

WHATCOMCOUNTY

Planning & Development Services
5280 Northwest Drive
Bellingham, WA 98226-9097
360-778-5900, TTY 800-833-6384
360-778-5901 Fax



Mark Personius, AICP
Director

PERMIT APPLICATION PACKET

MANUFACTURED HOMES

(STICK-BUILT STRUCTURES REQUIRE A DIFFERENT PACKET)

As of May 2013 Whatcom County Planning & Development Services (PDS) will only accept complete applications. A complete application includes all items listed on Page 2 of this packet. PDS requires that all applications be Pre-Screened by staff prior to the submittal of an application.

Submit complete application materials as **PDF** to **ePermits@co.whatcom.wa.us**.

If you have not already worked through the Pre-Screening Process with PDS staff, come into our office or contact us via email at pds@whatcomcounty.us at the earliest phase of your project development.

During the Pre-Screening Process, staff may refer you to some of the following checklists. If any are determined to be applicable, all of the stated information on the checklist must be provided to us at your application appointment.

- Archaeology
- Building Plan Review
- Fire Marshal
- Flood
- Health

Questions

If you have any questions regarding these requirements, please contact Whatcom County Planning and Development Services – 360.778.5900 or pds@whatcomcounty.us

Items Required For Every Building Permit Application:

- Whatcom County Planning & Development Approved Building Permit Screener Checklist
 - o Including your [Natural Resources Site Plan Review](#) Approval or all items required through Site Plan Review
- Completed Building Permit Application Forms – Pages (#'s) of this application packet
- Complete Set of Building Plans and (if determined by staff) Structural Engineering
- Site Plan
- Washington State Energy Code Form (if required by staff)
- [Public, Private or Rain Water Verification](#) (if required by staff)
 - o This form is NOT required if your building project:
 - Does not include plumbing for potable water or
 - Is a residential remodel or addition that does not add additional bedrooms or result in an increase of floor space more than 50%
- [Whatcom County Health Department Approved Septic Permit & Design or Sewer Verification](#) (if required by staff)
 - o AND if an existing septic a current inspection report completed by a licensed O&M Specialist.
- Copy of Most Current Deed
- Current Contractor's License Number & Contact Information OR [Owner Contractor Statement of Understanding](#). *Please note: a Current Contractor's License Number and Contact Information or signed and notarized owner contractor statement of understanding form is required for permit issuance.*
- [Agent Authorization Form](#) (if you are an agent applying on behalf of the property owner)
- Submit all application materials as PDF to ePermits@co.whatcom.wa.us**

The following contact information may pertain to your project:

- [Labor & Industries \(L&I\), Washington State](#) for electrical permits, mobile/manufacture home alterations and licensed contractor information. The local Washington State Labor & Industries office is located at 1720 Ellis Street in Bellingham, WA or at 360-6477300.
- [Demolition Permit](#) applications are required if you are removing an existing structure. You must contact the Northwest Clean Air Agency at 360-428-1617 or 1-800-6224627 prior to the submittal of your demolition application.
- [Call before you dig](#) prior to any ground disturbance work. If your property is located within 500 feet of an oil transmission pipeline, staff may require that you contact the Call Before You Dig Service at 811 prior to the submittal of your permit application.

Site Plan Requirements

SITE PLAN DRAWINGS MUST MEET THE FOLLOWING CONDITIONS:

General Requirements:

- All Site Plans (sometimes called a *Plot Plan*) shall be clearly and accurately drawn to scale
- The Site Plan must be drawn to one of four standard scales:
 - a) 1" = 20'-0" or 1" = 30'-0" for parcels of less than one acre (44,560sf);
 - b) 1" = 40'-0" or 1" = 50'-0" for parcels between one and 2½ acres (111,400sf);
 - c) For parcels > 2½ acres or of an irregular shape, a site plan overview at scales of up to 1" = 100'-0" is required along with an inset plan of the proposed structures and onsite sewage system (OSS) at one of the scales noted above. Refer to the attached Site Plan example.
- Linework – Use "solid" lines for all improvements at grade. Use "dashed" or "broken" lines for all improvements below grade (septic systems) or above grade (roof lines).
- Clearly differentiate on drawings between **existing** and **new** conditions or improvements. Use the abbreviation (E) to indicate existing.

All site plans shall clearly indicate the following applicable information. Each item, unless noted otherwise, is referenced on the enclosed Site Plan example:

General Property Information:

- Title Block**
 - 1) Indicate the property owner's name, site address, tax parcel number (Assessor's Tax ID #), drawing title and date.
 - 2) Indicate drawing scale, as noted in the General Requirements above, in the Title Block.
 - 3) Show an arrow indicating the NORTH direction.
- Property Lines**

Show all property lines and dimensions of each.
- Adjacent Roads and Right-of-Way**
 - 1) Show name of adjacent roads, centerline of road and width of the right-of-way.
 - 2) Show all existing improvements within the right-of-way including driveways, drainage ditches, storm drain/culverts, fences, retaining walls, curbs, etc.
- Easements**

Indicate the location and dimensions of all easements in relation to property lines, structures and OSS components. Typical easements include those for utilities, access, drainage dike and railroads.
- Driveway Encroachment**

Indicate the location and dimensions of all connections between the adjacent public roads and private driveways or roads.

□ **Site Topography and Storm/Surface Water Drainage Systems**

- 1) Flat and gentle slope (elevation change) lots: Indicate general direction of water flow (using arrows) and approximate % of slope.

Note: Slope % = (rise or drop in height) divided by (horizontal run or distance) multiplied by 100.

- 2) Steeper slope lots (15% or > slope): Indicate the locations, direction and grades for all such slopes. Indicate location of natural drainage ditches and all cut banks that exceed 4' in height. Identify any erosion or landslide areas as well as any potential unstable slopes. For lots with slopes 25% or greater, provide contour lines at a minimum of 2' intervals.

□ **Reference Elevations**

Indicate the relative elevations of all property corners, wells, drain fields, drainage systems and building floors. Use an established reference point such as plumbing stub-out or first floor level as a reference point elevation. Use the following abbreviations: FF = finish floor, FG = finish grade.

□ **Surface Waters** (*not shown on Site Plan example*)

Indicate location of all surface water bodies including all marine waters, lakes and ponds, along with their associated shorelines, ordinary high-water lines and their required setbacks.

□ **Critical Areas – Streams, Creeks and Wetlands**

Indicate location of all surface water features such as streams, creeks and wetlands, along with their associated buffer areas and required setbacks.

□ **Vicinity Map** (*not shown on Site Plan example*)

A map clearly showing a detailed route to the site including the nearest intersections and landmarks must accompany all Site Plans. The map does not need to be to scale and may be a separate attachment.

Property Improvements: Existing and/or Proposed:

□ **Existing Structures and/or Building Envelopes**

Show location of all existing structures and their setbacks from property lines and other structures. Identify each building by its use (residence, garage, storage, etc.).

□ **Proposed Structures and/or Building Envelopes**

Indicate the location and clearing limits of all proposed structures including decks, porches and retaining walls. Identify each building by its use (residence, garage, storage, etc.). Indicate setback dimensions in relationship to property lines, other structures, easements, wells and OSS components. Building wall lines and roof overhang lines to be clearly marked to match floor plans.

□ **Existing and Proposed Driveways, Parking Areas and Sidewalks**

Indicate the location and dimensions of all driveways, parking areas, sidewalks and emergency vehicle turn-around areas.

□ **Existing and Proposed Wells**

Indicate the location of all wells and distances to adjacent structures and on-site sewage system components (OSS). Include any OSS components on adjacent properties within the 100' well radii.

- **Existing and Proposed On-Site Sewage System (OSS) Components**
 - 1) Indicate the location and dimensions of all OSS components including septic tanks, pump tanks, pretreatment units, transport lines and primary/reserve drain fields.
 - 2) Indicate the direction and % of slope of all primary/reserve drain field areas. Include at least two reference distances to property lines or other site features shown on the OSS permit site plan.

- **Existing and Proposed Water and Utility Lines**
Show location of all water, sewer and utility lines.

- **Existing and Proposed Fuel Tanks**
 - 1) Show location and size of all heating fuel tanks (propane or other fuels).
 - 2) Indicate all required setbacks from structures. 3) Note if tank is located below grade.

- **Existing and Proposed Buffers and Open Spaces** *(not shown on Site Plan example)*
Indicate the location and dimensions of all existing buffers and open spaces in relation to property lines, structures and OSS components.

- **Existing Impervious Surfaces** *(applicable only to projects located in a watershed)*
Show all existing impervious surfaces and include dimensions. Such surfaces include all structures, covered decks, driveways and sidewalks including graveled surfaces.

- **Proposed Impervious Surfaces** *(applicable only to projects located in a watershed)*
Show all proposed impervious surfaces and include dimensions. Provide calculation summary on Site Plan or separate attachment. Refer to following example:

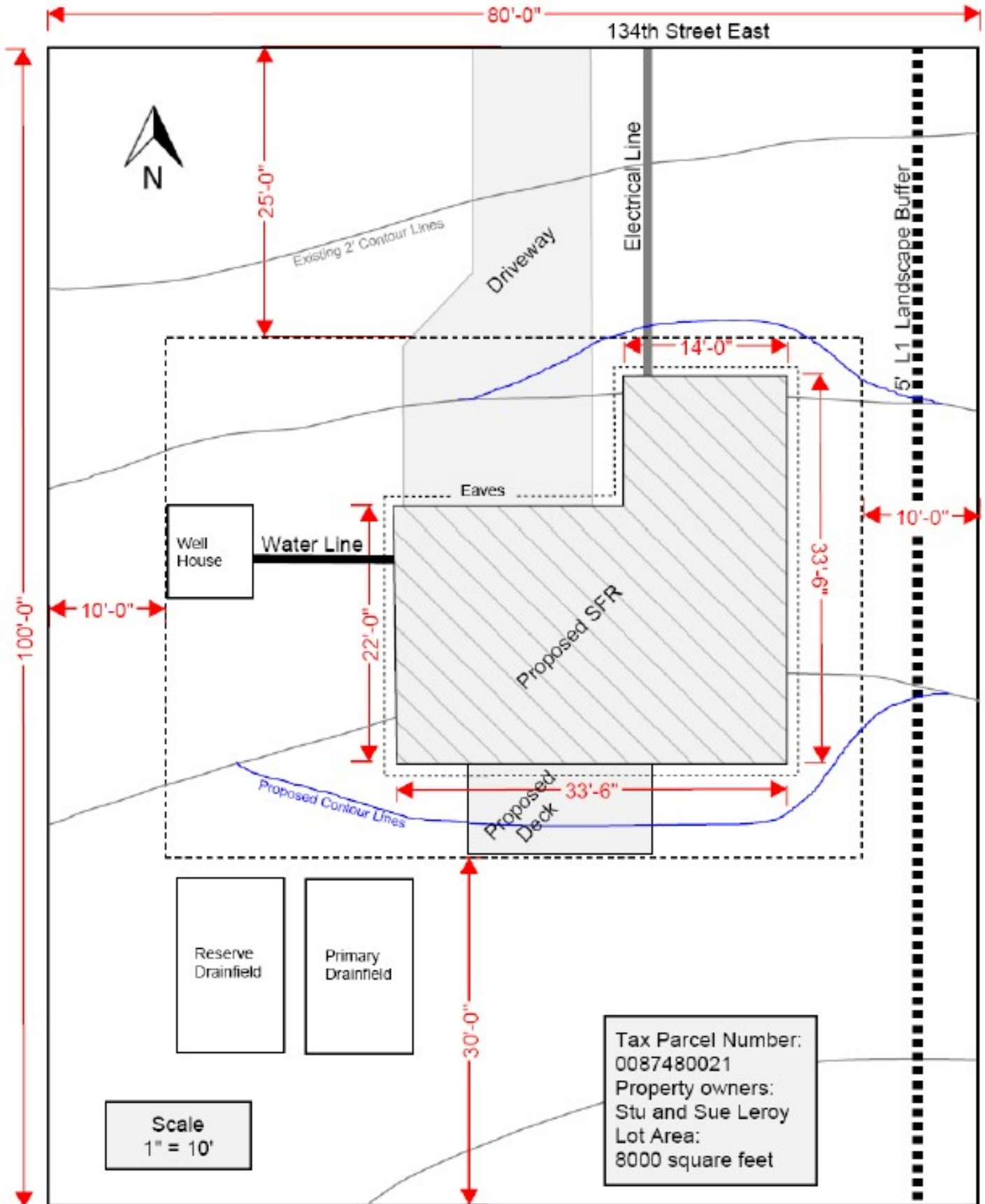
Impervious Surface Calculations			
<u>Subject Area</u>	<u>Existing Area</u>	<u>Proposed Area</u>	<u>Subtotal Area</u>
House	2,000sf	500sf	2,500sf
Garage	800sf	-	800sf
Covered Porch	-	65sf	65sf
Driveway	555sf	-	555sf
Sidewalk	165sf	-(40)sf	125sf
Total area of impervious surfaces =			4,045sf

- **Erosion Control**
Show location of erosion control measures.

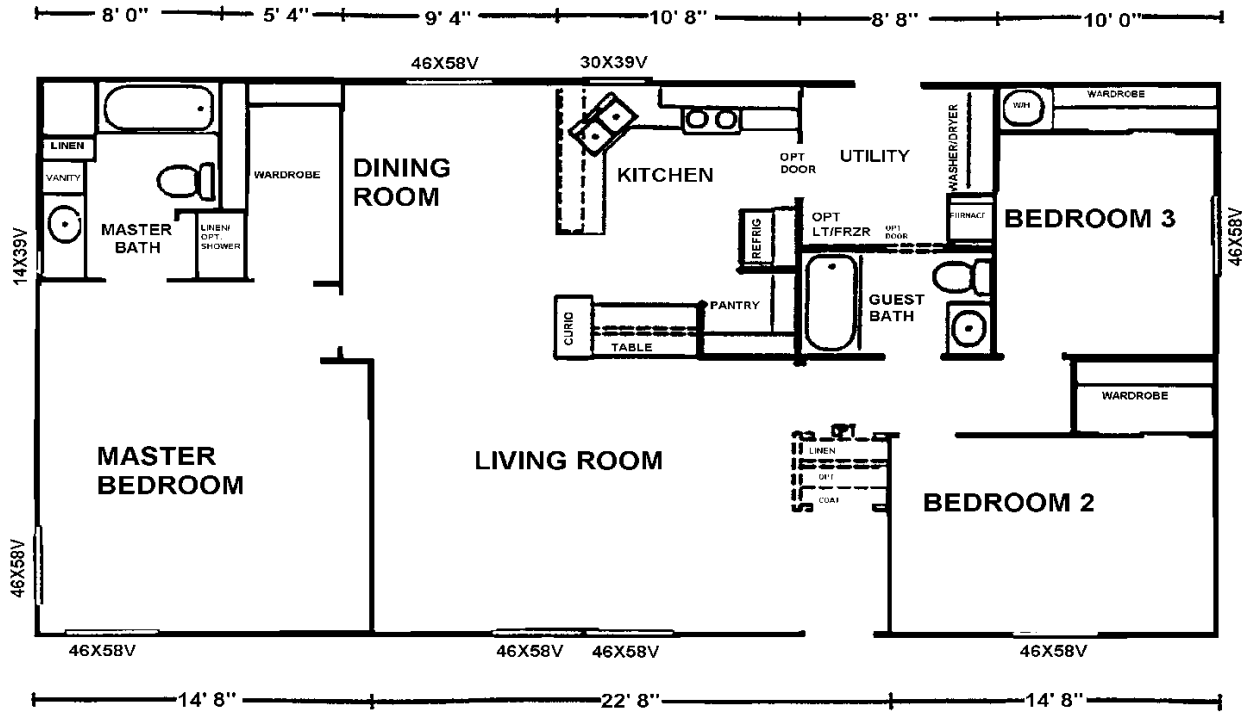
- **Proposed Demolition**
Show and label the use of any structures or other existing improvements to be demolished. Show as "dashed" lines per the Site Plan example.

Failure to clearly identify all required information will result in your application not being accepted.

Site Plan Example



EXAMPLE OF MANUFACTURED HOME FLOOR PLAN

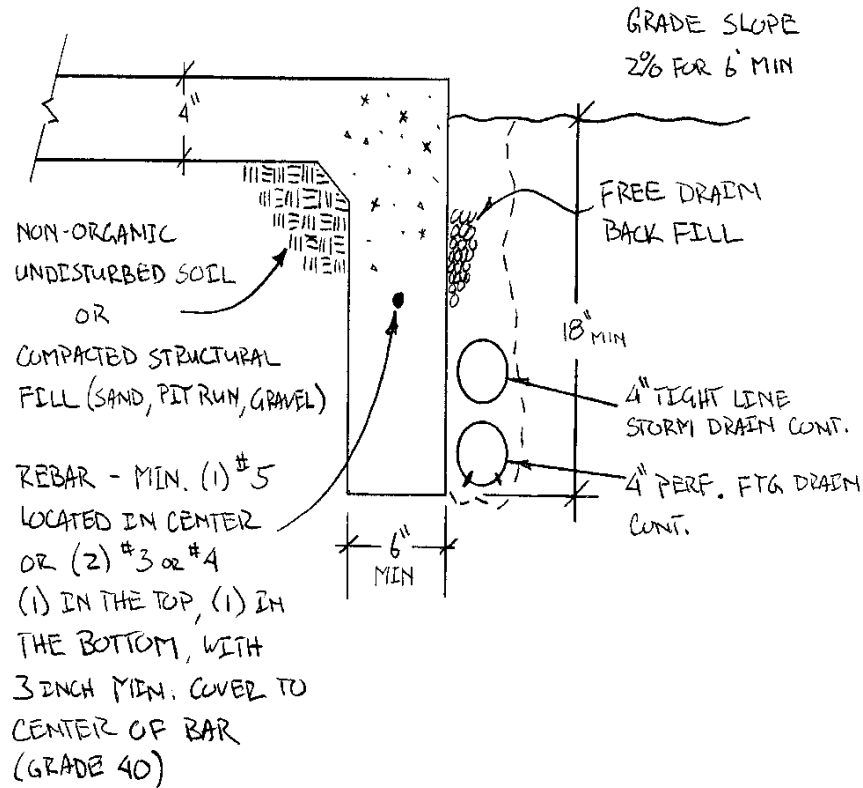


APPROVED MANUFACTURED HOME SET-UP METHODS

- “Magnum Foundation Systems” approved per Michael Szramek Engineering and require soil inspection before fill is placed. Tie downs required and must meet setback requirements
- SAC industry steel piers are approved per manufacturer’s installation instructions.
- “D-Mac” steel pier not approved in wet areas or within 300 feet of saltwater.
- Tie downs required.
- NTA “The Black Pad” approved below frost line.
- County frost line is 18 inches below final grade, perimeter drains required of all “pit” sets.
- Pre-owned manufactured homes may be set to American National Standard: NCSBCS/ANSI A225.1 – 1994.
- New manufactured homes shall be set to manufacturers’ installation manual.
- “Duraskirt” is an approved skirting when installed to the installation manual.
- Decks shall require separate building permits, except for maximum 4 X 4 landings at exterior doors.
- Applicants shall demonstrate specific proposed set-up per the manufacturer’s home installation manual at time of submittal. Applications not meeting installation manual requirements or engineered alternatives will not be accepted.
- Revisions to set-up manual shall be submitted for additional review prior to inspection. Standard fees shall apply.
- New homes with on-grade floating slabs are required to be engineered or be placed below the frost line (18”), perimeter drainage required.

TYPICAL FOUNDATION FROST LINE DETAIL

$f_c = 2500 \text{ psi}$
 SLAB REINFORCEMENT
 PER OWNER

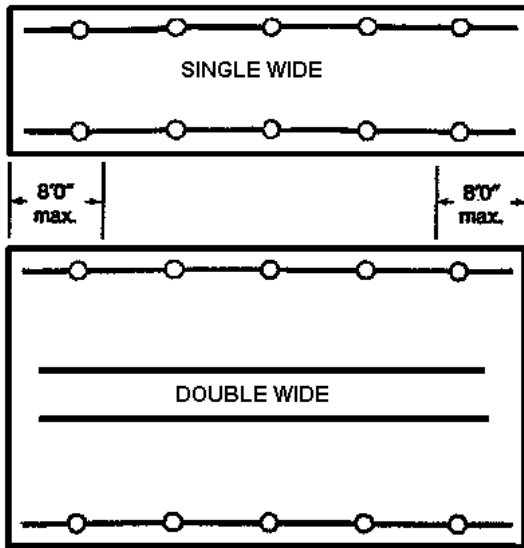


General Description of Soils

Note – To be used only when none of the following is available: Soils investigation and analysis of the site; compliance with the local building code; and evaluation by a registered professional engineer, architect, or building official.

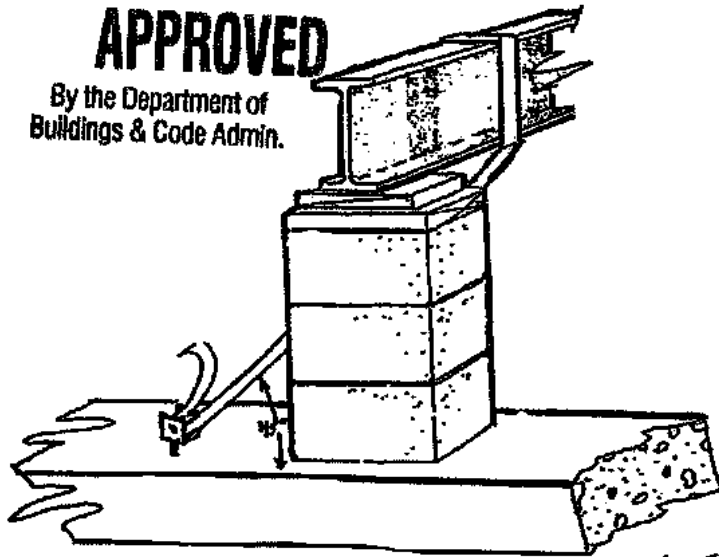
Soil Type Based on the unified classification system	Allowable Pressure (pounds per square foot) No allowances made for overburden pressure, embedment depth, water table height, or settlement problems
Rock or hard pan	4,000 and up
Sandy gravel and gravel	2,000
Sand, silty sand, clayey sand, silty gravel, or clayey gravel	1,500
Clay, sandy clay, silty clay, or clayey silt	1,000
Un-compacted fill	Special Analysis is required
Peat or organic clays	Special Analysis in required

TIE-DOWN PLACEMENT

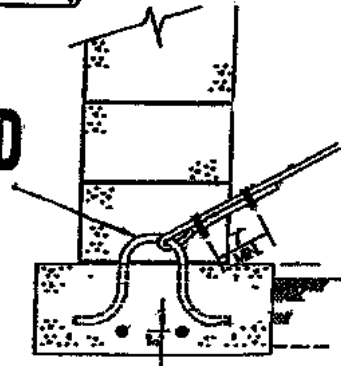


Key: Diagonal ○

APPROVED
By the Department of
Buildings & Code Admin.



NOT APPROVED
By the Department of
Buildings & Code Admin.



In lieu of manufacturer's specifications, each I-beam requires the following vertical ties at detached corners and added-on section(s) of expanded mobile homes.

Minimum Tie-Downs	
Length	Diagonal
32' - 54'	5
55' - 74'	6

ANCHORING OR TIE-DOWN SYSTEM

- 1) Components must be resistant to weather;
- 2) Ties must:
 - a) Be fastened to ground anchors with turnbuckles or other approved tensioning devices;
 - b) Be attached to tension device with welded eyes or one designed to prevent self disconnection;
 - c) Resist a workload of 3150 lbs. and withstand a 4725 lb. overload.
- 3) Location of ties installed on each I-beam must be within 8'0" of each end and as shown in illustration (left) and table above (unless otherwise stated in manufacturers specifications).
- 4) Anchors must be approved ground anchors, or permanently attached to continuous footing or concrete slab.

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Manufactured Home Permit Application

One Structure per Permit

Permit # _____

Agent/Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Contractor Name: _____

Business Name: _____

License #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Site Information

Assessor's Parcel #: _____ Div# _____ Block# _____ Lot# _____

Subdivision Name: _____

Site Address: _____

Number of Buildings currently on site: _____

Valuation (cost of completed project less value of land): \$ _____

Project Description: Model Year: _____ Model Name: _____

Single Wide Double Wide Triple Wide Tip-Out Snow Cover

of Bedrooms: _____ # of Bathrooms: _____ Size (Width X Length): _____

Unit's Snowload Capacity: _____

Manufactured Home Dealer: _____

Installation will be: in a Mobile Home Park on Private Property

Please Check Applicable Water & Sanitary Services:

Water: Well Water Association Water District Surface Water

Name of Water Purveyor (if applicable): _____

Septic: Yes No / Septic Installed: Yes No / Sewer: Yes No

Name of Sewer Purveyor (if applicable): _____

Foundation to be Used:

- | | |
|--|---|
| <input type="checkbox"/> Engineered Foundation System | <input type="checkbox"/> Pit Set |
| <input type="checkbox"/> CMU Blocks (8" X 16" Typical) | <input type="checkbox"/> CMU Perimeter Wall |
| <input type="checkbox"/> Steel Stands (12" X 12" Base) | <input type="checkbox"/> Dura Skirt |
| <input type="checkbox"/> Frame Blacking Only | <input type="checkbox"/> Strip Footings |
| <input type="checkbox"/> Slab 4" – 6" thick with Perimeter footings and drains | <input type="checkbox"/> Wood Skirting |
| <input type="checkbox"/> Slab at Grade | <input type="checkbox"/> Other: |

Heat Source: (Check the primary fuel source for Heat / Hot Water)

Heating: Natural Gas Propane Electric Oil Geothermal Other

Hot Water: Natural Gas Propane Electric Oil Geothermal Other

Driveway Access and Utility Connection (work within the county right-of-way)

Does your project involve any work within the County road right-of-way (example: a new driveway or connection to utilities)? Yes No

If yes, please describe: _____

Please note: If upon inspection PW Encroachment staff determines an additional Encroachment Permit is required; you will be notified and receive an invoice for the fees.

FILL					
The deposit of earth material by artificial means.					
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft ³) Divided By 27	= Cubic Yard
Septic	X	X	=	/ 27 =	CY
Driveway/Road/Parking	X	X	=	/ 27 =	CY
Building site	X	X	=	/ 27 =	CY
Other	X	X	=	/ 27 =	CY
MATERIAL SOURCE:				TOTAL VOLUME:	CY

EXCAVATION					
The mechanical removal of earth materials. Grading is an excavation or filling or combination thereof. Earth material is any rock, natural soil, fill, or any combination thereof.					
BY FEET	Length (ft)	Width (ft)	Depth (ft)	Volume (ft ³) Divided By 27	= Cubic Yard
Septic	X	X	=	/ 27 =	CY
Driveway/Road/Parking	X	X	=	/ 27 =	CY
Building site	X	X	=	/ 27 =	CY
Ditching/Trenching	X	X	=	/ 27 =	CY
Other	X	X	=	/ 27 =	CY
MATERIAL DESTINATION:				TOTAL VOLUME:	CY

CLEARING/CONVERSION	Defined as, "the destruction of vegetation by manual, mechanical, or chemical methods resulting in exposed soils. WCC20.97.053
Required TOTAL AREA TO BE CLEARED and/or GRUBBED, IN ACRES:	
AREA OF TREE CLEARING, IN ACRES:	
TIMBER USE	Personal Use: % Sell: % Burn: % Give Away: %
FPA NUMBER (if applicable)	
If your project includes any tree cutting, a Forest Practices Application / Notification may be required. For questions related to permit requirements, contact the Washington Department of Natural Resources (DNR) at 360-856-3500.	

Fees will be assessed in accordance with the [Whatcom County Unified Fee Schedule \(UFS\)](#) in effect at the time of application submittal. Please contact Planning and Development Services to determine project specific fees. Per UFS 2843 all permits and applications are subject to a Technology fee. The fee is calculated on the permit/application fees due.

Agent Authorization

If you are authorizing an agent to apply for permits on your behalf you must complete this form and have it notarized, which will provide authorization for a designated agent to apply for permits on your behalf. I/we, _____, the owner(s) of the subject property, understand by completing this form I/we hereby authorize _____ to act as agent. I/we understand said agent will be authorized to submit applications on my behalf, and any fees associated with submitted applications are due to me and not to the said agent. I/we also understand once an application has been submitted all future correspondence will be directed to the agent.

Property Owner Printed Name

Property Owner Printed Name

Property Owner Signature

Property Owner Signature

Date

Date

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

Dated _____

Notary Public Signature

Notary Public Printed Name

Notary Public in and for the State of
Washington

Residing at _____

My appointment
expires: ____/____/____

Disclaimer

The permittee verifies, acknowledges and agrees by their signature that:

- 1) If this permit is for installation of a dwelling, the dwelling is/will be served by potable water;
- 2) The property owner is the owner of this Whatcom County Permit;
- 3) The signatory is the property owner or someone who has permission to represent the property owner in this transaction;
- 4) All construction is to be done in accordance with Whatcom County codes or ordinances- *referenced codes and ordinances are available for review at Whatcom County Planning and Development Services;*
- 5) This Whatcom County Permit does not permit or approve any violation of federal, state or local laws, codes or ordinances;
- 6) Submission of plans or additional information and subsequent approval may be required before this application can be processed;
- 7) Notwithstanding that this application has been submitted in the name of a company, I personally guarantee payment (or guarantee payment on behalf of the client I am representing, noted on the Agent Authorization Form above) of the fees accrued according to the terms listed in the Whatcom County Unified Fee Schedule, including the Application of Fees from Different UFS Schedule Policy PL1-74-003Z, and agree to be bound personally as a principal and not as a surety. I recognize my personal guarantee is part of the consideration for review of the application.

Print Name

Owner or Agent Signature

Date