



**City of
Wenatchee**

COMMUNITY DEVELOPMENT DEPARTMENT

1350 McKittrick St., Suite A, Wenatchee, WA 98801

Phone (509)888-3244 Building Inspection Line (509)888-3263

Fax (509)888-3201 www.wenatcheewa.gov

MANUFACTURED/MODULAR HOME PERMIT APPLICATION

In order to process and review permit applications in a timely fashion, the documents and document descriptions listed on the following sheets are the minimum requirements necessary for permit submittal and review. The more information that is supplied, the easier it will be to review the project. ***Failure to submit the required information will cause undue delay in the permit review process*** and failure to include any of the documents or information listed, will result in the staff being unable to accept the building permit application. If you have any questions regarding the minimum submittal requirements, please contact the Building Department prior to building permit submittal.

***Building Permit Applications are accepted
Monday - Friday from 8:00 am - 4:30 pm***

Department Contact Numbers:

Building – (509) 888-3244
Planning – (509) 888-3256
Engineering – (509) 888-3200
Environmental – (509) 888-3235



MANUFACTURED / MODULAR HOME INSTALLATION SUBMITTAL REQUIREMENTS

(Including additions to existing buildings)

The following items must be provided in order to properly apply for a manufactured home installation permit. **Plans and application will be returned to the applicant if information is incomplete.** The applicable department director may require additional information or materials when necessary to augment a permit application.

Please submit two complete sets of plans.

APPLICATION DOCUMENTS:

- Building Permit Application Form
- Two sets of plans (see below for detailed requirements)
- Copy of Washington State Contractor's Registration (unless owner builder)
- Copy of manufactured home certified installer's card
- Utility Request Form (Please include the requested meter size if applicable)
- Right-of-way (RW) Permit application (unless site already has curb, gutter, sidewalk, driveway along road frontage(s) and utilities on the lot)
 - Certificate of Liability Insurance naming City as additional insured for RW permit
 - Traffic control plan if traffic will be diverted in street or sidewalk
 - Bond for excavations in right-of-way
- Environmental Checklist: (Required if site contains a wetland, floodplain, or other resource).
- Critical Areas special studies may be required for any/all of the *following*:
 - Flood hazards.
 - Landslide hazards
 - Steep slope hazards
 - Wetlands

PLANS AND DRAWINGS:

The following is a detailed description of the format and the items required to appear on the drawing set. All drawings within a submittal shall conform to the following requirements:

- All drawings shall include a drawing title, drawing number, date and revision date.
- Drawing scale shall be indicated using a bar-scale symbol for plan reduction integrity. The symbol must appear on all sheets.
- Unless the site size dictates a different scale, site drawings are to be in an engineer's scale and should be at a scale of 1" = 30'; architectural floor plans are to be 1/4" = 1' scale or larger unless otherwise approved.
- All drawings shall be of a consistent scale.
- North Arrow - all site drawings and site related drawings (i.e., vicinity map, detail enlargements, etc.) shall include a north arrow.
- A Vicinity Map shall be included in the drawing sufficient to identify the project location.
- Plans must be wet stamped and signed by an architect or engineer registered in Washington State (when required by building department or by state law).

DESCRIPTION OF SUBMITTAL DRAWINGS:

The drawing titles and the information described under the titles below are presented in a fashion consistent with standard practice in the industry. However, the information described under the drawing titles is a minimum requirement for building permit submittal. The logical arrangement of the required information is left up to the applicant.

ARCHITECTURAL SITE PLAN:

- **Property lines:** Show the location and dimensions
- **Streets and alleys:** Show location and name of all streets and alleys adjacent to the site.
- **Curb, gutter, and sidewalk:** Show location and dimensions of all existing and/or proposed curb, gutter, and sidewalks.
- **Easements:** Show the location for all existing and proposed utility, drainage, native growth protection and access easements and/or private roads; draw to scale and accurately dimension.
- **Existing and proposed structures:** Show location, dimension and use of all existing and proposed buildings and structures on the site; show distances to property lines. Show building footprints as well as full extent of roof coverage including dimensions.
- **Lot coverage calculations:** Lot coverage is measured from the outer edge of the eaves. Please demonstrate how the proposed development meets lot coverage requirements.
- **Land use code setbacks:** Show front, side, rear and street setbacks (if applicable). Designate which are the front, sides and rear property lines.
- **Walls and fences:** Indicate location, length and height.
- **Driveways and parking:** Show location and dimensions of on-site parking, driveways, and finished slope of driveways. Include the width of the driveway approach to the road, as measured at the property line or crossing the sidewalk, (if applicable).
- **Indicate all existing and proposed** retaining structures and/or rockeries. Show maximum heights of exposed face, and construction height of wall from bottom of footing to wall top.
- **Utilities:** Include all existing and proposed utility connections (electricity, water, sewer, gas, and telecommunications, as applicable).
- Show locations of all outdoor heating, ventilation and air conditioning equipment.
- Show location of any propane tanks.
- Erosion protection & Site drainage (new construction only)

FOUNDATION:

- Show foundation plan, shape, and all dimensions; include heights and all connections. Provide a typical foundation section of the foundation system.
- Show placement of reinforcement
- Crawl spaces: show location and size of all vents, access size and location.
- Show placement of tie-downs.
- Retaining walls: Retaining structures in excess of four feet in height (measured from bottom of footing to top of wall, require engineered design with calculations. Retaining walls in excess of three feet in height shall meet all required setbacks for structures.
- Engineered foundation: Stamped engineered plans with calculations are required for nonconventional foundation systems and/or sites with special soil conditions.

SKIRT PLANS:

- Show a cross section of a typical skirting. Call out material types and thicknesses.
- Show if skirting is to below grade or above grade.
- Show connection to manufactured home and foundations.

LANDINGS:

There shall be a floor or landing on each side of a door. Landing height must be within 1" of threshold. This may be increase to 8" if the door does not swing out over the landing. A screen or storm door may swing out over a landing. Landings are required at the top and bottom of stairways, minimum dimensions 36" x 36". Show landing at each exit.

STAIRS:

- Headroom: 6'-8" required, measured vertically from tread of nosing to soffits, headers, etc.
- Dimensions: 36" minimum width, 7 ¾ minimum rise and 10" minimum run (tread depth).
- Handrails - required if there are 4 or more stair risers, installed 34"-38" above the nosing of the treads, at least 1-1/2" away from a wall, and the ends shall be returned or shall terminate in newel posts or safety terminals.
- Show stairs at each exit.

GUARDRAILS:

- Location: Required on all open sides of decks and stairs more than 30” above grade.
- Height: 36” minimum
- Spacing: Open guardrail shall have intermediate rails or posts on an ornamental pattern such that a sphere 4” in diameter cannot pass through

MATERIALS:

Nails and screws must be corrosion resistant

DECKS/ROOFS (IN CONJUNCTION WITH MOBILE HOMES):

A separate permit is required for construction, replacement relocation, addition or alteration of any deck (1) with a roof, (2) over a basement or story below, or (3) more than 30” above grade.

SETBACKS:

See Wenatchee City Code for setback requirements.

PERMITTED LOCATIONS:

Please see Wenatchee City Code, Section 10.10, District use chart for manufactured/mobile/modular home permitted locations.

DEFINITIONS:

- **“Manufactured home, designated”** means a dwelling unit which:
 - (1) Is comprised of at least two fully enclosed parallel sections each of not less than 12 feet wide by 36 feet long;
 - (2) Was originally constructed with and now has a composition of wood shake or shingle, coated metal, or similar roof of not less than 3:12 pitch; and
 - (3) Has exterior siding similar in appearance to siding materials commonly used on site-built, single-family dwellings, built in accordance with the International Building Code.
- **“Manufactured home”** means a structure constructed after June 15, 1976, and in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements for manufactured housing, bearing the appropriate insignia indicating such compliance, and designed primarily for residential occupancy by human beings.
- **“Mobile home”** means a structure, constructed before June 15, 1976, that is transportable in one or more sections that are eight feet or more in width and 32 feet or more in length, built on a permanent chassis, designed to be used as a permanent dwelling and bearing the “Mobile Home” insignia of the Washington State Department of Labor and Industries, commonly referred to as a single-wide.
- **“Modular home”** means a residential structure which is constructed in a factory in accordance with applicable building codes and bearing the appropriate insignia indicating such compliance, transported to the building site in modules and assembled on site on a permanent foundation.

ADDITIONAL REQUIREMENTS:

- All designated manufactured homes located within the city on an individual lot of record, not within a manufactured home park, shall be new, not previously titled to a retail purchaser, no more than three years old on the date of installation, and composed of at least two fully enclosed parallel sections.
- All dwellings shall be placed on a permanent foundation with the space between the bottom of the home and the ground enclosed by concrete or an approved concrete product which can be either load-bearing or decorative.
- A dwelling shall be not less than 14 feet in width at the narrowest point of its first story.

PLEASE REFER TO THE INTERNATIONAL BUILDING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL MECHANICAL CODE, UNIFORM PLUMBING CODE, CITY OF WENATCHEE MUNICIPAL CODE AND DEVELOPMENT STANDARDS FOR CODE REQUIREMENTS.

If you have any questions concerning your application submittal, please call the City of Wenatchee Community and Economic Development Department Building Division at (509) 888-3244.

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|---|--|------------------|---------------------------------------|---|
| CITY OF WENATCHEE MANUFACTURED/MODULAR HOME PERMIT APPLICATION DEPARTMENT OF COMMUNITY DEVELOPMENT 1350 MCKITTRICK ST., SUITE A WENATCHEE, WA 98801 Building Department (509) 888-3244 Inspection Line (509) 888-3263 Fax (509) 888-3201 | | | DATE APPLIED | |
| | | | PERMIT NO. | |
| JOB SITE ADDRESS: | | | JOB SITE PHONE | |
| LEGAL DESCRIPTION <u>OR</u> MOBILE HOME PARK NAME/LOT NUMBER: | | | PARCEL NO. | |
| NATURE OF WORK: | | | VALUATION (LABOR AND MATERIALS) \$ | |
| TYPE: (See WCC, Section 10.08.100 for definitions) <input type="checkbox"/> Manufactured Home, Designated <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Modular Home | | | | |
| APPLICANT'S NAME: | | | CONTACT NAME: _____ | |
| MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP) | | | PRIMARY PHONE: () _____ | |
| OWNER'S NAME: | | | ALT PHONE: () _____ | |
| MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP) | | | EMAIL: _____ | |
| CONTRACTOR'S NAME: (copy of contractor's registration card required): | | | CONTACT NAME: _____ | |
| MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP) | | | PRIMARY PHONE: () _____ | |
| CONTRACTOR'S LICENSE NUMBER: | | | ALT PHONE: () _____ | |
| EXPIRATION DATE: | | | EMAIL: _____ | |
| CITY BUSINESS LICENSE NUMBER: | | | CONTACT NAME: _____ | |
| EXPIRATION DATE: | | | PRIMARY PHONE: () _____ | |
| CERTIFIED INSTALLER: | | | ALT PHONE: () _____ | |
| MAILING ADDRESS: (STREET, P.O., CITY, STATE, ZIP) | | | EMAIL: _____ | |
| WAINS CERTIFICATION NO: | | EXPIRATION DATE: | | <input type="checkbox"/> Cash <input type="checkbox"/> Check No. : _____ Plan Check Fee: \$ _____ Receipt No: _____ |
| MANUFACTURER: _____ MODEL: _____ | | | | |
| SERIAL #: _____ LENGTH: _____ WIDTH: _____ YEAR: _____ | | | | |
| By signing below, I certify that the information provided with this application herein is true and accurate. I further certify that any and all work performed shall be done in accordance with the ordinances and laws of the City of Wenatchee. | | | | |
| _____ Applicant Signature | | | _____ Authorized Agent Signature | |
| _____ Print Name | | | _____ Print Name | |

PERMIT APPLICATIONS ARE ACCEPTED MONDAY - FRIDAY FROM 8:00 AM TO 4:30 PM.
FEES ARE COLLECTED AT THE TIME OF PERMIT SUBMITTAL