



PERMIT SUBMITTAL REQUIREMENTS FOR Manufactured Home

PERMITTING & DEVELOPMENT
BUILDING
DIVISION
121 5th Avenue N
P: 425.771.0220
www.edmondswa.gov

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

DEFINITION: Factory assembled dwelling units built to federal standards are defined as Manufactured Homes.

ORDINANCE: Pursuant to City Ordinance #3632 manufactured homes to be placed within the PROVISIONS: City shall not be older than three calendar years from the date of complete permit application submittal. The minimum manufactured home size shall be two fully enclosed parallel sections each not less than 12 feet wide by 36 feet long. Coated metal, tin or vinyl roofing material is not permitted.

CODES: State of Washington WAC 296-150M
Edmonds Community Development
Code (ECDC) Chapter 19.05.030

SUBMITTAL DOCUMENTS:

- City Application
- Stormwater Management Plan - with worksheet and calculations
- Drainage Plan- with worksheet and calculations
- Grading Plan - with yardage calculations
- Site Plan, scaled 1"=20'
- Height Calculations
- Manufactured Home Installation Manual
- Foundation Plan
- Floor Plan and construction details

PERMIT SUBMITTAL REQUIREMENTS:

When soils reports are required, they shall include the following:

- A site plan showing the location of test borings and/or excavations.

- A complete record of the soil samples and record of the soils profile.
- Elevation of the water table, if encountered.
- Recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils; mitigation of the effects of liquefaction, differential settlement and carrying soil strength; and the effects of adjacent loads.
- Expected total and differential settlement.
- Pile and pier foundation information in accordance with IBC Section 1810.
- Special design and construction provisions for footings or foundations founded on expansive soils, as necessary.
- Compacted fill material properties and testing in accordance with IBC Section 1804.5.
NOTE: Report recommendations shall be incorporated into the foundation design.

STORMWATER MANAGEMENT PLAN:

A completed Stormwater Classification Worksheet shall be submitted with all Storm system plans. If you are proposing Low Impact Development (LID) and/or an infiltration system to meet stormwater management requirements, see Low Impact Development handout #E72-LID for requirements including approved soil testing methods and standard details.

Please note: additional testing may be required if you are proposing to use Low Impact Development (LID) techniques and/or infiltration to meet stormwater management requirements.

SITE PLAN - scaled 1"=20', with the following:

- Property owner's name, tax account parcel number and street address.
- North arrow designation, scale 1"=20' and property line dimensions.
- Streets, approaches, driveways, sidewalks, alleys, easements (public and private), paved areas, street dedications and adjacent City right-of-way (developed or undeveloped).
- Side sewer location, cleanouts, proposed sewer lines, water meter location, water service line, gas, cable and phone lines, fire hydrants, telephone poles, utility transformers.
- Existing physical features/water courses of any size, i.e., streams, creeks, ponds, ditches, etc.
- Dimension all buildings and structures, indicate setback distances, lot area and lot coverage (buildings to be demolished or moved require a separate permit).
- Accessory structures and projections, decks, porches, carports, cantilevered structures, sheds, chimneys, roof overhangs, eave lines, breezeways, patios, fences, etc.
- Retaining walls with typical section detail.
- Height calculations.
- Elevations at each corner of the lot and at the building rectangle. Topographic grades at five (5) foot intervals for slopes 15% or less and at two (2) foot intervals for slopes greater than 15% slope. Indicate lot slope and driveway slope.
- Total new Impervious area.
- If applicable, in designated flood plains; provide basement, first floor elevations and the lowest proposed elevation of the footing, foundation wall, and finished floor, based on design flood elevation, stamped by a licensed land surveyor.

MANUFACTURED HOME INSTALLATION MANUAL:

- The Manual shall be highlighted with applicable items, tables, diagrams and details for the project.

FOUNDATION PLAN:

- Specify which foundation or anchoring system will be used with corresponding details highlighted in the Manual.
- Indicate location and size of foundation vents and crawlspace access opening.

FLOOR PLAN & CONSTRUCTION DETAILS:

The installation manual must have the following highlighted:

- Exit doors, landings, stairways, handrails, guards, etc.

MISCELLANEOUS INFORMATION REQUIRED TO BE PROVIDED:

- Name of Manufacturer, Unit Model Number, Dimensions, Number of Bedrooms
- HUD ID Number, VIN Number, Year of Manufacturer, Snow Load Capacity
- Copy of the Certified Home Installer's WAINS certificate
- Copy of State contractor's license and City business license
- A separate permit is required for decks, sheds, carports, garages, etc., that are not a part of the manufactured home.

**MANUFACTURED HOME INSTALLATION
INFORMATION & INSPECTION
REQUIREMENTS:**

Manufactured Homes shall be installed in compliance with the Manufacturer Home Installation Manual and State WAC standards with regard to permitting, installation, and inspection.

The Building Official is authorized to issue building permits and collect permit fees for the installation of all Manufactured Homes. All other applicable development fees shall also be imposed as with any other single family residence.

Manufactured Homes may be subject to a fire and life safety inspection by State Department of Labor and Industries when required by the Building Official.

When installed in an approved mobile home park, the park owner shall provide written evidence that the ground on which the unit is to be installed has a proper base and adequate drainage. Any proposed decks, sheds, carports, garages etc. must also be approved in advance by the park owner in writing and submitted with the permit application to the City.

A dealer may not deliver a home to a site until the proper local building permit is issued. Contact the Snohomish County Treasurer's Office for Mobile Home Moving permits when homes move through State or County highways to sites in Edmonds (425-388-3366).

For State Electrical Permits and inspection, contact the State Department of Labor & Industries Electrical Division at 425-290-1309.

State Law requires a certified Manufactured Home installer to be on site to supervise all phases of installation work, unless the homeowner performs the work personally. (See specific state rules for installation at <http://www.lni.wa.gov/TradesLicensing/FAS/>)

[Mobile/Installation/default.asp](#).) To verify your contractor's licensing contact the Washington State Department of Licensing at (360) 415-4000 or www.lni.wa.gov. Certified Manufactured Home installers must place a red metallic installer certification tag on each home they install prior to inspection by the City of Edmonds. The tag must list all installation work performed by the certified installer and be affixed directly above or below the HUD certification label. All home installers are also required to have a City non-resident business license.

Examples of installation work that does not require a certified Manufactured Home installer are:

- Site preparation (grading and excavation)
- Sewer and water connections outside of the building site/pad
- Pouring concrete into pre-made forms
- Painting, drywall finishing or carpet installation
- Specialty work performed by a licensed plumber or electrician
- Detached structures such as garages, carports, sheds, decks, etc. (separate City permits required).

For homes placed on a lot within a Plat or Subdivision, provide all information as required by the recorded plat or subdivision, i.e., land clearing/tree cutting plan, driveway turnaround, existing and proposed utility and access easements, street dedications, sidewalk improvements, landscape plan, etc. Contact the City Planning Division for more information.

Manufactured Homes to be placed within the City shall not be older than three (3) calendar years from the date of complete permit application submittal. The applicant is required to provide the vehicle identification number (VIN) information and year the home was manufactured.

The minimum Manufactured Home size shall be at least two (2) fully enclosed parallel

sections each not less than twelve (12) feet wide by thirty-six (36) feet long.

Coated metal, tin, or vinyl roofing material is not permitted.

The Manufactured Home installer is responsible to verify information on the home's Data Plate prior to installation. The Data Plate is typically located either at the electrical panel, in the utility area, in a closet or kitchen cabinet. The Data Plate provides specific design criteria for wind, roof load (i.e., snow loads) and climate zone (heating and cooling systems) for which the home was designed. No home may be located or re-located into a zone which has requirements exceeding those for which the home was designed. For example, a home designed for Florida weather would not have roof loads for snow. Data Plate information is verified by the City Building Inspector.

Foundation supports shall be provided as specified by the Data Plate and any addendum. If the serial number contains a "P" or if perimeter blocking is specified then both perimeter and frame blocking must be installed.

Door landings are required on the exterior of each door of the home. The minimum landing size is 36" x 36". Complying stairs (dimensioned at a maximum rise 7¾" and minimum run of 10") are required.

Handrails are required when four or more risers are provided. Handrails must be grippable, (1¼" to 2" maximum) and placed 34" to 38" above stair tread.

All wood exposed to weather shall be pressure treated or naturally resistant to decay (such as cedar or redwood).

Accessory structures such as porches, decks, carports, garages, sheds, etc. require a separate permit and are regulated under the International Residential Building Code for

construction and distance to property lines and/or distance to other structures. Note, when physically connected to the home a separate State Manufactured Home permit from Labor & Industries is required in advance of City approval. A copy of the State permit must be provided to the City.