



Mobile/Manufactured Home Permit Submittal Checklist

APPLICATION REQUIREMENTS

NOTE: For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

NOTE: For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

Applications are accepted by appointment only. You can schedule an appointment by calling (425) 388-3311 ext 2790 or going online to: www.snoco.org/departments/pds/appt/

- _____ 1. **Original Mobile/Manufactured Home Application:** Fill out the application as completely as possible. Please use only blue or black ink. Properties without a County assigned address will need to include the 14-digit Property Tax Account Number of the building site. This number is printed on your tax statement. You may also call (425) 388-3433 or go to the 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. **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.
- _____ 3. **Original Plan Review Specification:** Completed and signed.
- _____ 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. Please review our **Residential Site Plans Packet** for specific requirements.
- _____ 5. **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.
- _____ 6. **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: www.snohd.org

_____ 7. **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).

_____ 8. **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.

_____ 9. **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.

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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_____ 10. **Submittal Fees:** A site review fee (if applicable) will be collected at permit submittal. If necessary, an access permit fee will be charged. Your receipt will reflect an itemized estimate of the additional fees due upon issuance. Please be advised that if your project requires additional reviews, additional fees may be added to the estimate. We accept cash, checks, VISA, and MasterCard.

IMPORTANT NOTE:

This process must be followed in urban zones R-7200, R-8400, R-9600, R-12500, WFB and RU where permitted lot size is less than 20,000 square feet.

1. Except where the base of the mobile home is flush to ground level, the residence shall be installed either with:
 - a. skirting material.
 - b. a perimeter masonry skirting.
2. Shall have the wheels and tongue removed.
3. Shall be multi-sectioned by original design, with a width of twenty (20) feet or greater as measured along its entire body length.
4. Shall be constructed with a non-metallic type pitched roof.