

Manufactured Home Permitting Process



Department of
Community Development

Kitsap.gov/DCD
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NEW TO THE PROCESS?

Most questions can be answered by reading the manufacturer's installation manual. It is strongly recommended that you read the manual before making your final purchase.

ZONING REQUIREMENTS

Confirm the home will meet zoning requirements.
Contact the Planning & Zoning Department.
Kitsap1 (360) 337-5777

PROCESS

A permit must be applied for, reviewed, and issued before any home is placed on a lot within Kitsap County. The home will require inspections from L&I while being constructed in the factory; then, site inspections will be required by Kitsap County for site preparation & anchorage. Before occupying the home, a final inspection for a Certificate of Occupancy (C of O) will be required.

DOCUMENTATION

Before you are ready to apply for the permit, you will need to collect the following plans and specs:

- Home Installation Manual
- Installer's License Information
- Site Plan
- Health District Approval ([if applicable](#))
- Floor & Elevation Plan
- Stormwater Worksheet
- Foundation Plan [*See Important Note](#)
- Separate Permit for Accessory Structures ([Do I Need A Building Permit?](#))

BREAKDOWN OF PLAN DETAILS

Manufactured Home Installation Manual

- The manufactured home supplier should supply this.
- Include Pier layout.
- Identify which options from the manual you are using. Provide with submittal.

Site Plan

For a detailed description of the submission guidelines for the site plan, follow the link below to the [DCD Building Site Plan Brochure](#).

Floor Plan

- Indicate use and provide dimensions for all rooms.
- Specify project square footage on floor plans.

Elevation Plans

- Show the specific height from the finished grade to the finished floor.
- Clearances underneath manufactured homes must be maintained at a minimum of 18" beneath at least 75% of the lowest member of the main frame (I-beam or channel beam) and the ground or footing. In no case shall clearance be less than 12" anywhere under the home and 18" at the heat duct cross over locations [[WAC 296-150I-0310\(1\)\(n\)](#)]

Foundation Plan

***IMPORTANT:** The foundation plan typically included in the installation manual provided by the home manufacturer is an example only and will not be accepted by Kitsap County. A foundation plan specific to your lot will be required before the permit can be issued.

- Due to the seismic conditions of the area, *if the installation manual does not include a design that meets D2 seismic zone requirements*, a Washington-licensed Architect or Engineer is required to prepare and stamp the foundation plans ([WAC 296-150I-0340](#)).
 - Must include a layout with dimensions and the type of foundation specified.
 - The type of anchor/tie downs to be used must be included.
 - If the design is based upon soil conditions with a better soil bearing pressure than 1500 psf, a soil report will be needed to verify the design.
- If using a proprietary manufactured system, installation drawings and specs must be provided for review. The system may be denied or approved based on its compliance with the design criteria. See the design standards under [Kitsap County Code](#).
- A vapor retardant ground cover 10-Mil black polyethylene must be shown on the plans. Joints in vapor retarders must overlap a minimum of twelve inches. Voids, cuts, and tears in the vapor retarder must be patched or repaired with an approved method. [[WAC 296-150I-0310\(1\)\(m\)](#)]
- Show crawlspace ventilation locations and vent net area calculation. [[WAC 296-150I-0310\(1\)\(d\)](#)]
 - At least one sq ft for each 150 sq ft of under-floor space is required for net venting area.
 - It must be located as close to corners and as high as practical and must provide cross ventilation on at least two opposite sides.
 - Note on the plans: openings must be covered with corrosion-resistant wire mesh to prevent the entrance of rodents. The mesh opening cannot exceed 1/4 inch.

Assembly

Sections of a multiple section manufactured home must be aligned, closed, and securely fastened at the required points along the ridge beam, end walls, and floor line, following the manufacturer's installation requirements. Common areas to pay special attention to are:

- Areas of potential air leaks must be insulated and sealed.
- Areas of potential water leaks must be sealed with metal flashing or trim (if required) and putty tape or other approved caulking to ensure the mobile/manufactured home is watertight.
- Electrical connections and other fixtures and connections required between a mobile/manufactured home sections must be properly installed.

Decks

ALL structural connections to a mobile/manufactured home must be approved by the Washington State Department of Labor and Industries, and any **covered** deck or porch requires a separate permit. Kitsap County allows an **uncovered** deck size of up to 40 sq. ft. without an additional permit (or approval from L&I) when associated with a mobile/manufactured home installation provided that:

- Guardrails, handrails, and stairways meet code requirements, and the deck meets construction provisions in the [Residential Deck Publication](#).
- All land use and setback requirements are met.
- The deck is entirely self-supporting and braced, and the manufactured home does not support any of the deck's weight. Any deck higher than 30" above grade AND greater than 40 square feet requires a separate permit ([See Deck Publication](#)).

INSPECTIONS REQUIRED

- **R-FND, MH Footing:** If tie-down anchors are cast in concrete, the concrete forms and reinforcement must be inspected before concrete placement.
- **R-Deck/Porch Footing:** Verifying width/depth of holes & steel placement.
- **R-Deck/Porch Framing:** Verifying that framing, connections & hangers are installed per plan.
- **Erosion:** An ongoing routine inspection to ensure no sediment is leaving the site or causing erosion control problems.
- If Sprinklers are required: **Hydro & Bucket test.**
- **R- MH Marriage Line Structural Connection-** Floor
- **R- MH Setup:** The manufacturer's installation instructions must be on site for inspection. Items the inspector will be looking at may include:
 - **Clearance:** Clearance under the manufactured home must be at least 18". Exception: Not more than 25% of the home's lowest main frame member may be less than 18" above the ground or footing. **However, clearance shall not be less than 12" anywhere under the home.**
 - **Hot water tank lines and pressure relief lines** must drain to the outside of the exterior wall or skirting. The end of the pressure relief pipe must not be threaded, turned downward, and at least 6" but not more than 2' above the ground.
 - **Heat Ducts:** Heat duct crossovers must be installed per the manufacturer's installation manual. Duct crossovers must be supported at least 1" above the ground by strapping or blocking and installed to avoid standing water, prevent compression or sharp bends, and minimize stress at the connections.
- **R-MH Plum, Exterior:** Waste & Supply line
- **R-Mech, Exterior Gas Pipe:** Exterior gas piping and/or tank (separate permit required)
- **DE-Final**
- **Health Final**
- **R-Existing Home Removal**
- **R-Final:** No unit may be occupied until it passes the final DCD inspection, and a Certificate of Occupancy is issued. Items the inspector will be looking at may include:
 - **Dryer Vents:** Must exhaust to the outside of the wall or skirting. Where installed outside the manufactured home, ducts shall comply with the dryer manufacturer's specifications or be made of metal with smooth interior surfaces.
 - **Stairs:** Exterior stairways exposed to weather or wood in contact with the ground or concrete must be from either an approved wood of natural resistance to decay or pressure-treated wood not less than 2" thick.
 - **Ground Cover:** At least 10-Mil black polyethylene sheeting must be installed under the manufactured home.
 - **Skirting:** Skirting must enclose the entire perimeter of the crawlspace and be of materials suitable for ground contact. All skirting must be recessed behind the siding or trim and must not trap water between the skirting and siding or trim.
 - **Underfloor Ventilation:** Underfloor vent openings must have a net area of not less than one square foot for every 150 square feet of underfloor area and be covered with corrosion-resistant wire mesh with openings no
 - larger than .25". Openings must be located as close to corners and as high as practical and must provide cross ventilation on at least two opposite sides.
 - **Underfloor Access:** Access to the underfloor area of a manufactured home must have a finished, readily accessible opening at least.
- **Occupancy Approval**

SEPARATE PERMITS

(All additional permits must be finalized before occupancy will be granted.)

Septic Permit- If the site will have a septic system, a septic permit will be required before the manufactured home permit is issued.

Water- A water availability letter may be required.

Accessory Structure Permit- A separate permit may be required for an accessory structure proposed. If the accessory structure is attached to the manufactured home and assembled with the home in the factory, contact L&I for permitting requirements. Kitsap County DCD [may require a separate permit](#) if the accessory structure is site-built.

USEFUL LINKS

- Apply for a permit - [Kitsap County's Permit Application Portal](#)
- An [overview of the steps to complete an application](#) in the Permit Application Portal
- [Washington State Labor & Industries \(Manufactured Home Division\)](#)
- Model/ Manufactured home installation standards - [HUD 24 CFR3285](#)