



OKANOGAN COUNTY BUILDING DEPARTMENT

DAN HIGBEE, BUILDING OFFICIAL

123 NORTH 5TH - SUITE #115

OKANOGAN, WA 98840

(509) 422-7110 FAX (509) 422-7220

Mfg Home/Factory Assembled Structure Installation Permit Procedure

**PLEASE READ CAREFULLY AND FILL OUT COMPLETELY
CALL IF YOU HAVE QUESTIONS**

- Contact** the Building Department for building construction issues (509) 422-7110
- Contact** the Planning Department for land use issues & 911 Addressing (509) 422-7160
- Contact** the Public Health Department for water and septic issues (509) 422-7140
- Contact** the Dept. of Labor & Industries for Fire Safety Permit *Pre-1977 homes* (509) 886-6500

APPLICATION PROCEDURE

- Submit** a COMPLETE application.
- Provide** complete information about Mfg Home or Factory Assembled Structure
- Pay** permit fees (**Single Wide - \$200.00/ Double Wide- \$250.00 /Triple Wide- \$300.00**)
- Provide** Site Analysis approval from the Planning Department. Water Availability IF required
- Provide** Water Adequacy approval from Public Health
- Provide** Septic approval from Public Health
- Provide** Fire Safety Permit # from Labor & Industries for *pre- 1977 Mobile Homes*

ISSUANCE PROCEDURE

- Permit** may only be issued after the above steps have been completed.
- Staff** will call when permit is ready to be issued (**Allow two weeks minimum**)
- Permit** may be picked up or sent for a *Priority Postage Fee of \$6.95*

INSPECTIONS/PROJECT CHANGES

- Any** change or revisions to approved permit is issued requires prior approval before installation/construction can continue.
- Call** for inspections **24 hours in advance minimum** for an inspection appropriate to your area. (**Methow Valley – Weds & Fri** **Central/South Valley – Mon – Fri** **North Valley- Tues & Thurs**) ***It is the responsibility of owner/contractor to call for required inspections.***
- Have** permit on-site
- Provide** safe and appropriate access to site
- Provide** Permit #, Name on Permit & Contact Information at time of inspection request.
- Blocking/Tie down** or Final inspection must be completed **before** occupying.
- Decks**, porches, garages and carports need separate permits/Non-Residential & Cannabis Facilities need separate permits for Accessible Ramps, landings and stairs

FAS/MFG Structures

Permit Applications shall remain valid for a period of not more than one (1) year from date received. *Applications exceeding 1 year from the date of filing will not be extended.*

R105.3.1- Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefor as soon as practicable.

Permit Renewals (Effective 3/4/97 by motion of Okanogan County Commissioners):

The Okanogan County Building Department will allow a permit to stay active for eighteen (18) months after issuance. If the project cannot be finished in 18 months the applicant must apply in writing for another six month extension for a fee of \$100, if the project is still not complete within that six month extension the applicant must renew the permit by applying in writing for a one year extension and 1/2 the original permit fee will be due, after those initial extensions have expired the permit will expire and a new permit will be required. This will give the applicant three years to complete the project. If the project cannot be completed within three years, a new completed permit application and fees must be submitted.

WAC 296-150M-0610 What instructions are used for a manufactured home installation?

To the extent that the installation of a manufactured home is not covered by a manufacturer's, engineer's or architect's instructions, the manufactured home shall comply with the installation requirements of this section.

- (1) Installation of a new manufactured home.
 - (a) The initial manufactured home installation must be conducted according to the manufacturer's instructions.
 - (b) If the manufacturer's instructions do not address an aspect of the installation, you may request:
 - (i) Specific instructions from the manufacturer; or
 - (ii) Specific instructions from a professional engineer or architect licensed in Washington state.

For Example:

(A) A manufactured home is installed over a basement and the manufacturer's instructions do not address this application;

- (1) All manufactured homes installed in Washington State must be permanently anchored except for those installed on dealer lots. On dealer lots temporary sets are permitted without anchoring being installed. A manufactured home must be anchored according to the manufacturer's installation instructions or according to the design of a professional engineer or architect licensed in Washington State. Local jurisdictions may not prescribe anchoring methods.

It shall be the duty of the owner or person doing the authorized installation by a permit to notify the building department that such work is ready for inspection. The building department requires that every inspection be requested at least 24 hours before such inspection is desired.

**** It shall be the duty of the person requesting any inspection to provide access to and means for inspection of such work.**

**** Blocking & tie downs must be approved before occupancy.**

Okanogan County requires separate building permits for additions, covered patios, and decks 30" and greater above grade.

All alterations to a manufactured home must be approved by the Department of Labor & Industries (800) 292-5920 [EASTERN WA ONLY] or (509) 886-6500

**** This application is for installation of a manufactured/mobile home ONLY**

**** To receive a final all inspections must be completed and signed off.**

**** The following manufactured home inspections are required:**

1. Slab rebar - If applicable.
2. Blocking & Tiedowns - sewer hookup, water hookup, vapor barrier and setbacks.
3. Skirting and venting.
4. Final - all permanent steps and handrails are in place.

THIS SIDE FOR OFFICE USE ONLY

Approvals Needed	Application Activity	Permit Purpose
Septic Yes <input type="checkbox"/> No <input type="checkbox"/>	Application Taken By	Installation <input type="checkbox"/>
Water Yes <input type="checkbox"/> No <input type="checkbox"/>		Placement Only <input type="checkbox"/>
Planning Yes <input type="checkbox"/> No <input type="checkbox"/>	Fees Figured By	Storage Only <input type="checkbox"/>
		Cannabis Fac. <input type="checkbox"/>
		Non Residential <input type="checkbox"/>

BUILDING DEPARTMENT APPROVAL INFORMATION

<i>Review Sign Off</i>	<i>Date</i>			
<i>Comments/Conditions</i>	<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"> <th style="text-align: center; padding: 2px;">NEED L & I FAS PERMIT?</th> </tr> <tr> <td style="text-align: center; padding: 2px;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;"><i>Permit #</i></td> </tr> </table>	NEED L & I FAS PERMIT?	YES <input type="checkbox"/> NO <input type="checkbox"/>	<i>Permit #</i>
NEED L & I FAS PERMIT?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				
<i>Permit #</i>				
<i>Special Instructions</i>				

HEALTH APPROVAL

<i>Date</i>	<i>Septic</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Permit #:</i>	<i># of Bedrooms</i>
<i>Date</i>	<i>Water</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Adequacy #:</i>	<i>Historically Est. <input type="checkbox"/></i>
<i>Date</i>	<i>60 Day Occ</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Permit #:</i>	<i>Privy <input type="checkbox"/> Septic <input type="checkbox"/></i>
<i>(1) Phone Approval By:</i>		<i>Date:</i>	<i>Received By:</i>	
<i>(2) Phone Approval By:</i>		<i>Date:</i>	<i>Received By:</i>	

Conditions of Approval:

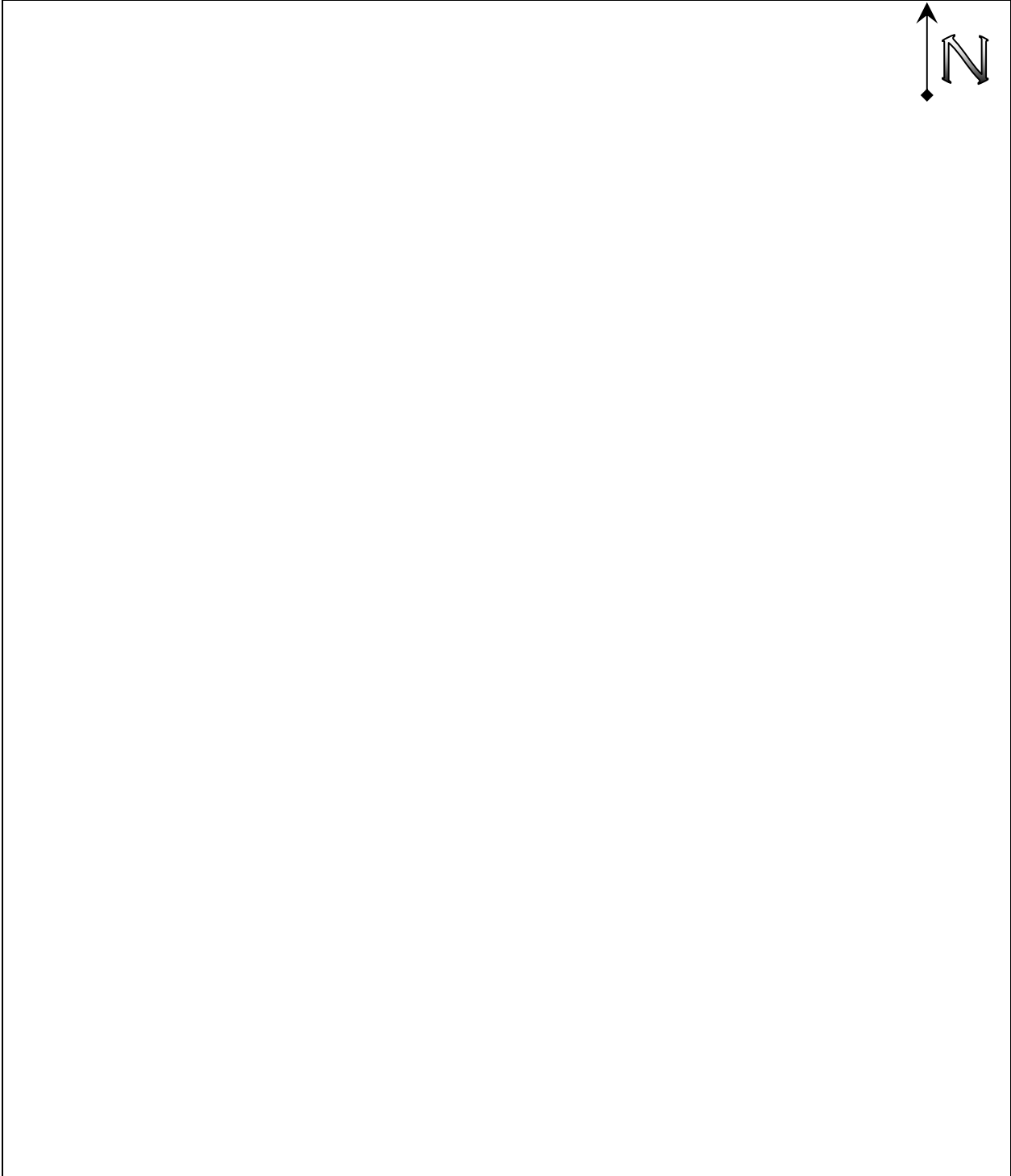
FEES INVOICE

PERMIT FEES DUE	FEES PAID	NOTES																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">PERMIT FEE</td> <td style="width: 30%; text-align: right;">\$</td> </tr> <tr> <td>POSTAGE/OTHER</td> <td style="text-align: right;">\$</td> </tr> <tr style="background-color: #f0f0f0;"> <td>TOTAL FEES</td> <td style="text-align: right;">\$</td> </tr> </table>	PERMIT FEE	\$	POSTAGE/OTHER	\$	TOTAL FEES	\$	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">AMT PD</td> <td style="width: 50%;">DATE</td> </tr> <tr> <td>RECEIPT #</td> <td>CHK #</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>AMT PD</td> <td>DATE</td> </tr> <tr> <td>RECEIPT #</td> <td>CHK #</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>AMT PD</td> <td>DATE</td> </tr> <tr> <td>RECEIPT #</td> <td>CHK #</td> </tr> </table>	AMT PD	DATE	RECEIPT #	CHK #			AMT PD	DATE	RECEIPT #	CHK #			AMT PD	DATE	RECEIPT #	CHK #	
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*****HOW DO WE GET TO THE PROPERTY*****

Directions to the site: _____

Use the space below to provide a detailed drawing showing HOW TO GET TO building project. Show all roads and road names leading to the project. Show mileage. Start from closest town.



A large empty rectangular box for drawing directions, with a north arrow in the top right corner.