



MANUFACTURED HOME PERMIT REQUIREMENTS

SINGLE FAMILY LOTS

Minimum Submittal Requirements

- ❑ Completed construction **Permit Application**.
- ❑ A copy of a current **Washington State Contractor's License** and a current copy of a **WAINS License** OR an **owner affidavit in lieu of contractor** (must be submitted prior to permit issuance). Please note that contractors must have a current City of Federal Way Business License.
- ❑ **Plan review fee**.

Plan Requirements

Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed; and show that they will conform to the provisions of the adopted codes and ordinances.

Two copies of plans (minimum 11 x 17 paper size, maximum 30 x 42), plus two extra site plans, must be submitted for review. Drawings must be of one size. All plans must be drawn to scale. Scale for site plans is a minimum 1" = 20' (or architectural scale equivalent of 1/2" = 10'). Minimum scale for all other drawings is 1/4" = 1'. Plans shall be drawn in indelible ink. Plan sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pen, etc.) **will not** be accepted for plan check. Washington State law requires that any registered professional who prepares or supervises the preparation of drawings and construction documents, stamp and sign such documents.

- ❑ **Site Plan/Erosion Control Plan**
 1. Scale and north arrow. Required scale 1" = 20' minimum.
 2. Show the size, location, setbacks, and use of existing and proposed buildings.
 3. Show the existing and proposed grade elevations, finished floor elevations, and directional arrows to show surface drainage. Provide elevation readings at each corner.
 4. Show the location of utilities (water, sewer, gas, electricity) for new buildings or additions.
 5. Show, with dashed lines, any existing structures to be removed or demolished.
 6. Show the width of driveway and describe paving materials.
 7. Show grading and clearing limits.
 8. Show temporary erosion control measures.
 9. Show right-of-way width and street name.
 10. Show lot coverage and impervious surface calculations, including structures, concrete, gravel areas, etc.

11. Show all significant trees on property and label that trees are to be removed.
 12. If over 15 percent slope, show five-foot contours, top of slope, toe of slope, and any erosion or landslide hazard areas with their setbacks.
 13. Show all streams, wetlands, lakes, closed depressions, or other water features, including any required buffer widths, located on the site or within 200 feet of the site.
 14. Location of all existing and proposed drainage easements, ditches, swales, pipes, etc.
 15. Proposed flow control method for roof, driveway, and any other proposed impervious surface.
 16. Location of any vegetated flow paths or buffered required for flow control system.
 17. Setback lengths between flow control systems and any property line, structure, steep slope, stream, wetland, well, or septic system.
- ❑ **Floor Plans.** Mobile homes to be placed on single family lots must be comprised of at least two fully enclosed parallel sections each not less than 12' wide by 36' long (RCW 35.63.160).
 1. Indicate use and provide dimensions for all rooms.
 2. Specify project square footage on floor plans.
 3. Show location of decks over 30" above grade, garages, or carports. Full structural plans are required for these elements. Completely detached garages, carports, or accessory structures may require a separate building permit with full plan submittal. See the City of Federal Way Residential Checklist for plan requirements for decks, garages, carports, or other accessory elements. If a structure is to be located adjacent to the mobile home, please indicate whether it is to be attached. **Attached** accessory structures may require an additional permit from the Washington State Department of Labor and Industries. See the "Alterations and Additions" section below.
 - ❑ **Foundation Plans**
 1. Plan indicating type, dimensions, and layout of foundation system. Applicant may utilize ribbon footing, any engineered system, or pier blocks.
 2. Type of anchor/tie down; must be engineered for a 3150 pound load. Please note that the manufacturer's installation manual, the ANSI standard, OR the architect's or engineer's instructions must be on site for inspections.
 - ❑ **Elevation Plans.** Mobile homes to be placed on single-family lots must have been constructed after **June 15, 1976**. They must have been originally constructed with, and now have, a roof of composition, wood shake or shingle, coated metal, or similar material of not less than 3:12 pitch; and exterior siding similar in appearance to siding materials commonly used on conventional site-built single-family residences (RCW 35.63.160).
 1. Specify the height above finished grade to: 1) finished floor, and 2) highest point of the structure.
 2. Show existing and finished grade lines.
 3. Specify all finish materials to be used.
 4. Show all doors and windows (distinguish between those that can be opened and fixed).
 - ❑ If the site has a **septic system**, a copy of the stamped and signed septic approval must be submitted prior to permit issuance. If the site has **public sewer**, a sewer availability letter may be required.
 - ❑ For un-platted lots, a **water availability letter** may be required.

ALTERATIONS AND ADDITIONS

Certain alterations to manufactured homes require a separate permit from the Department of Labor and Industries (L&I). These include interior remodels or new exterior openings; **attached** structural additions such as carports, garages, etc.; **“free-standing”** additions that tap into your home’s wiring or plumbing; heat pumps; re-roofing; and wood stoves. City of Federal Way staff is able to issue some simple L&I permits at our permit counter. However, some work does require plan review and a visit to the L&I Tukwila Office. Please talk to the City of Federal Way permit counter staff at 253-835-2607, or permitcenter@cityoffederalway.com, for details.

Additions require a separate City of Federal Way building permit.

The Department of Labor and Industry Tukwila Office can be reached at 206-835-1111. Their office is located at 12806 Gateway Drive, Tukwila.