

A few Pointers for successfully submitting a Manufactured Home Permit application:

- Check with a Planner in our office to verify your setbacks, and to see if there are any restrictions on your property prior to submitting your application.
- Check with a building inspector if you have any particular design questions. They can't design it for you, but they can give you very good information. This could prevent any delays in the approval of your application.
- If you would like to have a pre-application meeting (suggested) – Contact a Planner at 509-524-2610 to set one up.
- Make sure all the blanks are filled in. They wouldn't be there if we didn't need the information. If you have a question about the application ask the Permit Coordinator, the Building Inspector, or the Planner and any one of them can assist you. We will not accept an incomplete application package.
- Your parcel number can be found on your property tax statement. It is 12 digits long. If you can't find it, call the Assessor's office at 509-524-2560 and they can find it for you.
- Check off the items on the checklist. It is there to help, if you don't include something that is on the checklist, it could hold up review and/or approval of your application.
- Make sure you have turned in your application for Addressing and Access (driveway) to Public Works at 990 Navion Lane. If you have questions, call 509-524-2710.
- Make sure you have turned in your application for Septic to Environmental Health at 310 W Poplar St, Suite 114. If you have questions, call 509-524-2650.

**** Important** information regarding Building Permit Submittal Documents**

1. Site Plans: Pursuant to IRC Section 106.2 site plans shall be submitted with the construction documents drawn ".... to scale depicting the size and location of new construction and existing structures on the site, distances to lot lines" No smaller than 11"x 17" and include in such site plans the location of "critical areas" which are defined as wetlands, aquifer recharge areas, fish and wildlife habitat areas, frequently flooded areas and geologically hazardous areas (steep slopes).

2. Walla Walla County will not accept plans for a building permit application that contains any of the following or similarities: a) "Not for Construction", b) "Permit set only", c) Copyright Infringement (red ink vs. other colors), or d) Non-modified "stock plans" prepared for other states or countries.

3. Plans for a building permit shall be complete and intended for construction and shall include the **Type of Construction** and total square footage of each area (living space, covered porches, patios, decks, and garages).

WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

310 W Poplar St., Suite 200

Walla Walla, WA 99362

509-524-2610

Submit all documents to: permits@co.walla-walla.wa.us

You will receive an auto-generated email once your application has been entered in our electronic system (TRAKiT) for processing and screening. If you do not receive an email within five business days, please call the number listed above to let us know.

Manufactured Home Permit Application (Factory-Built Structure)

\$50.00 application and \$150.00 deposit fee will be required. You will be contacted for payment via email or phone.

12-digit Parcel # _____

Site Address _____

Applicant (required) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address: _____

Property Owner (required) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address: _____

Contractor (if applicable) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ E-mail address: _____

Contractor's Registration # _____

Year: _____ Make: _____ Serial #: _____ Square Footage: _____

New _____ Used _____ Compliance _____ (Manufactured home placed without a permit or final inspection not completed)

If a used manufactured home is proposed, inspection will be required BEFORE relocation

Additional Minimum Documents required:

- Site Plan
- Manufacturer's Installation Instruction Manual

Approvals, if applicable, from the County Health Dept (septic), Touchet Sewer (sewer), County Public Works (address and access), and/or the WA Department of Transportation (access off the highway) will be required in order for your placement permit to be issued.

Are there any Critical Areas on site and/or located within 200 ft of subject property? (A critical areas report prepared by a qualified professional may be required to adequately address &/or avoid impacts to the critical area associated with the project.) Mark all that apply:

Floodplain ____
Wetlands ____
Slopes >15% ____

Fish / Wildlife Habitat ____
Geologically Hazardous Areas ____
Critical Aquifer Recharge Areas ____

*******OWNER'S / REPRESENTATIVE'S SIGNATURE IS REQUIRED AT TIME OF SUBMITTAL*******

I hereby acknowledge that I am the owner (or authorized representative of the owner) of the above-referenced property. I agree to provide access and right of entry to Walla Walla County Community Development Department and its employees, representatives or agents for the sole purpose of application review and any required later inspections. Staff's access and right of entry will be assumed unless the applicant informs the Department in writing at the time of the application that he or she wants prior notice.

Time Limitation of Application: Per current IBC / IRC 105.3.2 an application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

By signing this application form, the owner/authorized representative attests that the information provided herein, and in any attachments, is true and correct to the best of his or her knowledge. Any material falsehood or any omission of a material fact made by the owner/authorized representative with respect to this application packet may result in this permit being null and void.

If I am signing as authorized representative, I certify under penalty of perjury that the owner(s) of the property have given me full authority to submit this application and act on the owner's behalf with regard to this application.

The above information, site plan, and drawings relating to the structure for which this application is submitted are correct and are an accurate representation of this project.

Signature _____ Date _____

Acknowledgement of Contractor Registration requirements

RCW 18.27.110

Building permits — Verification of registration required — Responsibilities of issuing entity — Penalties.

(1) No city, town or county shall issue a construction building permit for work which is to be done by any contractor required to be registered under this chapter without verification that such contractor is currently registered as required by law. When such verification is made, nothing contained in this section is intended to be, nor shall be construed to create, or form the basis for any liability under this chapter on the part of any city, town or county, or its officers, employees or agents. However, failure to verify the contractor registration number results in liability to the city, town, or county to a penalty to be imposed according to **RCW 18.27.100(8)(a)**. “(8)(a) The finding of a violation of this section by the director at a hearing held in accordance with the Administrative Procedure Act, chapter 34.05 RCW, shall subject the person committing the violation to a penalty of not more than **ten thousand dollars** as determined by the director.”

(2) At the time of issuing the building permit, all cities, towns, or counties are responsible for:

- (a) Printing the contractor registration number on the building permit; and
- (b) Providing a written notice to the building permit applicant informing them of contractor registration laws and the potential risk and monetary liability to the homeowner for using an unregistered contractor.

(3) If a building permit is obtained by an applicant or contractor who falsifies information to obtain an exemption provided under **RCW 18.27.090**, the building permit shall be forfeited.

WAC 296-200A-110

Is a city, town, or county required to verify a contractor registration number?

Before issuing a building permit, a city, county or town must verify the registration of the general or specialty contractor applying for the permit.

By my signature, I hereby attest that I have received and read this information.

Printed Name: _____

Signature: _____ Date: _____



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MANUFACTURED HOME PLAN REVIEW CHECKLIST – Plans to be 11" X 17" minimum in PDF format and submitted via email to permits@co.walla-walla.wa.us, or on CD or Flash drive.

IMPORTANT: Applications will not be accepted without the following information verified by the applicant: (Each space must be checked ✓/off or marked n/a)

SITE PLAN

_____ North arrow _____ Road / Street frontage _____ Driveway location _____ Easements

_____ Location of all structures & specific use _____ Location of well, septic tank & drain field

_____ Lot lines & dimensions--distances to property lines from proposed building(s)

_____ Distance to and location of any critical area, such as a stream, creek, river, irrigation ditch, or canal, floodplain, wetland, wildlife habitat, and slope over 15 percent

CONSTRUCTION PLANS

_____ Manufacturer's Installation Manual

Foundation plan

_____ Dimensions foundation _____ Rebar _____ Slab (radon venting)

_____ Anchor bolts _____ Hold-downs _____ Ventilation _____ Crawl space access

Details

_____ Footing Cross section _____ Support pads, beams, posts _____ Roof framing/truss specs

I hereby state that the checked items are included in my application packet and construction drawings if they are applicable. **Errors/omissions may result in delay of permit review/issuance and/or certificate of occupancy.**

Signature _____ Date _____



Walla Walla County Community Development Department

310 W Poplar Street, Suite 200, Walla Walla, WA 99362

Phone: 509-524-2610

General inquiries: commdev@co.walla-walla.wa.us
Document Submittal: permits@co.walla-walla.wa.us

Water Adequacy Form

12-digit tax parcel # _____ or Property I.D. # _____

Property Owner: _____

Site Address: _____

Applicant Name: _____

Signature of Applicant: _____ Date: _____

Mailing address: _____

Contact phone #: _____

Project Description: _____

Pursuant to RCW19.27.097 The following information is required.

Type of water system:

Public / Community water system - Fill out section 1 below

Individual water source (Well) - Fill out section 2 (page 2)

Other - Fill out section 3 - (page 2)

Section 1 - Public / Community Water System

Name of Water System: _____

State Id #: _____

____ This water system is capable and willing to provide water to the above listed parcel/address.

____ The water system has been approved for ____ services. There are currently ____ connections in use. This will be the ____ connection.

____ This connection will be to upgrade or change the use of an existing connection on this system.

The nature of this change is: _____

Signature of Water System Manager: _____ Date: _____

Printed Name: _____

Contact information: Phone #: _____ Email address: _____

Mailing address: _____

Water Usage: NOTE: Conditions on water use exist which limit gallons that may be used per day for new permit-exempt wells in the Walla Walla Basin. Future withdrawals from the gravel aquifer in a high-density area (zoned with a density equal to or denser than one residence per ten acres) will be limited to only domestic uses.

Commercial or industrial uses must utilize a well drilled into the deep aquifer. Additionally, new permit-exempt-well users may have to mitigate for outdoor water usage. See Department of Ecology information packet, WAC Chapter 173-532, or call the Water Master @ (509)540-7680 or Dept of Ecology @ (509)329-3400 for more information.

Will you be utilizing a new permit-exempt well, as defined by the Department of Ecology?
Yes* _____ No _____

*If yes, will water be withdrawn from the gravel (shallow) aquifer?
Yes _____ No _____ (if yes, you must contact Dept of Ecology at the number listed above)

Section 2 - Individual water source (Well) (please check all that apply)

Please refer to [Walla Walla County Code \(WWCC\) 17.04.060](#) for more information.

_____ Use of water for this structure is authorized by a valid water right permit: # _____, and has not been relinquished.

_____ This well is newly constructed. (Attach Well Log)

_____ This well has been in existence since _____
(Date)

The well driller often performs well capacity tests at the time the well is constructed. Results from these tests are noted on the water well report. Results from these tests will be accepted. If the water well report cannot be located by the applicant or if the water well report does not have a capacity test, a well capacity test - which provides stabilization of draw-down and recovery data - must be performed by a licensed contractor. (Attach Water Capacity Test Report)

A Water bacteriological test must be completed and submitted to this office **prior** to Final Inspection for Occupancy.

Section 3 - Other (Spring or Surface water) - (please check all that apply)

_____ Washington State Department of Ecology Permit

_____ This water has been quality tested and will not require disinfection for potability. (Attach report)

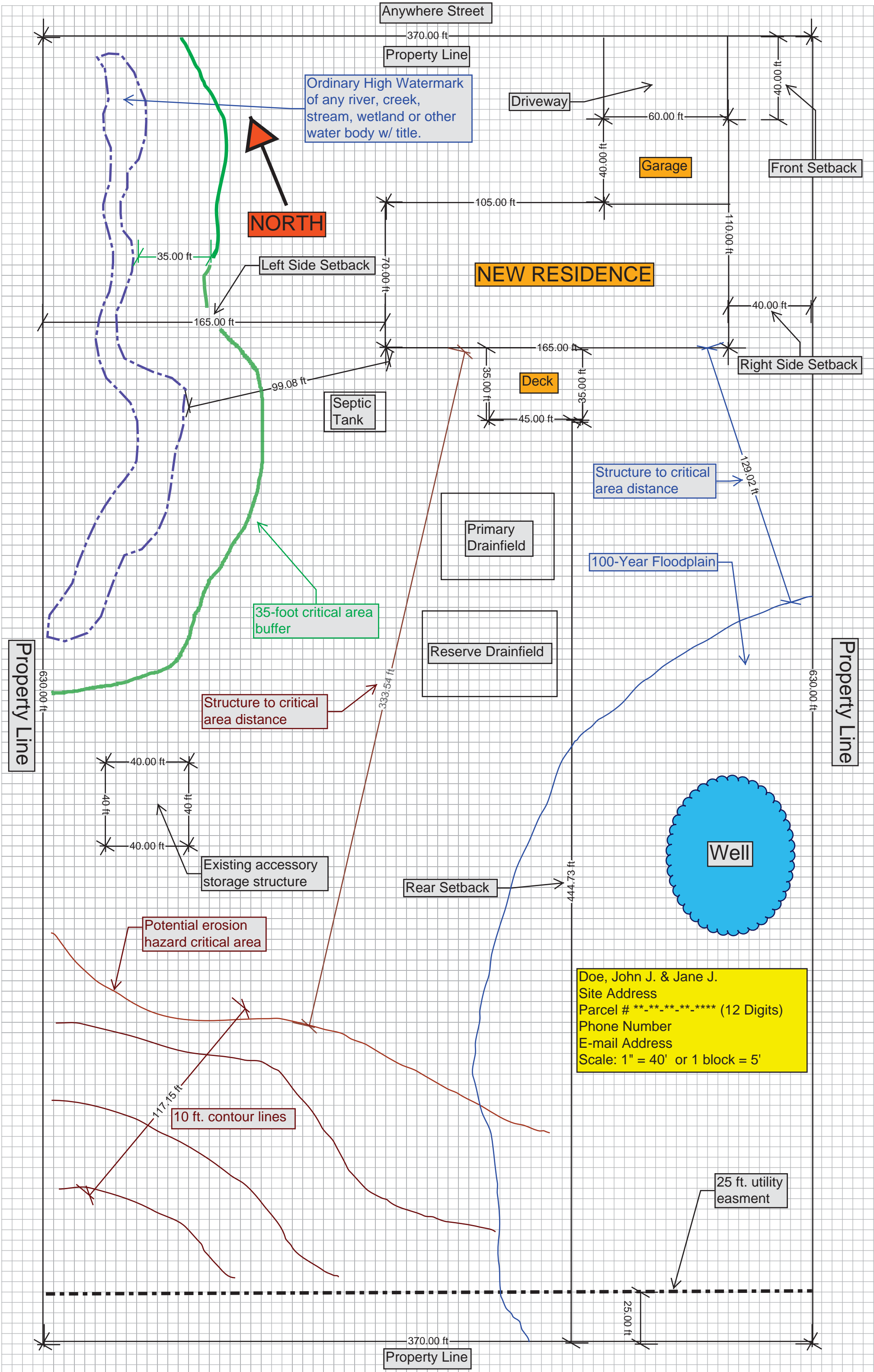
_____ This water has been quality tested and will require disinfection for potability. (Attach report)

The method of disinfection that will be used is: _____

A Water bacteriological test must be completed and submitted to this office **prior** to Final Inspection for Occupancy.

Climatic and Geographic Design Criteria
(2018 IBC/IRC)

Ground Snow Load	30 psf < 2500 feet mean sea level 40 psf > 2500 feet mean sea level
Wind Speed	Residential = 85 mph 3 sec gusts Commercial = 85 – 115 mph
Seismic Design Category	D_o
Weathering	Severe
Exposure	C
Frost line depth	24 inches
Termite	Slight to Moderate
Winter Design Temperature	2° F to 12° F
Ice Barrier Underlayment Required	Yes
Flood Hazards	FIRM adopted March 1992
Air Freezing Index	1000
Mean Annual Temperature	54.2° F



Anywhere Street

370.00 ft

Property Line

Ordinary High Watermark of any river, creek, stream, wetland or other water body w/ title.

Driveway

Garage

Front Setback

NORTH

NEW RESIDENCE

Left Side Setback

Right Side Setback

Septic Tank

Deck

Structure to critical area distance

100-Year Floodplain

35-foot critical area buffer

Primary Drainfield

Reserve Drainfield

Structure to critical area distance

Existing accessory storage structure

Rear Setback

Well

Potential erosion hazard critical area

Doe, John J. & Jane J.
 Site Address
 Parcel # **-**-**-**-* (12 Digits)
 Phone Number
 E-mail Address
 Scale: 1" = 40' or 1 block = 5'

10 ft. contour lines

25 ft. utility easment

Property Line

