



Mobile/Manufactured Home Permit Submittal Checklist

APPLICATION REQUIREMENTS

NOTE: A project requiring approvals other than a building permit have additional submittal requirements. Prior to submitting verify whether your project will need other permits such as:

1. Administrative Conditional Use Permit (ex. [Accessory Apartment](#), [temporary dwellings](#));
2. Shoreline variance or permit;
3. [Forest Practices Permit](#) or [Land Disturbing Activity Permit](#); and/or
4. [Flood Hazard Permits](#) if in the [100-year floodplain](#).

The above list is not comprehensive. Please consult with staff if you think you may require additional approvals prior to preparing your application for submittal. Standard mobile home permits will require (1 – 11):

- _____ 1. **Original Mobile/Manufactured Home Application:** Fill out the application as completely as possible. Please use only blue or black ink. Your tax parcel number is printed on your tax statement. You may also call (425) 388-3433 or visit the [County Assessor's office](#) to obtain this number. If the property does not have an address, it will be assigned an address when the application is processed. The signature of the owner or authorized agent is required on the application.
 - _____ 2. **Provide a Foundation Plan:** Your foundation plan must be drawn to an **Architect's** scale (1/4" = 1') and should include footing size and location in addition to blocking locations at perimeter and marriage lines.
 - _____ 3. **Provide a Model Specific Floor Plan** showing all fixture locations.
 - _____ 4. **1 copy of Site Plan:** Your Site Plan must be on 8½"x11", 8½"x14" or 11"x17" plain white paper. It must be drawn to a standard **ENGINEER'S** scale (1" = 10', 20', 30', 40', 50', 60', 100' or 200'). All information listed on the [Residential Site Plan Submittal Checklist](#) must be provided.
 - _____ 5. **1 copy of the Tie-Down Installation Plans:** For new mobile homes, this information can be obtained from the mobile home dealer. For used mobile homes, the type of tie-downs to be used must be selected from the ANSI Standards A225.1 of 1994.
 - _____ 6. **Original Plan Review Specification:** Completed and signed.
 - _____ 7. **Drainage Submittal Packet:** If you are adding any new or replacing any hard surface (ex. gravel, pavement, roof area) and your property is not located in a subdivision with a previously reviewed drainage plan, then you will need to submit an appropriate drainage plan:
 - 1 to 1,999 sf of new plus replaced hard surface: [Small Project SWPPP](#)
 - 2,000 to 4,999 sf of new plus replaced hard surface: [Land Disturbing Activity Permit \(LDA\)](#) with a [Targeted Stormwater Plan](#).
 - 5,000 + sf of new plus replaced hard surface: [LDA](#) with [Full SWPPP](#) & [Drainage Plan](#).
- Note: If you are clearing more than 7,000 sf of grading or grading more than 100 cy, or **working within any critical areas or associated buffers**, but are not adding 2,000 + sf of new plus replaced hard surface, then please contact staff to determine the appropriate drainage submittal option. Refer to Assistance Bulletins [#15](#), [#86](#), and [#87](#) for more information.*
- _____ 8. **Water Letter:** For the construction of **NEW** single-family residences and duplexes, a certificate or letter of water availability is REQUIRED from the local water purveyor (e.g. SnoCoPUD, Alderwood Water

District). **For properties using water from a well, well permits are processed through the Snohomish Health District. The applicant is responsible for verifying they have appropriate water rights to the property and that they are not located in a basin with water restrictions.**

____ 9. **Snohomish Health District Construction Clearance:** This is approval for the location of your building project in regards to septics, drainfields, and wells. This is not necessary if your property is being serviced by a public sewer system. If your property is being serviced by a septic system and/or private well, you will need to complete the [“Request for A Health District Construction Clearance and/or Water Supply Comment”](#) form. Our permit staff will route this Clearance Form and a copy of your site plan to the Snohomish Health District for their review.

For additional septic tank, well, and drainfield information, please contact: **Snohomish Health District - Environmental Health Division**, 3020 Rucker Avenue, Everett. (425) 339-5250 Website: dave.snohd.org

____ 10. **Contractor's License:** If you are using a contractor, PDS must verify the registration of the contractor. To comply with RCW 18.27.010(12), verification means the receipt and duplication by the city, town, or county of a contractor registration card that is current on its face. Please check with the [Department of Labor & Industries](#) to determine if a contractor is registered.

____ 11. **Access Permit:** Required for new or modified access off a County maintained road. If needed, permit counter staff will process an access permit application and collect the \$80.00 fee at the initial building permit submittal. If your access is from a private easement, verify that you have rights to access such easement prior to submitting your application.

2-05 CORNER CLEARANCE FROM INTERSECTIONS

A. Residential

Access to residential corner lots shall be located a minimum of 10 feet from the point of curvature (PC) or point of tangency (PT) of the curb line at the intersection. If no curb exists, access points shall be located not less than 35 feet from where the projected right of way lines intersect. No portion of an access will be permitted within curb returns or curb ramps.

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____ 12. **Property Location Map:** Please provide a map of your property (building site) on the form provided and submit it with your application. Indicate the nearest intersection and write clear driving instructions for our inspectors. Street addresses must be clearly posted and visible from the road. No inspections will be performed without the visible posting of your address. Provide any gate codes or note any animals on this form as well.

____ 13. **Submittal Fees:** A structural plan check fee and a site review fee will be collected at submittal. If required, an access permit fee will also be charged. Drainage review fees shall be paid pursuant to SCC 30.86.510. Your receipt will reflect an itemized estimate of the additional fees due upon permit issuance, including any mitigation fees. We accept cash, checks, VISA, and MasterCard. Please [Residential Building Permit Fees - Bulletin #18](#) for calculation details.

IMPORTANT NOTE:

The following criterion shall be met in zones R-7200, R-8400, R-9600, T, NB, CB, GC, CRC, RU, R-12,500, and WFB [30.22.130\(6\)](#). The new mobile home:

- A) Shall be multi-sectioned by original design, with a width of 20 feet or greater along its entire body length;
- B) Shall be constructed with a non-metallic type, pitched roof;
- C) Except where the base of the mobile home is flush to ground level, shall be installed either with:
 - i) skirting material which is compatible with the siding of the mobile home; or
 - ii) a perimeter masonry foundation;
- D) Shall have the wheels and tongue removed; and
- E) In the RU zone the above only applies if the permitted lot size is less than 20,000 square feet.