



Obtaining a Permit to Install a Mobile Home within an Approved Mobile Home Park

Design Assistance Bulletin #R11

This bulletin serves as a **guideline** to help you understand the requirements for obtaining a permit to place a manufactured home in an approved mobile home park. In order to submit a complete application for permit, please provide the following:

1. Site plan to engineers scale – 1"=10' or 1"=20'; 2 copies
2. Make, model, year, and L&I numbers from the insignia on the home
3. City of Enumclaw Mobile/Modular Home commercial building permit application
4. A copy of the license of a Washington State Certified Mobile Home installer
5. Provide copy of Anchoring System designed Washington State Design Professional

1. **The site plan** should indicate the location of the proposed structure in relationship to any adjacent structures, park streets, property lines, and public rights of way. City code requires a minimum of "ten (10) feet between any two manufactured homes, between any manufactured home and accessory building on adjoining spaces, and between any other accessory buildings on adjoining spaces."

2. **The L&I tag numbers** are located on a metal label or insignia affixed to the exterior of the unit. HUD began putting their labels on all transportable sections of manufactured homes in July 1976. The label is the manufacturer's certification that the home is built in accordance with HUD's construction and safety standards. Per RCW 43.22.455 "No factory built housing ...shall be installed on a building site in this state after the effective date of the regulations adopted pursuant to RCW 43.22.480 unless it is approved and bears the insignia of approval of the department." For structures constructed prior to 1976, a Fire Safety Inspection is provided for by the Department of Labor and Industries. If it is found to comply with the requirements of the Fire Safety Inspection, a label will be affixed to the unit. The unit shall have an approved insignia before it will be allowed to be set within the City of Enumclaw.

3. **The permit application** asks for information regarding the owner, applicant, contractor, etc. Please provide the name of the park where the proposed home will be placed, along with manager's name and phone number. Provide also the name, address, and phone numbers of the prospective tenant and the installer.

4. After July 1, 1995, a mobile or manufactured home may not be installed without a **certified manufactured home installer** providing on-site supervision whenever installation work is being performed. The certified manufactured home installer is responsible for the reading, understanding, and following [of] the manufacturer's installation instructions and performance of non certified workers engaged in the installation of the home. There shall be at least one certified manufactured home installer on the installation site whenever installation work is being performed.

A manufactured home installer certification shall not be required for:

1. Site preparation;
2. Sewer and water connections outside of the building site;
3. Specialty trades that are responsible for constructing accessory structures such as garages, carports, and decks;
4. Pouring concrete into forms;

5. Specialty work performed within the scope of their license by licensed plumbers or electricians. This provision does not waive or lessen any state regulations related to licensing or permits required for electricians or plumbers;
6. A mobile or manufactured home owner performing installation work on their own home; and
7. A manufacturer's mobile home installation crew installing a mobile or manufactured home sold by the manufacturer, except for the on-site supervisor.

The permit cost for placement of a manufactured home in a mobile home park is based on a three-hour inspection minimum fee. The **cost of a permit** for placement in a park is **\$200.00 setting fee, \$108.00 per hour for plan review when applicable, and a plumbing permit. In addition, impact fees will be assessed if a lot/site has been vacant more than 12 months and impact fees were not previously paid. These fees will be collected at time of issuance of the permit.**

If you plan to build any structures (decks, porches, carport, and garage) as part of your project, please provide that information on your application and site plan. Working drawings for such structures may be submitted with your application for placing the home, or may be submitted as a separate application. Fees for plan review and permit will be charged according to the value of the proposed structures, which is calculated from a standard table adopted by the city. **Please refer to our bulletin title “Obtaining a Residential Building Permit”.**

Inspections are to be called for by the installer for each home placement. The installer must have the approved installation manual from the manufacturer on site at the time of inspection.

Please feel free to contact the City of Enumclaw Building Department for more detailed information at your convenience at (360)-825-3593 or email permits@ci.enumclaw.wa.us.