

# GRAYS HARBOR COUNTY PLANNING AND BUILDING DIVISION DEVELOPMENT ASSISTANCE BULLETIN

# 6

## INSTALLING A MANUFACTURED OR MOBILE HOME

This information is intended to serve as a general guideline. For more information on specific requirements, please contact the appropriate county agency.

Before moving a manufactured home onto a site within the county, including a site within a mobile home park, the following six steps will be required to be completed:

### Step 1: ENVIRONMENTAL HEALTH (360) 249-4413

Septic and potable water approval are required before a building permit can be issued for the placement of the unit.

- **Water Availability Verification.** Proof of potable water is required, but if the proposal is for a replacement home, this may not be required. If connected to a public water system, the water purveyor needs to complete the form. If there is a private well with one single-family connection, the following information is needed:
  - a. A signed well log from a licensed well driller.
  - b. A scaled site plan.
  - c. Written results from the bailer test, air-line test or pump test, which was performed for a minimum of one hour, verifying a minimum yield of 400-gallons per-day. (This information is usually found on the well log.)
  - d. Bacteriological and nitrate water test results.
  - e. Subdivisions with individual wells created after January 1, 1995, need to allow for each lot a 100 foot protective zone within the lot lines or obtain restrictive covenants for the portion of the protective zone encumbering adjacent properties in accordance with Washington Administrative Code (WAC) 246-272. Minimum setback from public road rights-of-way is 50 feet.
  - f. Two-party wells may require a written recorded agreement.
- **New On-Site Sewage Systems.** Apply to the Environmental Health Division for an on-site sewage disposal system permit.
- **Existing On-Site Sewage System Evaluations.** If an existing sewage system is planned to be used, application for an evaluation of the existing system may be needed. If an approved permit is not found on file, a new system application will be required. A new system application is also required if the system is not large enough for the new proposal. Some mobile home park installations also require existing system evaluations.

### Step 2: ROAD ACCESS PERMITS (360) 249-4222

**Road Access Permits** are required for all driveway approaches to County roads. If you are using an existing county access, an inspection of that access will be completed by the County staff to determine the necessity of applying for and receiving a County Road Access Permit. Please note that (1) a driveway approach will be required to be constructed to County standards, or (2) improvements to an existing driveway may be required as a condition of permit issuance.

### Step 3: FIRE MARSHAL APPROVAL OF FIRE APPARATUS ACCESS ROAD (360) 249-5579

Fire Marshal approval of road access is required for all buildings when any portion of the exterior wall is located more than 150-feet from the fire department vehicle access (County road or State highway), as measured by an approved route around the exterior of the building.

#### **Step 4: PLANNING DIVISION (360) 249-5579**

As part of the building permit review process, the site plan will be evaluated by the Planning Division for compliance with the county zoning code. The site plan is by far the most important item to be completed. Please pay close attention to the details requested on the site plan form.

#### **Step 5: BUILDING DIVISION (360) 249-5579**

Any mobile home for which a building permit is issued must have an insignia of approval from the Washington State Department of Labor & Industries (L&I) or the United States Department of Housing & Urban Development (HUD). Mobile Homes manufactured on or before June 15, 1976 must provide a copy of the *L&I Alteration, Fire and Safety Insignia of Approval* label before a permit is issued. Mobile homes manufactured after June 15, 1976 would have had an insignia attached at the factory. Non-insignia mobile homes are not permitted.

The building permit is valid for six months from the date of issuance. If none of the required inspections are performed and approved within that time, an extension may be requested. A building permit is valid for one year after the last approved inspection. Once a permit expires, a new permit must be obtained prior to resuming construction.

#### **Inspections**

The foundation, blocking, tie-downs and anchors shall be provided in accordance with (A) the manufacturer's installation instructions, (B) the American National Standard (ANSI) A225.1—1994, or (C) a Washington State-Licensed Engineer's design. The exterior stairs, landings, decks, etc. are required to be constructed per the Building Code. A building inspector will perform the following inspections:

- (A.) Mobile Homes installed on private property (inspections can be requested in the groupings shown):
  - (1) Setbacks, footing (the forms and reinforcements must be inspected **BEFORE** concrete is placed)
  - (2) Blocking, tie-downs, plumbing, groundcover and ducting
  - (3) Skirting/vents, road/driveway, and final inspection (stairs, handrails, decks, and exterior landings)
  
- (B.) Mobile Homes installed in a Mobile Home Park (inspections can be requested in the groupings shown):
  - (1) Footing, blocking, plumbing, tie-downs, and groundcover
  - (2) Skirting/vents, road/driveway, and final inspection (steps, handrails, decks, and exterior landings)

When ready for inspection, call (360) 249-5579. Give applicant name, phone number, and address of the mobile home, permit number, and type of inspection needed. The inspector will usually be able to perform the inspection within two working days after receiving the request.

#### **Installation Requirements**

Installation of a new manufactured home shall be installed in the unincorporated area of the county (including mobile home parks) as follows:

1. The initial manufactured home installation must be conducted according to the manufacturer's instructions.
2. If the manufacturer's instructions do not address an aspect of the installation, request specific instructions from the manufacturer or from a professional engineer or architect licensed in Washington State.
3. If the manufacturer's instructions are unavailable, use:
  - a. The 1994 American National Standard Institute (ANSI) standard ANSI A225.1-Manufactured Home Installation instructions, which are available at the Grays Harbor County Building Division.
  - b. The instructions of a professional engineer or architect licensed in Washington State.

Beginning July 1, 1995, building permits for installing manufactured homes in Washington State must contain the name and certification number of the installer. Ask the dealer for this information.

One certified installer with a certification number must be on-site whenever installation work is being done. Installation work is:

- Assembling forms for concrete

- Installing supports, piers, anchors and tie-downs
- Set-up
- Skirting
- Connection to on-site sewer and water
- Extending the hot water pressure relief valve/drain

If several certified installers are involved in the installation, all their names and certification numbers must be on the building permit.

A certified installer is not required to be present for:

- Site preparation (excavating, grading, etc.)
- Plumbing (a licensed plumber is needed for more than simple connections)
- Electrical work (a licensed electrician is needed)
- Accessory decks, carports, and garages (a separate permit is needed from the Building Division)
- Placing concrete into forms
- Dry wall, painting, finishing trim

If the home is being altered from its original factory condition, an alteration permit from the Washington State Department of Labor & Industries is required. Homeowners may personally install their own home without being certified.

The Washington State Department of Community, Trade and Economic Development (CTED) recently adopted new rules governing manufactured home installers in the State of Washington. One important change is the method installers verify that homes have been installed in accordance with the state installation code, Washington Administrative Code (WAC) 296-150M.

Effective July 1, 2003, installers are required to affix a state-issued Installer Certification Tag to each manufactured home they install. Tags must be purchased through the Office of Manufactured Housing at CTED. Tags will only be sold to current certified installers or to the retailers who employ them. The new rules prohibit local jurisdictions from issuing final approval of the installation unless the installer certification tags have been affixed to the home.

### **Building Location on Lot**

It is the responsibility of the applicant to locate and verify property corners and property lines prior to receiving footing inspection. It is the mobile home owner's responsibility to call for inspections and make sure that all of the required inspections have been approved.

### **Step 6: TREASURER'S OFFICE (360) 249-3751**

When moving a mobile home, a *Tax Certificate and a Mobile Home Movement Decal* must be obtained from the Office of the County Treasurer. These are issued free of charge once all the required taxes have been paid. Movement of a mobile home within the county requires the payment of all taxes due for the current year. Movement of a mobile home to a new county requires payment of an advance tax for the following year in addition to payment of all taxes due for the current year. Only current year taxes are collected if the mobile home is being moved out of state.

The following information is needed to complete the Tax Certificate and Mobile Home Movement Decal:

- a. Name and address of taxpayer assessed
- b. Name and address of the purchaser (if sold)
- c. Type of movement (in or out of county or state)
- d. Transport's name and address
- e. Transport's WUTC permit number
- f. Transport's DOT special motor vehicle permit number (an oversize permit)
- g. Description of the mobile home (make, model, serial number, etc.)
- h. Assessor's ID or property parcel number (12 digits)
- i. Present location of the mobile home (where it is being moved from)
- j. Destination of the mobile home

Once the taxes have been paid and the Tax Certificate has been completed, a Mobile Home Movement Decal will be issued. The decal is valid for fifteen (15) days from the date of issue. Should circumstances not permit the mobile home to be moved during the time allowed, a new decal must be obtained.

## PERMITS REQUIRED BY OTHER AGENCIES

- **Overwidth Permit (360) 533-4333**

If the home is greater than 8'6" wide and is being moved across county roads, an **Overwidth Permit** is required. The permit must be carried in the truck which is moving the mobile home. The permit may be obtained at the Hoquiam Licensing office located at 2616 Sumner Avenue in the city of Hoquiam, Washington.

- **Electrical permits (360) 533-8200**

The Washington State Department of Labor and Industries issues all electrical permits associated with the installation of a mobile home. Electrical permits may be obtained at the Washington State Department of Labor and Industries located at 415 W. Wishkah in the City of Aberdeen, Washington.

- **Road Access Permit (360) 533-9347**

Road Access Permits are required from the Washington State Department of Transportation for all driveway approaches to State highways. If the access is to a state highway, a copy of the state access permit will be required by the County prior to the issuance of a building permit to place the unit on the property. A Road Access Permit may be obtained from the Washington State Department of Transportation located at 4801 Olympic Highway in Aberdeen, Washington.



Questions may be directed to the Planning & Building Division at (360) 249-5579.

**Grays Harbor County**  
**Planning & Building Division**  
Public Services Department  
100 W Broadway Suite 31  
Montesano, WA 98563  
360-249-5579  
360-249-3203 (fax)



[pbd@co.grays-harbor.wa.us](mailto:pbd@co.grays-harbor.wa.us)  
[www.co.grays-harbor.wa.us](http://www.co.grays-harbor.wa.us)

PS009  
5/2007