**City of OLYMPIA**

Community Planning & Development, 837 7th Avenue, SE, P.O. Box 1967, Olympia, WA 98507-1967
Telephone (360) 753-8314 - Fax (360) 753-8087 - Inspections (360) 753-8444 Ext: 3050

Date: ______________________  File #: ______________________  Received By: ______________________

**MANUFACTURED HOME INSTALLATION APPLICATION**

Application Expires in 180 Days

<table>
<thead>
<tr>
<th>Property Address</th>
<th>Phone #</th>
<th>Fax #</th>
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<tbody>
<tr>
<td>Legal Description</td>
<td></td>
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<tr>
<td>Owner</td>
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<tr>
<td>Owner’s Address</td>
<td>Zip Code</td>
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<tr>
<td>*Installer</td>
<td>Phone #</td>
<td>Fax #</td>
</tr>
<tr>
<td>Olympia Business License #</td>
<td>Certification #</td>
<td></td>
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<tr>
<td>Hauler</td>
<td>DOT #</td>
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<tr>
<td>Hauler’s Address</td>
<td>Zip Code</td>
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<tr>
<td>Contractor</td>
<td>Phone #</td>
<td>Fax #</td>
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<tr>
<td>Contractor’s Address</td>
<td>Zip Code</td>
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<tr>
<td>Olympia Business License #</td>
<td>WA State Cont. Lic. #</td>
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Home Make ______________________  Year ________________  Dimensions __ X __

No. of Bedrooms ______  No. of Bathrooms ______  Type of Heating: ______

* A certified installer must be on-site whenever installation work is being done.

**Proposed Utilities:**
- ☐ City Sewer
- ☐ Septic
- ☐ STEP System
- ☐ Community Storm System
- ☐ Well
- ☐ Drywell
- ☐ City Water
- ☐ Community Water System

**EXISTING CONDITION:**

Site Area: ______________________  Building Area: ______________________

Building Area:  (Projected roof area of all structures)

Impervious Area: ______________________  Impervious Area: ______________________

(Include buildings, sidewalks and driveways)

Are there any existing structures on the lot?

☐ Yes  ☐ No

If "Yes", explain (with square footage):

______________________________

Does the lot currently meet required tree density? (15 tree units/acre)

☐ Yes  ☐ No

Will any trees be removed as a result of this project?

☐ Yes  ☐ No

Is there a curb and/or sidewalk fronting job site?

☐ Yes  ☐ No

Is there an existing driveway? If yes, show on Site Plan.

☐ Yes  ☐ No

Is the road surface fronting job site:  ☐ Paved  ☐ Gravel  ☐ Width

Are there any steep slopes or cliffs on or within 50 feet of the property?

☐ Yes  ☐ No

Is there any water on or within 300 feet of the property?

☐ Yes  ☐ No

☐ Wetland  ☐ Saltwater  ☐ Creek  ☐ Pond  ☐ Lake  ☐ Marsh

**Minor Design Review:** Minor Design Review will be required for all manufactured homes not located in mobile home parks, elevations, exterior colors and type of material used for siding and roofing are required.
FOOTING DESIGN:

Two exterior footings - 6"x42"xlength of home with three #4 rebar continuous.

One interior footing - 6"x84"xlength of home with five #4 rebar continuous. Minimum rebar clearance from the ground is 3". Minimum clearance from the forms is 1½ inches.

REQUIRED INSPECTIONS:

NOTE: All permits, site plan, manufacturer's instructions and all other plans as required shall be on site and available at each inspection.

First inspection:
1. Excavation for pit set foundation
2. Footing forms with reinforcing installed but before concrete is poured
3. Setbacks to property lines

Second Inspection:
1. Foundation installation
2. Home set-up
3. Approved anchoring system installation
4. Six mill black vapor barrier installed on top of footings but under foundation
5. Water pipe connection with main shut-off valve installed and insulated
6. Sewer or septic hook-up

Third Inspection: Electrical inspection may be requested anytime after home is set on foundation.

Final Inspection:
1. Perimeter fascia installation
2. Foundation vents and with a minimum access opening of 24"x30"
3. Backfill and final grading sloped away from home perimeter for a minimum of five feet
4. Trees as required by the tree ordinance
5. Gutters with downspouts tied lined to a dry well (minimum volume 100 cubic feet per 1,000 feet of roof area)
6. Hot water heater relief valve plumbed to outside
7. Dryer vent installation
8. Exterior hose bibs installed with anti-siphon device
9. Landings, porches and decks
10. Address posted in contrasting color and clearly visible from the street

I am aware of the ordinance requirements regulating the work for which this application is being submitted and hereby state that all work will be done in compliance therewith and that the information being provided is true and correct to the best of my knowledge:

☐ Owner  ☐ Contractor  ☐ Architect  ☐ Engineer  ☐ Other: ________________________________

______________________________  ________________________________  ________________________________
Signature                              Firm                              Date
## Manufactured Home Application Checklist

<table>
<thead>
<tr>
<th>Staff</th>
<th>Applicant</th>
<th>P</th>
<th>Provided with Initial Submittal</th>
<th>D</th>
<th>Bidder Design - Deferred</th>
<th>NA</th>
<th>Not Applicable to Project Scope</th>
</tr>
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- Site plan to scale indicating proposed home location, setbacks to property lines, existing buildings, etc.
- List make, model, manufacturer, size, etc.
- Floor plan with all rooms labeled
- Elevation or manufacturer's brochure showing front, back, roof design
- List colors of exterior siding, doors, trim and roofing
- Manufacturer's foundation installation instructions
- Approved anchoring system specifications and installation instructions
- Footing plan and specifications if other than approved version illustrated on application
- Perimeter fascia plans and specification if other than approved version on application

**Note:** Decks 30' or more in height, covered porches, garages, accessory buildings, etc., shall be on separate application and permit.

## Approved Facia (Skirting) Design

![Diagram of Facia Design]

- Manufactured home exterior sheathing
- 8" to 12" clearance between finish grade top of fascia (skirting)
- Finish grade 2% away (minimum of 5')
- 1/4" minimum ply plywood nailed with 12-d galv. @ 12" on center with 2"x4" at 24" on center and the exposed section painted cement gray
- Concrete footing 6'x42" length of manufactured home
- 4" drain pipe drain to natural soils

### Notes:
1. This illustration depicts 1/4 of mobile home.
2. Anchoring system is required in addition to the perimeter foundation system.
3. Provide access 24"x30" with lid to crawl space.
4. Crawl space must be drained to natural soil.
5. Foundation ventilation per as required in the UBC.
6. 4" drain pipe is required.
7. Capped with no more than two 2"x6"x16" hem-fir or one 4"x8"x16" concrete blocks.
**Applicant to Draw Site Plan Below**

**Scale:**

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**INDICATE NORTH**

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<tr>
<th>THE FOLLOWING SECTIONS ARE FOR OFFICE USE ONLY</th>
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<tbody>
<tr>
<td><strong>PLANNING APPROVAL</strong></td>
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<td>Approved as proposed:</td>
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<td>Approved with corrections:</td>
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<tr>
<td>Reviewed by:</td>
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<tr>
<th><strong>BUILDING APPROVAL</strong></th>
<th><strong>TREE PLAN APPROVAL</strong></th>
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<td>Approved as proposed:</td>
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<td>Reviewed by:</td>
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**PRIOR TO ANY TREE REMOVAL – CONTACT**

**STACEY RAY, URBAN FORESTER**

**753-8046**

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2/FORMERMANPHONE2APP June 29, 2000