



# MANUFACTURED HOME APPLICATION

## Yakima County Building & Fire Safety

128 North Second Street Fourth Floor Courthouse Yakima, Washington 98901  
(509) 574-2300 • 1-800-572-7354 • FAX (509) 574-2301 • [www.co.yakima.wa.us](http://www.co.yakima.wa.us)

**(Staff Use Only—Fill In / Circle As Applicable)**

Zoning District: _____	Reviewed By: _____
Proposed Land Use: _____	Case #(s): _____ Date Submitted: _____
Overlay: Airport / Greenway / Floodplain _____	_____
UGA: _____ CAO/Shoreline: _____	_____
Water: YCWRS / Purveyor / Exempt _____	_____
Sewer: Septic Clearance / Purveyor _____	_____
FAAR: _____ WUI—FD: _____ L / M / H / E	_____
Name of Short Plat, Subdivision, or MH Park: _____	Lot or Space # _____

**Please print and complete all of the contact information associated with your project:**

☒ Please check one box to designate the “main contact person”

☐ **Property Owner Information:**

Parcel Number(s): A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Company (if any): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subject Property Address: (if different): \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Proposal: \_\_\_\_\_

☐ **Applicant Information:**

Applicant's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

☐ **Contractor Information:**

Contractor's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor License # \_\_\_\_\_

☐ **Installer Information:**

Installer's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ WA Certification #: \_\_\_\_\_

☐ **Dealer Information:**

Dealer's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Application and Submittal Requirement Checklist

Please complete and submit the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Manufactured Home Application & Checklist                 | <input type="checkbox"/> Tie-down / Anchor Locations   |
| <input type="checkbox"/> Site Plan (See Yakima County Site Plan Requirements)      | <input type="checkbox"/> Mainframe Plan  |
| <input type="checkbox"/> Floor Plan with Room Uses (specify options if applicable) | <input type="checkbox"/> Used Home—Photos of all sides of the home   |
| <input type="checkbox"/> Runner Design (dimension width, length and depth)         | <input type="checkbox"/> Used Home—Copy of MH Title or Registration. <i>(If private parcel it must be in the property owner's name.)</i> |
| <input type="checkbox"/> Pier Loads / Locations for Perimeter & Marriage Line      |  |

### Manufactured Home Installation & Placement Information

\*\* See Planning Division for Zoning Ordinance Land Use Requirements

- Is there an existing home on the parcel? ☐ Yes ☐ No
- Will this proposed home be the only residence on the property? ☐ Yes ☐ No
- Was the Manufactured Home constructed PRIOR to June 1976? ☐ Yes ☐ No

***If YES, A Fire Safety Certificate (Labor & Industries) is required prior to permit issuance.***

Year:	Manufacturer:	Model:
Dimensions:	Serial Number:	Valuation: \$
Number of Bedrooms:	Number of Bathrooms:	Design roof load:
Site roof load:		
Unit Size: <input type="checkbox"/> Single Wide <input type="checkbox"/> Double Wide <input type="checkbox"/> Triple Wide		
Place of Origin: <input type="checkbox"/> Factory Order <input type="checkbox"/> Dealer Lot <input type="checkbox"/> Used Home (please note address of prior location below):		

### Installation Checklist

<u>Footings Type</u>	<u>Skirting Type</u>	<u>Tie Down Type</u>
<input type="checkbox"/> Concrete Block <i>(engineered plans required)</i>	<input type="checkbox"/> Concrete Block	<input type="checkbox"/> Auger
<input type="checkbox"/> Continuous Runner <i>(provide design)</i>	<input type="checkbox"/> Metal	<input type="checkbox"/> Dead Man
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Wood	<input type="checkbox"/> Poured
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Rock Anchor
		<input type="checkbox"/> Other: _____

### Zoning Checklist

<u><sup>1</sup>Pit Set</u>	<u><sup>2</sup>Siding Material</u>	<u><sup>3</sup>Roofing Material</u>
<input type="checkbox"/> Yes	<input type="checkbox"/> Wood	<input type="checkbox"/> Asphalt Shingles
<input type="checkbox"/> No**	<input type="checkbox"/> Metal**	<input type="checkbox"/> Metal**
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> <sup>4</sup> Is Roof Slope $\geq 2/12$ pitch or greater?	<input type="checkbox"/> Yes <input type="checkbox"/> No**	

\*\* If the home will not meet the following criteria, see the Planning Division regarding Zoning Ordinance Land Use Review

#### Notes:

- 1. Pit Set:** Manufactured homes shall be "pit set," with the bottom of the floor joist or frame no more than 12" above finished grade, except as necessary to accommodate terrain. The pit shall be of sufficient depth to accommodate an 18-inch clearance below the frame of the unit with crawl space access located near utility connections.
- 2. Siding Materials:** Siding materials shall be wood, Masonite, or other material compatible with surrounding site-built homes.
- 3. Roofing Materials:** Roofing materials shall be compatible in appearance with surrounding site-built homes and consistent with fire safety standards.
- 4. Roof Slope:** Roof slope/pitch shall be not less than a 2' rise for each 12' of horizontal run.

**NOTE: Items 1, 2, 3, 4 must meet these requirements prior to issuance of your placement permit. Item 1 may be waived if MH is placed in floodplain area or MH park.**

I acknowledge that I have completed this form pertaining to the installation and placement of the manufactured home as indicated above. I understand that if the home is found to not meet the installation or zoning requirements as I have checked above that additional fees, reviews, and approval may be required, as well as subject to Code Enforcement action(s).

**Owner / Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This Section to Be Completed for Construction Permits**

Pursuant to RCW. 19.27.095(2)(i-ii): The requirements for a full completed construction application shall include:

- i. The name, address, and phone number of the office of the lender administering the interim construction financing, if any: **OR**
- ii. The name and address of the firm that has issued a payment bond, if any, on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project.

If for any reason the information requested below is not available at the time of application, the applicant shall provide the information as soon as it can be reasonably obtained.

☐ Lending Agency Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

☐ I acknowledge by checking this box this project has no lending agency for construction financing.

☐ Bonding Agency Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

☐ I acknowledge by checking this box this project has no bonding agency.

**If you are the Owner and Acting as Your Own Contractor, please complete the following declaration:**

I acknowledge that I am applying for a construction permit through the Yakima County Public Services, Building and Fire Safety Division.

I also acknowledge that I am not a licensed contractor, specialty or general, or that I am not acting as a contractor and wish to be exempt from the requirements of the Washington State Contractor's Act, per RCW 18.27.090, and will abide by all provisions and conditions of the exemption as stated. I agree that if I use the assistance of any person(s) to provide labor and/or assistance, I will retain only contractors registered and currently licensed as required under the laws of the State of Washington.

I (**print name**) \_\_\_\_\_ certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_