



**City of Battle Ground**  
**Community Development Department**  
**Building Division**  
109 SW 1<sup>st</sup> Street, Suite 123, Battle Ground, WA 98604  
Phone # (360) 342-5046, Fax # (360) 342-5049

*For Office Use Only:*  
Date Received: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
MOH: \_\_\_\_\_

**MANUFACTURED HOME PLACEMENT PERMIT APPLICATION**

Project Name: \_\_\_\_\_ Tax Lot #: \_\_\_\_\_  
Mobile Home Park: \_\_\_\_\_ Space #: \_\_\_\_\_  
(If applicable)  
Mobile Home Information: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
Size: \_\_\_\_\_ Installer's WIAN Number: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_  
Cell Phone #: ( ) \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contractor's License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ City Bus. Lic: \_\_\_\_\_  
Plumbing Contractor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contractor's License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ City Bus. Lic: \_\_\_\_\_  
Electrical Contractor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contractor's License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ City Bus. Lic: \_\_\_\_\_

*I hereby certify that the above information is correct and that the work performed on, and the occupancy and use of, the above-described property will be in accordance with the laws, rules and regulations of the State of Washington and City of Battle Ground.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Property Owner/Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
*For official use only:*  
Entered by: \_\_\_\_\_ Fees Due: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Received by: \_\_\_\_\_



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## Manufactured Housing Checklist

The owner or installer of a manufactured home must obtain a building permit from the city before the manufactured home is installed for use as a residence. A dealer may not deliver a manufactured home until it has verified that the owner or installer has obtained an installation permit for the placement of the manufactured home.

The state (L&I) does not perform manufactured housing inspection unless there is an alteration (load bearing physical attachment such as a deck or porch) to the unit. All manufactured homes (MH) are to be installed per the manufacturer's installation manual. All submittal documents are to be site specific.

If a manufactured home is to be placed on a single lot, please refer to BGMC 17.135.102 and BGMC 15.124.

The following list provides the requirements for a manufactured housing permit application, plan review, and inspection (not all items may be listed herein);

**Note:** A separate permit is required for all garages, porches, awnings, decks, et cetera.

### Permit Application/plan review

1. The applicant shall provide the following **information** for the proposed unit;
  - a. Make.
  - b. Model.
  - c. Year
  - d. Size.
  - e. Installer's WIAN'S NUMBER
  
2. All submittal documents are to reflect the following **minimum design parameters**;

Wind speed	110 mph (3-second gust) – Wind Zone II
Wind exposure	B (C if open space within 1500 feet of structure)
Seismic design category	D1
Soil bearing capacity	1500 psi (or a soils report is required)
Soils site class	(defined by designer)
Concrete strength	3000 psi concrete with 5% - 7% air entrainment
Snow load	25 psf (roof snow load)
Frost Depth	12”

3. Two copies **manufacturer's installation manual** (units without a manufacturer's installation manual must be installed in accordance with ANSI A225.1 or engineering calculations for setup shall be provided)
4. **Special inspection** program (from manufacturer) for any **alternate construction**. (If applicable)
5. Two copies of a complete detailed and dimensioned **site plan** showing all structures and property lines.
6. Two copies of a complete detailed **floor plan**. The plan is to be dimensioned and clearly depict the following (1/4" = 1' min scale);
  - a. Room layout with **windows sizes**, doors, and room identification. Indicate all decks, porches, stairs/landings and awnings.
7. Two copies of the **foundation plans** (if applicable). Plans are to clearly depict the following (1/4" = 1' min scale);
  - a. Plans are to indicate the size, type, spacing and capacity of all approved supports (piers, footings, pier type, soil capacity, etc). All mobile homes supports shall be placed on grade with a minimum of **ninety percent (90%) compaction**. Soil compaction report is required if soils are disturbed.
  - b. Earthquake anchor plan, details and engineering data (must be compatible with MH manufacture).
  - c. Uplift anchor plan, details and engineering data (must be compatible with MH manufacture).
  - d. Under unit ventilation (indicate size and location of vents and access)
8. **Skirting information** (the space from the bottom of the home to the ground shall be enclosed by concrete or an approved product which can be either load bearing or decorative). Skirting material type and installation details are to be provided.
9. Two copies of plans are to be provided for any **self supported structures** such as cantilevered porches or decks. (A separate permit is required for self-supported structures)

## Inspection

**Note:** A certified installer is to be on site **during any/all work being performed and during each inspection**. The certified installer must carry the certification and present it upon request. L&I has a **\$1,000.00 per day fine** for work being performed without a certified installer on site. (Exception: Owner installed MH) Listed below are some of the items that will be checked during inspection. Not all items are listed and the manufacturer's installation manual should be strictly followed.

10. The following inspections are required for MH;
  - a. Foundation and setback.
  - b. Setup (prior to installing the skirting). (includes plumbing, sewer and water. Electrical permits required through L & U.
  - c. Final.

### **Foundation/Underground Utilities/Setback Inspection**

11. The sewer connection is to be of solid, water-tight construction from the mobile home to the sanitary sewer connection and shall comply with all city, planning, health department and public works regulations.
12. Approved plans and permit are to be on site and available to the inspector at the time of inspection. If the approved plans and permit are not available, re-inspection fee may be applied.
13. Verify setbacks are correct. If property lines can not be ascertained, an engineered survey is to be provided.
14. The ground/pad under the home is to be crowned to prevent accumulation of water. No water is allowed to collect under the home (i.e. heat pump condensation lines and water heater prv's are to terminate outside of the skirting, et cetera)
15. No MH shall be set on concrete footing/slab until concrete has cured for seven (7) days.
16. Supports are to be located per manufacturer's installation manual.
17. All underground utilities shall be inspected and approved prior to covering. If utilities are covered prior to approval the utilities shall be exposed for inspection and approval.

### **Setup Inspection**

**Note:** Skirting is to be installed **after** setup inspection has been approved. If skirting is installed prior to final setup approval, skirting will be required to be removed.

18. Heating cross over ducting is properly connected (outer lining is to be pulled back for inspection to verify positive connection).
19. Heating cross over ducting shall be a minimum of one-inch (1") above ground with no sharp bends.
20. Verify dryer duct is to be properly installed;
  - a. No flex ducting under home.
  - b. Minimum ¼ inch slope.
  - c. Terminate to the exterior of skirting.
  - d. No screws in ducting.
  - e. Back draft dampener installed.
  - f. Per the manufacturer's installation manual.
21. Verify cross over electrical bonding between frames are complete.
22. Water heater pressure relief valve to terminate outside of the skirting.
23. Minimum water supply line size is ¾" (verify size with MH installation manual).
24. Water lines are to be supported at 36" o.c. maximum, or per Manufacturer's Specifications.

25. Verify main water and gas shut off valves have been installed and are accessible (shutoffs are to be upstream of unit).
26. Verify piping under home has been insulated to prevent freezing.
27. Where applicable, special inspections are required for alternate construction and city inspector is to be provided with setup approval.
28. All wiring under home is to be suitable for damp/wet location.
29. Belly fabric repaired properly if damaged.
30. Egress window size and height (5.7 square feet a maximum 44" above floors) is to be verified.
31. Glazing at decks/stairs is to be safety glass.
32. The axles, hitch and wheels shall be removed from the home and the home shall be connected to water, sewer or and electricity.
33. The ground under the MH shall be covered with a minimum 6 mil vapor barrier. The vapor barrier shall have minimum 6" overlap at edges.
34. Rough gas system test (15 psi on a 30 psi gauge) shall be performed on the line to the MH.
35. Blocking, supports and anchoring is to be installed per manufactures installation manual. Prefabricated pier/pad shall have an approval stamp, indicate capacity (8K for concrete blocks, 6K for metal piers) and be listed and tested (seismic zone D1). (Note: Blocking with stress cracks are to be replaced)
36. Manufacturer's specification and installation manual shall be provided for all piers, support pads, anchoring and uplift systems, et cetera. All manuals shall remain onsite for inspection.
37. Floors are to be level.
38. Window and door openings are to have piers located under each side of opening.
39. Wood shims are not permitted on metal piers.
40. The maximum extension of screw jacks is two inches (2") or per manufacturer's installation manual.
41. Marriage lines are to be secured together per manufacturer's installation manual.
42. DWV lines are to have a minimum  $\frac{1}{4}'' = 1'$  slope.

## **Final Inspection**

A final inspection and approval shall be required before occupancy of the unit.

43. Each exterior door is to have an approved landing and stair.
44. Gutters and sidewalks are required to prevent water accumulation under the MH and are to be installed prior to calling for final inspection.
45. Fireplace flue must be sealed with a sealant approved by the manufacturer.
46. All exterior openings are to be caulked/sealed.
47. Verify minimum clearance in front of sewer clean outs after skirting has been installed.
48. Exterior cleanouts are to be installed at grade and in an approved, accessible box.
49. Verify cross ventilation under home. Vents are to be stamped with net free area (NFVA). See MH installation manual for size, number and location of vents.
50. No physical (weight bearing) attachment of any structures such as awnings. Aluminum awnings are to be self supporting. Any/all weight bearing attachments are to have L&I approval.
51. Seal bond trim at skirting and around all windows and doors to prevent water damage.
52. The state compliance seal shall be permanently attached to the unit, signed and on the MH above, or below the HUD label, or within 3 feet of the front door.
53. All skirting must be correctly installed per the skirting manufacturer's installation manual.
54. Gas, water, DWV and electrical tests are required prior to final.
55. Moved MH shall have a "Fire Safety Certification" from L&I (3/8" sheetrock at furnace enclosure, no aluminum wiring in wire nuts, smoke detectors, egress windows, et cetera). Check with L & I to verify requirements.
56. All smoke detectors are functioning properly. To be verified by owner or applicant at final inspection.
57. Skirting is to be provided around all heated areas of the MH.
58. L&I approval for all electrical work performed.
59. Crawl space access opening to be a minimum of 18" x 24" and readily accessible.