



MANUFACTURED HOME PLACEMENT APPLICATION CHECKLIST

City of Airway Heights
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WHAT IS THIS

The purpose of this checklist is to guide you through the process of obtaining a permit for the placement of a manufactured home. Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific sites may vary. It is intended to give you a general outline of the permitting process.

Placement of a manufactured home in the City of Airway Heights must conform to all adopted city, state, and federal codes, including but not limited to State of Washington Administrative Code (WAC) Chapter 296-150, International Residential Code, Uniform Plumbing, and Zoning code.

DEFINITION

A **manufactured home** is defined as a single family dwelling unit built according to the Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards Act of 1976. Unit is portable in one or more sections on public streets and highways upon its own running gear which when erected on-site, is utilized as a permanent dwelling unit. A **mobile home** is defined as a factory-built dwelling unit built prior to June 15, 1976, to standards other than the HUD Code. **Modular buildings** and **modular homes** are sectional prefabricated buildings or houses that consist of multiple modules or sections built in a factory and then delivered to their intended site of use and which are not equipped with their own running gear.

NOTICE

Manufactured homes may be no more than 10 years old. In addition, manufactured homes not placed in a mobile home park must be at least double-wide (minimum 12' wide each section). Requirements per AHMC Sec. 17.07.030

PERMIT PROCESS

Following submittal of a complete application, the application will be reviewed by the Planning and Building Departments to ensure compliance with adopted city standards. The applicant will be notified of any additional information needed for the project.

Upon completion of the review and approval process by the Building and Planning departments, the applicant will be notified that the permit is ready for issuance. The applicant must then pay all applicable fees in order to have the permit released to them.

A permit **must** be obtained **before** moving a manufactured home into the City of Airway Heights. If a manufactured home is moved into the City without first obtaining a permit, the owner does so at his or her own risk. Possible consequences of such action could be penalty fees assessed by the City, citations by the City's Code Enforcement Officer, and removal of the manufactured home from the City at the owner's expense.

WHAT INFORMATION IS NEEDED

The following information must be provided. Should any of the following minimum information not be provided, the application may not be accepted or processed. A complete application includes:

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| <input type="checkbox"/> Completed <i>Manufactured Home Placement Permit</i> Application | <input type="checkbox"/> Site Plan (2 copies, for minimum requirements see checklist) |
| <input type="checkbox"/> Completed <i>Plumbing Permit</i> Application | <input type="checkbox"/> Completed <i>Residential Building Permit</i> Application (if applicable) |
| <input type="checkbox"/> Signed <i>Landowner Consent Form</i> (if applicant is not property owner) | <input type="checkbox"/> Foundation Plan (2 copies) |
| <input type="checkbox"/> Manufacturers Installation Instructions (2 copies) | <input type="checkbox"/> Completed <i>Public Works Permit</i> Application (if applicable) |

WILL I NEED OTHER PERMITS/APPROVALS

Additional permits and/or approvals may be required prior to the issuance of a placement permit. These may include land use approvals, side sewer connection permit (if placing on private land), or other permits as required by local and state agencies. Typically, however, if the home is going into a mobile home park, the Manufactured Placement Permit is all that is required.

WILL MY APPLICATION OR PERMIT EXPIRE

The application for a permit shall be deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or permit(s) have been issued. The Building Official/designee is authorized to grant an extension, the extension shall be requested in writing and justifiable cause demonstrated. Permits will expire if work has not commenced within 180 days after issuance or if work has been abandoned for more than 180 days or a written request for extension has not been approved.

Upon completion of the project, in which all necessary fees have been paid, all permits/approvals have been given, and all necessary inspections have been completed, the building may be occupied.

PLACING A MANUFACTURED HOME IN A MOBILE HOME PARK

Manufactured homes shall be approved and certified by the State of Washington Department of Labor and Industries pursuant to the rules and regulations of the Department of Housing and Urban Development (HUD). Manufactured homes installed within a mobile home park shall be a minimum of 600 square feet, no older than 10 years, constructed in accordance with HUD National Manufactured Housing Construction and Safety Standards Act of 1976, as well as rules and regulations adopted there under.

The following locations are classified as mobile home parks by the City of Airway Heights:

- Aero Mobile Home Park All Seasons Mobile Home Park Campbell Mobile Home Park "A" Campbell Mobile Home Park "B"
- Crestwood Mobile Home Park Lawson Mobile Home Park Rainbow Mobile Home Park Sands Mobile Home Park
- West Plains Mobile Home Park

PLACING A MANUFACTURED HOME ON PRIVATE LAND

If the manufactured home is being placed on an individual lot, in any residential zone in the City, it must comply with R-M zoning. It must meet the following standards:

1. All manufactured homes shall not be more than 10 years old as determined by the manufacturers date.
2. All manufactured homes shall be doublewide in size: each half a minimum of 12 feet wide and having a minimum floor area of 800 square feet when erected.
3. All manufactured homes shall be placed on continuous footings below frost depth (24") as specified by the Building Department and shall be blocked per manufacturers' specifications. All foundation systems must be pit set.
4. All manufactured homes shall be skirted with material that will resemble a typical residential foundation. The required crawl space shall be vented per the International Residential Building Code or the manufacturer's specifications. Siding must appear nonmetallic and look like a stick built home.

HOW MUCH WILL IT COST

Manufactured Home Placement permit fees are determined by adopted City resolution. Permit fee for foundation (when applicable) will be based on the valuation of foundation portion of project. Public Works Permit fee for sewer connection (when applicable) will be as adopted by City resolution. Please contact the Building Department for current fee information.

WHO INSPECTS THE PLACEMENT

The Building Inspector will perform inspection of the manufactured home's placement and water connection once they are completed. New sewer connections will be inspected by Public Works staff. Electrical inspections are performed by the State of Washington Department of Labor and Industries. The Spokane Labor and Industries office can be reached at (509) 324-2600.

ADDITIONAL INFORMATION

For additional information please contact the City of Airway Heights at the following numbers:

- Building Department(509) 244-5514
- Planning Department(509) 244-2552
- Public Works Department (509) 244-5429