through L & I. Visit their website above for additional information. The local L & I office phone number is 360-647-7300 and is located at 1720 Ellis St, Bellingham, WA 98225.

Note: Factory-built homes manufactured before June 15th, 1976 are mobile homes and must pass a Washington State Department of Labor and Industries Mobile Home Division Fire Safety Inspection.

Note: This handout covers installation of mobile/manufactured homes on lots within existing home parks. The City's zoning code includes additional requirements for proposed installations on single family lots. These additional requirements are summarized in the separate handout [Manufactured Homes: Installation Requirements for Single Family Lots](#).

Note: A separate [electrical](#) permit is required for the hook up of a home.

Pre-application Requirements, if applicable:

- Completion of land use approvals (concurrent review allowed in some cases)
- Flood Elevation Certificate

Submittal Requirements:

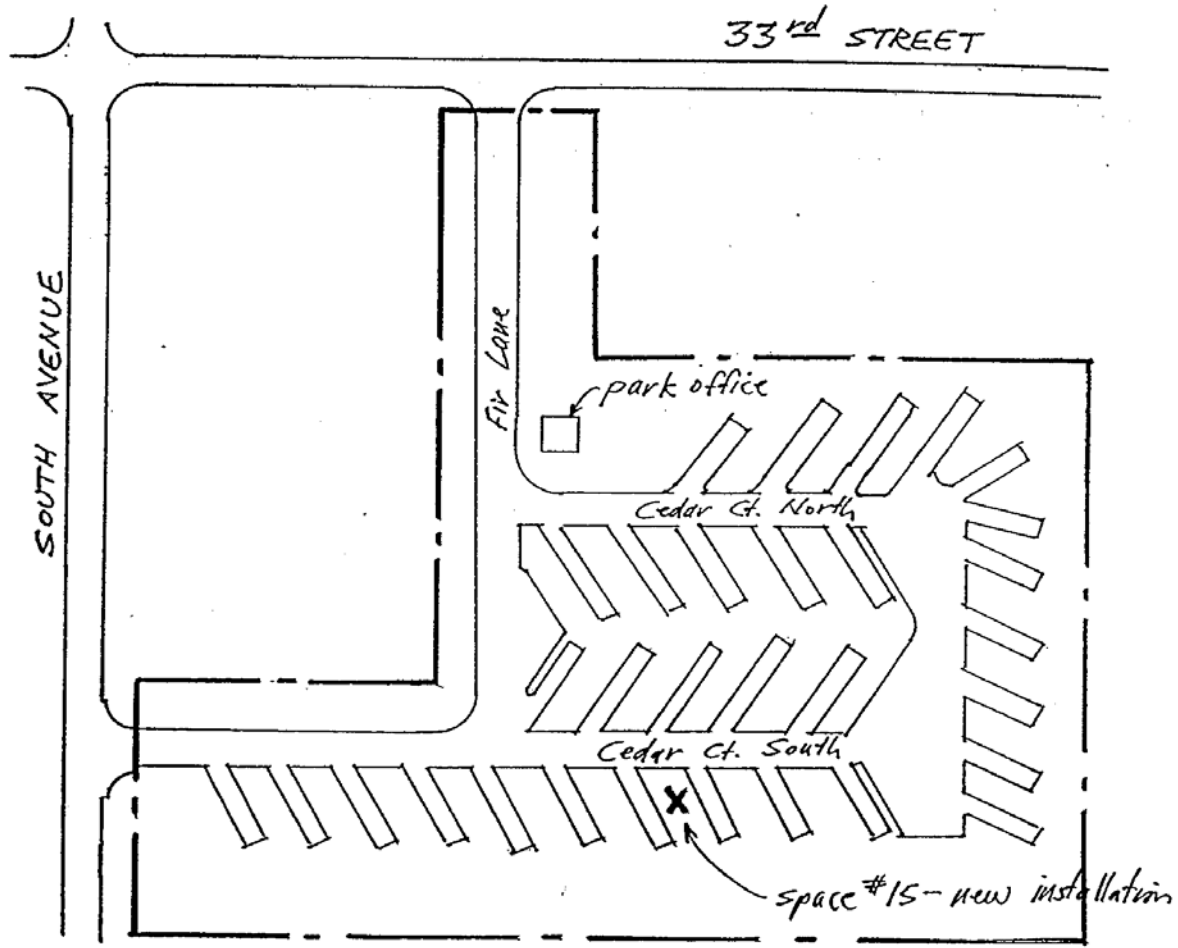
- [Building Permit Application](#) form
- Supplemental information sheet including:
 - Name, address and parcel number of the mobile home park
 - The space number
 - Name, address and telephone number for the park owner
 - Name, address and telephone number of the manufacturer

- State either the name or registration number of the contractor or licensed manufactured home dealer or the certification identification number of the certified manufactured home installer supervising such installation. RCW 43.22A.110
 - The year the home was manufactured
 - The manufacturer's model name and serial number
 - Dimensions of the home
 - Style (single-wide, double-wide, double-wide with tip-out, etc.)
 - The home's design snow load
- One complete PDF version of plans, supplemental documents shall be submitted in PDF format and saved as individually-named PDF files separate from the drawing files via email, a CD, flash drive or and FTP website: Please see the [Electronic Submittal Requirements](#) handout for more information.
- *Key Plan:* (see example in packet)
 - i. Plan of the park with installation location highlighted
 - *Scaled Plot/Site Plan:* (see example in packet)
 - i. Dimensions of lease space
 - ii. Location of and size home and other site improvements
 - iii. Locations of adjoining homes and distances between new and adjoining homes
 - iv. Name of access road
 - v. Driveway location
 - vi. Location of utility connections
 - vii. Stormwater management including Stormwater Pollution Prevention Plan (SWPPP), erosion controls and proposed drainage for downspouts (more information in this packet)
 - *Foundation, Framing and Details Drawings:*
 - i. For all site built elements like stairs and decks. Please note that all site built elements must comply with the current, locally adopted codes in effect.
- Installations instructions:
- For new homes, provide the manufacturer's installation manual (required).
 - For other than new homes, provide the manufacturer's installation manual if available. If the installation manual is not available, provide a printed copy of ANSI 225.1 -1994. The installation of the home will need to comply with this standard.
- This needs to be available for all inspections and should be attached to the main runner (I-beam) within 5' of where the electrical service enters the structure.
- An Oversize/Over-Height Vehicle Permit is required to transport the home over city streets. The permit [application](#) and [informational handout](#) are available on the City's website or in the Permit Center. For questions about this permit, contact the Public Works representative in the Permit Center at 360-778-8329.

Inspection Requirements:

- The installation instructions need to be available for all inspections and should be attached to the main runner (I-beam) within 5' of where the electrical service enters the structure.
- Prior to final approval, the certified installer or the installer's agent has posted at the set-up site the manufactured home installer's certification number and has identified the work being performed on the manufactured home installation on a form prescribed by the department. RCW 43.22A.110 (See example of installer's tag in this packet).
- Factory-built homes manufactured before June 15th, 1976 are mobile homes and must pass a Washington State Department of Labor and Industries Mobile Home Division Fire Safety Inspection.

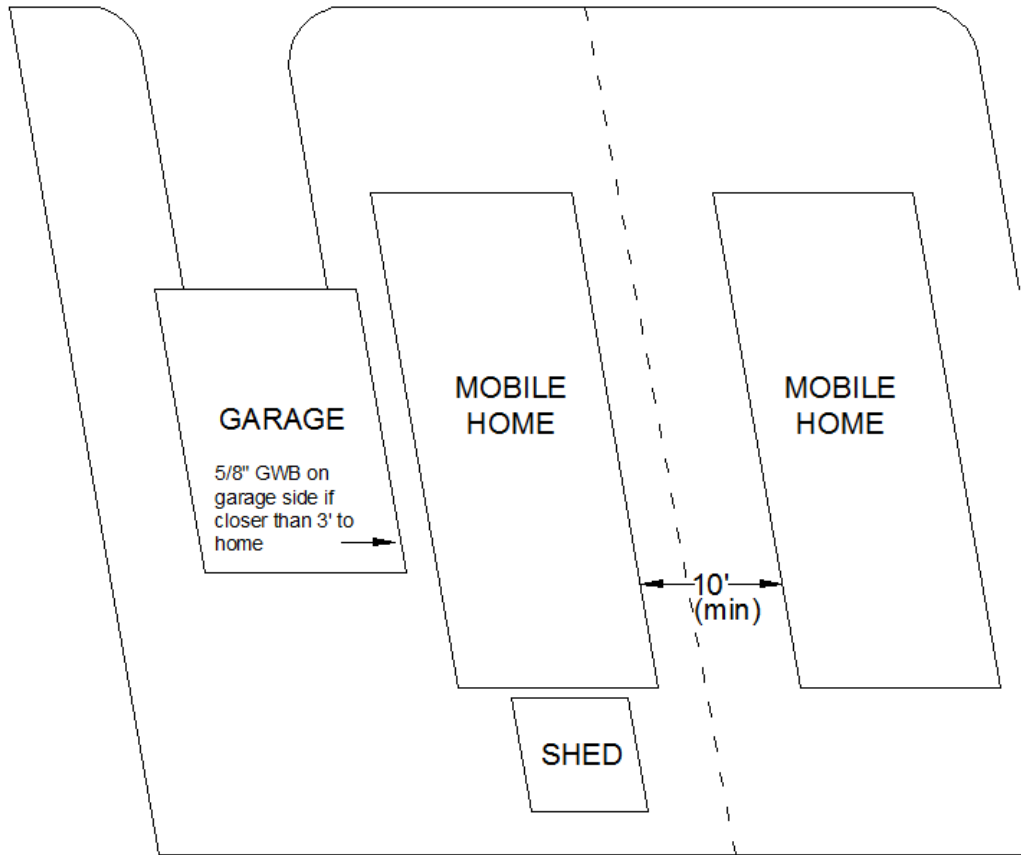
Key Plan Example



HAPPY COURT MOBILE HOME PARK

• KEY PLAN • (no scale)

Site Plan Example



Notes:

1. Minimum distance between structures on adjoining parcels must be at least 10'.
2. Separate permits are required for detached garages, storage buildings, carports, decks, and stairs.
Attached structures require permits from Labor & Industries prior to application with the city.
3. Stormwater details: See next page.

Stormwater Details
Cut and paste onto your Plot Plan as necessary

Existing Impervious Surface	Area (Square Feet)
Structure	
Driveway	
Other (walkways, patios, etc.)	
Existing Total	

New and/or Replaced Impervious Surface	Area (Square Feet)
Structure	
Driveway	
Other (walkways, patios, etc.)	
New and/or Replaced Total	

TOTAL: Existing & New and/or Replaced Impervious Surface	
---	--

GENERAL CONSTRUCTION STORM WATER POLLUTION PREVENTION PLAN (SWPPP)

Purpose

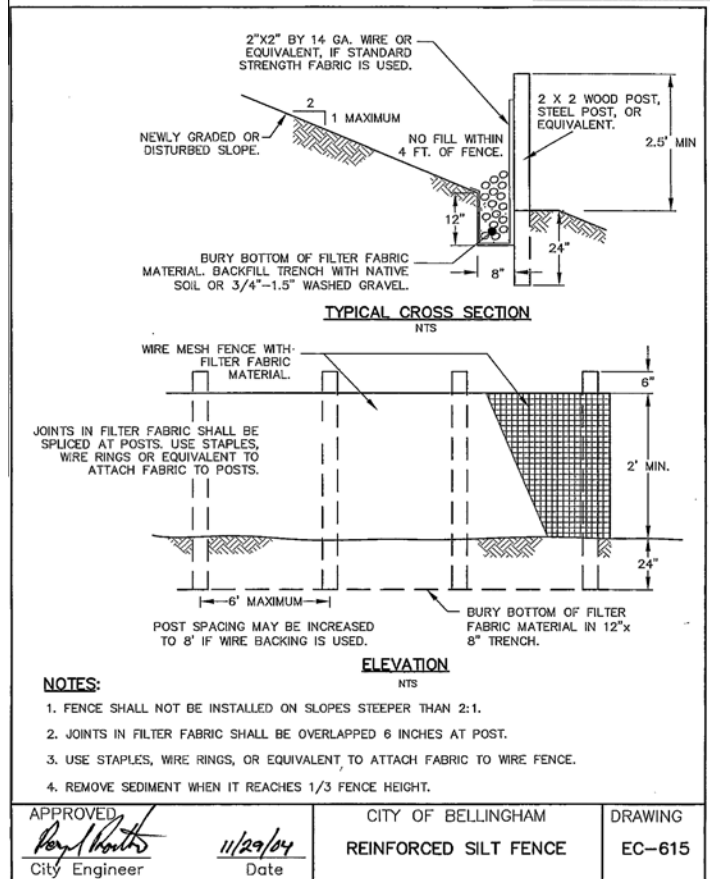
To prevent the discharge of sediment and other pollutants to the maximum extent practicable from small construction projects.

Design and Installation

Plan and implement proper clearing and grading of the site. It is most important only to clear the areas needed, keeping exposed areas to a minimum. Phase clearing so that only those areas that are actively being worked are uncovered.

Note: Clearing limits shall be flagged on the lot or project area prior to initiating clearing

- From October 1 through April 30, no soils shall remain exposed and unworked for more than two days. From May 1 to September 30, no soils shall remain exposed and unworked for more than seven days.
- Soil shall be managed in a manner that does not permanently compact or deteriorate the final soil and landscape system. If disturbance and/or compaction occur the impact must be corrected at the end of the construction activity. This shall include restoration of soil depth, soil quality, permeability, and percent organic matter. Construction practices must not cause damage to or compromise the design of permanent landscape or infiltration areas.
- Locate any soil piles away from drainage systems. Soil piles should be tarped or mulched until the soil is either used or removed. Piles should be situated so that sediment does not run into the street or adjoining yards.
- Backfill foundation walls as soon as possible and rough grade the lot. This will eliminate large soil mounds, which are highly erodible, and prepares the lot for temporary cover, which will further reduce erosion potential.
- Remove excess soil from the site as soon as possible after backfilling. This will eliminate any sediment loss from surplus fill.
- The construction entrance shall be stabilized where traffic will be leaving the construction site and traveling on paved roads or other paved surfaces.
- Provide for periodic street cleaning to remove any sediment that may have been tracked out. Sediment should be removed by shoveling or sweeping and carefully removed to a suitable disposal area where it will not be re-eroded. Street washing is prohibited without special permission from SSW utility, call 360-778-7900.



APPROVED
Rayl Houtts
City Engineer

11/29/04
Date

CITY OF BELLINGHAM
REINFORCED SILT FENCE

DRAWING
EC-615



**WASHINGTON STATE
COMMUNITY, TRADE AND
ECONOMIC DEVELOPMENT**

Building Foundations for the Future

INSTALLER TAG

**INSTALLER
CERTIFICATION
NUMBER**

SIGNATURE

FOUNDATION	_____	_____
SUPPORT PIERS	_____	_____
ANCHORS	_____	_____
EARTHQUAKE BRACING	_____	_____
PLUMBING CONNECTIONS	_____	_____
SKIRTING	_____	_____
FINAL INSPECTION DATE _____	INSPECTOR'S SIGNATURE _____	

INSTALLERS: PLACE NEAR BUILDING PERMIT. FILL IN CERTIFICATION NUMBERS FOR WORK PERFORMED AND SIGN.
INSPECTOR: NUMBERS AND SIGNATURES MUST BE ON TAG BEFORE FINAL APPROVAL. DATE AND SIGN.
HOMEOWNER: STORE TAG IN HOME.

Office of Manufactured Housing, 800-964-0852

February 3, 2000



**WASHINGTON STATE
COMMUNITY, TRADE AND
ECONOMIC DEVELOPMENT**

Building Foundations for the Future

INSTALLER TAG

**INSTALLER
CERTIFICATION
NUMBER**

SIGNATURE

FOUNDATION	_____	_____
SUPPORT PIERS	_____	_____
ANCHORS	_____	_____
EARTHQUAKE BRACING	_____	_____
PLUMBING CONNECTIONS	_____	_____
SKIRTING	_____	_____
FINAL INSPECTION DATE _____	INSPECTOR'S SIGNATURE _____	

INSTALLERS: PLACE NEAR BUILDING PERMIT. FILL IN CERTIFICATION NUMBERS FOR WORK PERFORMED AND SIGN.
INSPECTOR: NUMBERS AND SIGNATURES MUST BE ON TAG BEFORE FINAL APPROVAL. DATE AND SIGN.
HOMEOWNER: STORE TAG IN HOME.

Office of Manufactured Housing, 800-964-0852

February 3, 2000