



# Obtaining a Mobile Home Permit

DDES Customer Information Bulletin #

**7**

• FREQUENTLY ASKED QUESTIONS •

*Visit the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes) for more information*

King County DDES has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

Alternative formats available upon request

This bulletin serves as a guideline to help applicants understand the requirements for obtaining a Mobile Home Permit. Staff at the King County Department of Development and Environmental Services (DDES) will check applications for compliance with the following codes:

1. International Residential Code for One- and Two-Family Dwellings
2. International Fire Code;
3. King County Code;
4. Critical Areas Code and Administrative Rules;
5. Shoreline Management Act;
6. Drainage Ordinance;
7. Other ordinances and policies adopted by King County; and
8. Other ordinances and policies adopted by Washington State.

To begin the process of applying for a Mobile Home Permit, review the information in this bulletin. Customers may get additional information and application forms by coming to the Permit Center in the Building Services Division of DDES, or stopping by one of the DDES satellite offices. Application materials and other bulletins, as well as satellite office locations, are available via the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). Once customers have gathered all the materials identified in this bulletin and completed the application form, the next step is to contact DDES to schedule an appointment to submit a permit application. Appointments should be scheduled two to four weeks in advance by calling 206-296-6797. Specific rules and regulations that apply to each application will depend upon when the lot was created.

In order to obtain a permit for a mobile home, applicants must provide King County with the following:

- A. Affidavit for Application Form;
- B. Property Tax Account Number;
- C. Legal Description of Property (3 copies);
- D. Proof of Legal Lot;
- E. Site Plan (or Plot Plan) (See following text for requirements.) (3 copies);
- F. Information On the Mobile Home;
- G. Working Drawings (See following text for requirements.) (2 copies);
- H. Certificate of Sewer Availability and Related Documents;
- I. Certificate of Water Availability and Related Documents;
- J. Fees For Reviews Completed Before Permit Approval;
- K. Installer's Registration Number/Owner Affidavit; and
- L. Miscellaneous.

Note: Electrical and Plumbing Permits are issued by the Washington State Department of Labor and Industries and the Seattle-King County Department of Public Health, respectively.

**Review of an application will not begin until customers have submitted all materials and fees specified for a complete application.**

### **A. Affidavit for Application**

The Affidavit for Application establishes the scope of work, the property owner, and/or the agent, and critical areas compliance. Please provide the owner's name, address, and telephone number and the applicant's name, address, and telephone number (if different from that of the owner). This information is required if it is necessary to contact someone to answer additional questions during the application process. The address is used also to notify the owner and/or applicant by mail that the permit is ready for pickup.

### **B. Property Tax Account Number**

This identifying number is assigned by the Assessor's Office. DDES uses the number to access the Management Information System to verify that property taxes are paid. No permit may be issued unless taxes are current.

### **C. Legal Description of Property (Submit three copies.)**

This describes the parcel of land identified by the Property Tax Account Number (or Parcel Number). It describes what is known as a "Legal Lot," and it is identical to the parcel found on the Assessor's maps and the required plot plans (See Bulletin 2, *Legal Lot*). It is acceptable to submit a legal description of the parcel as it appears on deeds, real estate contracts, and statutory warranty deeds, or as it exists in records at the Assessor's Office. The legal description is used to check the dimensions of a parcel, the uses allowed by the current zoning, and any underlying restrictions, such as setbacks from property lines or from easements, lot coverage, or height of buildings. The legal description is also used to check for critical areas and other planning controls. (See Item F of this bulletin.)

### **D. Proof of Legal Lot**

Before customers submit an application for a building permit on a lot or subdivide it, the lot must meet the requirements of a Legal Lot, as defined in Title 19 of the King County Code (KCC). See Bulletin 2, *Legal Lot*, for additional information. Applicants may also be required to provide proof of legal access. The proposed site plan must be consistent with the legal description of the property.

**E. Site Plan (or Plot Plan) (Submit three copies.)**

The site plan is a graphical presentation of an entire lot as seen from an aerial view. (See Figure 1 Example Drawing C-1; *not* showing standard scale of 1" = 20'.) Three copies of the site plan are required for building permit applications. The site plan must be submitted on the King County DDES Site Plan Template (example available via Permit Application Forms on the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)). Contact DDES at 206-296-6600 to get a template.

**The Following List Identifies Some Graphical Notes and Text Required On the Site Plan:**

- **Scale** - (Engineering scale is required. [The standard is 1" = 20', however any engineering scale that will accurately depict the property on the required size of paper is acceptable.]) The site plan must give dimensions for the property and show the entire lot without broken property lines. For large parcels, draw a two-page site plan, the first page depicting the entire lot at a convenient engineering scale and the second page depicting an enlargement of the developed area at a larger scale (for example 1" = 20' or 1" = 40').
- **North Arrow**
- **Location and Dimensions** - Of all property lines and easements, including critical area tracts, critical area setback areas, or Native Growth Protection Easements (NGPE) and building setback lines [See Chapters 21A.12 and 21A.24 of the King County Code (KCC)].
- **Indicate Existing vs. New Areas** - Show all structures on the property and clearly indicate existing and new areas. Structures include all buildings, porches, decks, retaining walls, rockeries, and roof overhangs. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.
- **Location and Dimensions** of all existing and proposed buildings, structures, uses and distances to property lines, and other buildings and easements.
- **Show well location and well radius.**
- **Location and Dimensions** of any plat or short plat restrictions and easements.
- **Parking (Spacing For Two Cars) and Driveway(s)** - The driveway must be indicated and dimensioned, from the street to the garage or parking area. Applicants may also be required to submit proof of legal access.
- **Indicate Any Streets Abutting With the Property** - This includes streets, access easements, alleys, cul-de-sacs, and joint use driveways. Provide radius of cul-de-sacs.
- **Show Either Corner Elevations For the Property and the Building In Question or Finished Topography** - Topography is preferred as it gives more. Surface grade elevations may be shown either from sea level or depicting one corner of the property at zero.
- **If Any Portion of the Site Slopes At More Than 15 Percent, Or If a Stream, Wetland or Water Body Exists**, show topographic contours. Maximum contour intervals equal five feet.  
  
Note: This elevation can generally be approximated unless a proposed property is in a flood hazard area or more than 500' above sea level; if so, applicants will have to provide exact figures.
- **Show Top and Toe of All Slopes** inclined at 40 percent or more and more than ten feet high.

- **Show Any Past Excavation, Filled Areas or Cleared Areas** (Indicate depth of cut/fill.) The clearing and grading necessary to prepare a proposed building site is included in the review of a residential building permit application. See Bulletin 28, *Clearing and Grading Permits*, for more information on clearing and grading requirements and review.
- **Ordinary High-Water Mark (OHWM), Slopes and Critical Areas** (wetlands, streams, rivers, creeks, ravines, springs, lakes, ponds, bogs, areas of saturated ground, flood hazard areas/boundaries, erosions hazard areas, and coal mines) should be indicated on the site plan. Show distances to abutting structures. A 100-year Floodplain Analysis may be required. Applicants must show the elevation of lowest floor level.
- **If On, or Adjacent To, a Shoreline** - Show the name of the body of water and the distances to structures.
- **If On A Septic System** - Show the location of the septic tank and drain field. These must be identical to the location approved by the Health Department. If the site plan is not identical to the one being reviewed by DDES, a revised septic design or building application approval from Seattle-King County Department of Environmental Health is required.
- **Indicate Location and Type of All of Impervious Surface Areas** - Please provide a calculation for coverage of impervious surface in square feet. If the coverage is greater than 5,000 square feet, a drainage review will be conducted by DDES.

Note: *Impervious surface*, generally speaking, is an artificially covered or hardened surface that prevents the percolation of water into the soil mantle. Roof tops, swimming pools, paved or graveled roads, driveways and walkways, and packed earthen materials are all examples of impervious surfaces.

- **Show the outlines of the existing and proposed clearing limits.** Specify square footage of the existing and proposed clearing.

*Clearing limits* and clearing covenants for “Native Vegetation Areas” are required for many residential permits per the *Surface Water Design Manual* and Chapter 16.82 of the King County Code (KCC).

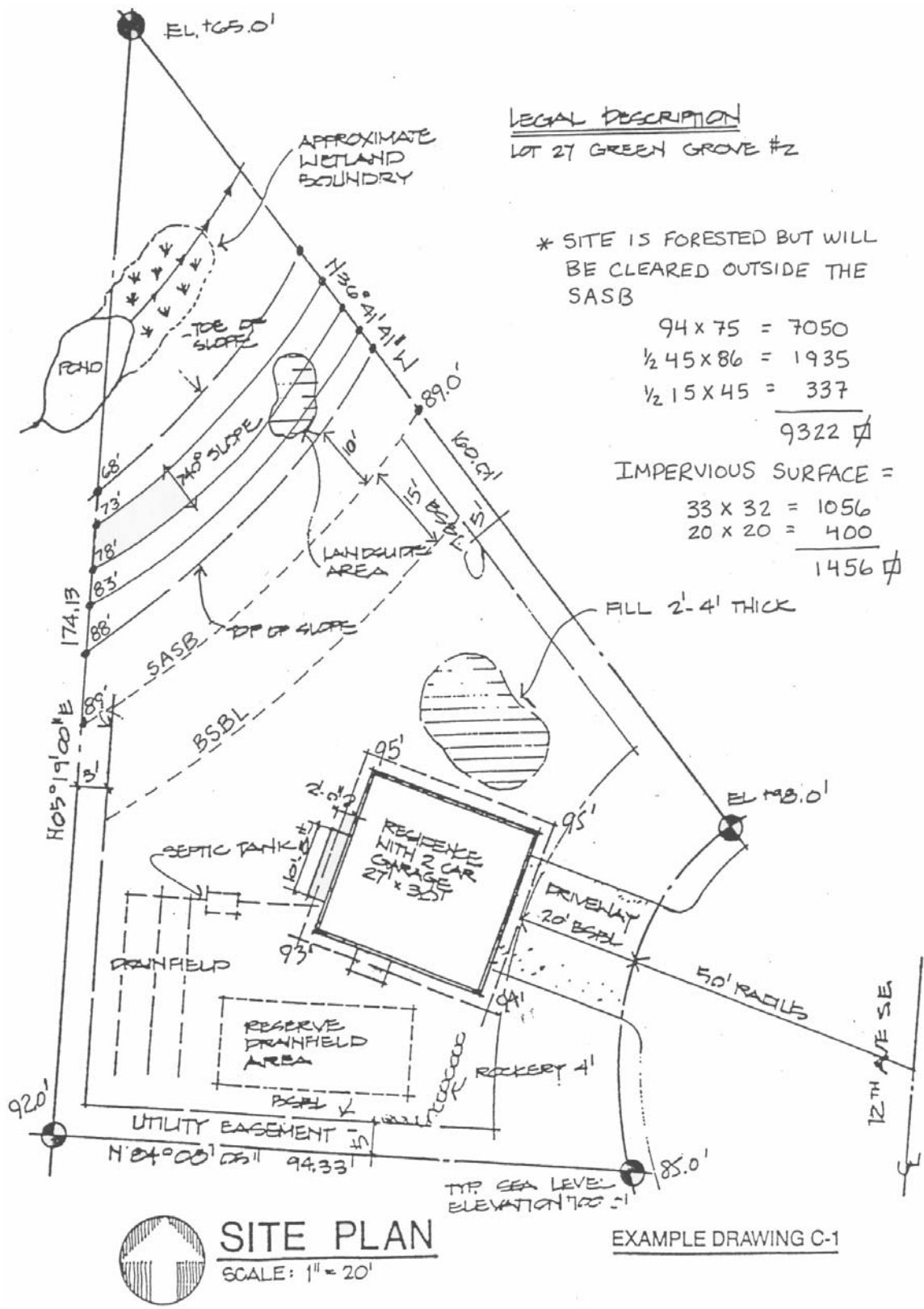
See Bulletin 28, *Clearing and Grading Permits*, for more information on clearing and grading requirements and review.

## F. Description of The Mobile Home

The descriptions of the mobile home proposed for the site should include the following information:

- Name of manufacturer;
- Year of manufacture;
- Dimensions;
- Model and Labor and Industries (L&I) or Department of Housing and Urban Development (HUD) ID Number;
- Valuation;
- Number of bedrooms; and
- Snow load capacity.

Example of a Sample Drawing of a Site Plan:



### G. Working Drawings (Or Blueprints, Plans, Drawings, or Prints)

Working drawings provide DDES with information on how applicants plan to construct proposed projects. Two sets are required: one for the field, and one for public record.

#### At a Minimum, The Following Drawings Are Required For a Mobile Home Unit:

- Foundation or Support System Plans:  
(Required scale ¼ inch equals 1 foot minus 0 inches.)  
Foundation Support System Plans should conform to the manufacturer's instructions and/or the *Guidelines for the Installation and Anchorage of Manufactured Housing in the State of Washington*.

If applicants plan to build on a steep site, please contact DDES for a pre-application meeting. The building official may require additional drawings, details, sections, or stamped engineered calculations and/or details for the proposed building or site.

Drawing sets shall be as follows:

- Clear and with readable writing;
- Stapled together with plot plan as the first sheet;
- In order, with each page numbered consecutively; and
- No pencil drawings; reproductions on substantial paper are required.

Additional information which may be required:

- Site inspection by the Engineer/Architect of Record may be required for special designs.

### H. Sewer Availability

Developments in Urban Growth Areas must be served by public sewers. However, if a property is located in an Urban Growth Area and property owners wish to use an individual on-site sewage system until it is feasible for the property to be connected to a public sewer, this may occur on an interim basis. Applicants must provide DDES with a Certificate of Sewer Availability and letter, an approved on-site sewage design, and a recorded Certificate of Future Connection.

**Note For Properties NOT Served By Sewer In Urban Areas:** Determine whether the subject property is located within the urban or rural growth areas by calling DDES with the Parcel Number. Property within the urban area and not served by public sewer must provide a Certificate of Future Connection and proof, in the way of a SAC, that public sewer is not available. A Certificate of Future Connection is an agreement between the property owner and the local sewer purveyor promising that when sewer becomes available, the homeowner will hookup without protest.

### I. Water Availability

Developments in Urban Growth Areas must be served by the appropriate existing Group A water purveyor. If the proposed property is located in an Urban Growth Area (in the Full Service or Service Planning Areas), however, applicants may request alternative water service on an interim basis (from water purveyor) or develop an individual well. Applicants must provide DDES with a Certificate of Water Availability and Letter, pre-application approval for connection to a private well (if this option is chosen), and a recorded Certificate of Future Connection.

### J. Fees

As of January 1, 2004, all non-hourly review fees will be collected at permit application. Site review fees, some of which may be hourly charges, will be collected later. For complex sites, a Project Coordinator may be assigned to the permit. Remaining fees such as inspection and mitigation fees are collected at permit issuance.



### K. Installer's Registration Number/Owner Affidavit (Not Required Until Permit Issuance)

Washington State Law requires that contractors be registered with the State. When choosing a contractor, please refer to Bulletin 6, *Working with Contractors*. An owner may be an owner-contractor, however, when building on his or her own property subject to completing a notarized affidavit. Owner Affidavit Forms are available upon request.

### L. Miscellaneous

In addition to the requirements listed above, the following items may also pertain to a Mobile Home Permit and may be required:

- If the property where applicants plan to place the mobile home is located in a critical area, a geotechnical or wetlands study of the property may be required;
- An engineering analysis by an Architect or licensed Engineer may be required;
- Additional engineered drawings, sections, details, and structural plans may be required;
- Other items may be required, depending on the specific project and/or whether it is located in a hazard area;
- Applications will be reviewed by the Fire Marshal (206-296-6675) for conformance to the King County Fire Protection Ordinance. The Fire Marshal's office staff conducts site inspections to verify the Fire Code access and fire flow requirements for mobile homes.

Note: A residential sprinkler system may be required if a site does not meet Fire Code access standards or fireflow requirements; and

- The use of appropriate erosion control practices is required during construction to protect drainage systems and adjacent properties. These controls must be in place before site preparation or construction and must be properly maintained during the entire construction process.

### Inspections

**(Please have a copy of the Project Inspection Record Card and all approved plans on site.)**

The 24-hour Inspection Request Line is 206-296-6635. Inspection requests called in prior to 3:00 p.m., Monday through Friday, will be scheduled for the following working day.

The following inspection approvals are required:

#### 1. Foundation and Site Inspection

After completion of the following items, call for an inspection:

- a. The mobile home footprint is cleared;
- b. The building pad is excavated to undisturbed soil;
- c. Erosion and sediment control is in place;
- d. Concrete formwork is in place or bearing value is determinable;
- e. Property corners and lot lines are clearly marked; and
- f. Septic area is identified.

#### 2. Mobile Home Placement and Support

After completion of the following items, call for an inspection:

- a. The mobile home has been placed on the site;
- b. The support system has been installed per an approved method; and
- c. The tie-downs have been installed per an approved method.

Please call for this inspection *before* installing the skirting.

**3. Final Occupancy Inspection**

After completion of the following items, call for an inspection:

- a. Skirting is installed;
- b. The front and rear porches are installed according to UBC standards;
- c. All lot improvements are complete (such as walkways, driveways, and parking pads);
- d. Applicants have obtained the "as built" from the Health Department or have hooked up to sewers;
- e. Applicants have installed and hooked up to a well or public water system; and
- f. All ancillary permits are signed off (electrical, plumbing, gas piping, sprinklers, and propane tank permits).

**Non-Insignia Mobile Homes**

A mobile home without the appropriate HUD or L&I insignia cannot be moved into King County. A noninsignia mobile home located in King County before January 21, 1980, cannot be moved to a new location within King County without passing a minimum livability inspection by DDES inspection staff.

**Temporary Construction Residence**

A mobile home may be permitted as a temporary dwelling on a lot for the property owner, provided a building permit has been obtained for a permanent dwelling on the site. The Temporary Mobile Home Permit shall be effective for a period of 12 months. This permit may be extended for one additional period of 12 months if the permanent dwelling is constructed with a finished exterior by the end of the initial approval period. The mobile home shall be removed within 90 days of either the expiration of the temporary permit or final occupancy approval for the permanent residence, whichever occurs first.

**Temporary Mobile Home For Medical Hardship**

A mobile home may be permitted as a temporary dwelling on the same lot as a permanent dwelling, provided the mobile home together with the permanent residence shall meet the setback, height, and lot coverage provisions of the applicable zone; and the applicant submits a *notarized affidavit with the permit application* that contains the following:

- 1) Certification that the temporary dwelling is necessary to provide daily care;
- 2) Certification that the primary provider of such daily care will reside on-site;
- 3) Certification that the applicant understands the temporary nature of the permit;
- 4) Certification signed by a physician that a resident of the subject property requires daily care; and
- 5) Certification that the physician's signature is both current and valid.

Temporary Mobile Home Permits for medical hardships shall be effective for 12 months. Extensions of the Temporary Mobile Home Permit may be approved in 12-month increments, subject to the demonstration of continuing medical hardship. The mobile home shall be removed within 90 days of the expiration of the Temporary Mobile Home Permit or the cessation of provision of daily care.

**Accessory Structures, Decks, and Porches**

Any detached structure greater than 120 square feet projected roof area and any covered porches or decks greater than 30 inches from grade require a building permit. This building permit may be obtained as part of the Mobile Home Permit or separately. The structure must comply with the International Residential Code for One- and Two-Family Dwellings (IRC) requirements. (See Bulletin 9, *Obtaining a Residential Building Permit*, for the requirements for the structural plans.)

All stairs, landings, ramps, decks, and walkways providing means of egress must conform to IRC requirements.



**Additions and Alterations To a Mobile Home**

Any alterations to a mobile home require approval from the Washington State Department of Labor and Industries. All additions by customers to a mobile home may require a permit from King County and Washington State. (See Bulletin 1, *Building and Development Permit Telephone Numbers*, for more contact information.)

**Other Bulletins and Telephone Numbers That May Be Helpful**

Bulletin 1	Building and Development Permit Telephone Numbers
Bulletin 2	Legal Lot
Bulletin 3	Demolition Permits For Commercial and Residential Structures
Bulletin 4	Damage Repairs
Bulletin 5	Tenant Improvements
Bulletin 6	Working With Contractors
Bulletin 9	Obtaining a Residential Building Permit
Bulletin 10	Residential Building On or Near Waterfront: Additional Requirements
Bulletin 11	Street Addresses and Road Names
Bulletin 12	Residential Building Permit Process
Bulletin 17A	Zoning Code: Overview and Summary
Bulletin 18A	Zoning Code: Permitted Use Tables
Bulletin 21	Critical Areas Review
Bulletin 23	Certified Wood Stoves
Bulletin 27	Residential Energy Codes
Bulletin 31	Right-of-Way Use Permits
Bulletin 46	School Impact Mitigation Measures
Bulletin 47	Road Impact Mitigation Measures For New Developments

These and other DDES bulletins are available via the department Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes).

206-296-6600	DDES Information
206-296-7071	Fire Marshal
206-296-6797	Permit Application Appointment Desk
206-296-6635	24-Hour Inspection Request Line
206-296-6630	Building Inspection Staff

**Also Available:**

- DDES (Permit Center) Site Plan Template
- Energy Code Compliance Form
- Residential Correction Sheets
- Prescriptive Design Method for Lateral Design
- King County Rockery Requirements
- Lateral Restraint Panel
- Examples of Drawings



**Be sure to visit our Web site at:**  
[www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)

King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.