



WALLA WALLA COUNTY

Community Development Department

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Manufactured Housing Permit Guide

This brochure is intended as a general guideline to installing manufactured housing as required by Walla Walla County and the State of Washington.

When is a Permit Necessary?

Prior to any manufactured home being located, relocated or placed within the county, an installation permit must be issued.

What Information is Needed to Complete the Application?

1. Approved application from County Health Department for potable water and/or septic system.
2. A completed County Public Works driveway access permit—no charge.
3. Assigned address issued by the County Public Works Department.
4. Tax assessor's parcel number and legal description of the property (can be obtained by contacting the Walla Walla Co. Assessor's Office @ 509-524-2560).
5. The year, make, model, and dimensions of said manufactured home.
6. Installer's name (this will be an individual, not a business).
7. Installer's WAINS number (the installer can give you this information).
8. Transporter (this is a company name).
9. Transporter's DOT number (can be obtained from the transporter or dealership).

10. Copy of manufacturer's specifications and installation instructions. If unavailable, then the unit must be installed to:
 - a) The design of a professional engineer or architect licensed in the State of Washington, or
 - b) The American National Standards Institute (ANSI) A225.1 Manufactured Home Installation 1994 Edition Instructions (copies can be obtained by calling Washington State Office of Manufactured Housing @ 360-725-2957).
11. A site plan (showing property lines, location of home, driveway, well, septic system, gas meter, propane tank, etc.)
12. Construction plans for items or structures accessory to the manufactured home, such as steps, landings, decks, canopies, guard and handrails, storage sheds, carports, retaining walls, etc.

What Happens to the Application After it is Submitted?

It is first checked by a permit technician to see if it is complete, then by planning staff to ensure all setback and zoning requirements are met. Finally, a plan review is done to check code compliance of any additional structures, i.e. decks, porches, steps, canopies, garages, carports, etc. After our review we will confirm that approvals have been granted from other affected agencies.

Are Other Permits or Approvals Needed?

1. Electrical permit from WA State Dept. of Labor and Industries (1-800-547-9411).
2. Alteration permits from WA State Dept. of Labor and Industries if the manufactured home has been modified or if any structural attachments are proposed.
3. Sewer and water connection permits if public or private utilities are available.
4. Propane tank placement or gas meter set permit from this office.

What Inspections Are Required?

Walla Walla County requires a minimum of three (3) inspections. The approved set of installation instructions and/or drawings must be on-site for all inspections.

1. Site review and footing conforming to approved site plan.
2. Unit placement inspection (blocking, installation of anchor devices, plumbing, and mechanical crossovers).
3. Final Inspection (skirting, foundation, under-floor access, stairs, landings, handrails, guardrails, decks, and final perimeter grading).

Under certain circumstances, part of your project may require inspections from other agencies, i.e. sewer hook-up, road cuts for utilities or drives, electrical installations, etc.

Note: Installer's WAINS# will be checked at each of these inspections. The installer must be on site while all installation work is being done.

Will the Permit Expire?

Yes, it can. If work is not started within 180 days of permit issuance or if a delay of over 180 days occurs between inspections, the permit will become void. A written request to extend the permit will be granted provided the request is received and approved prior to the permit expiration.

Does the County Have Any Special Requirements?

Walla Walla County follows the Washington State WAC 296-150-0610. Other requirements that impact the installation of a manufactured home:

1. Minimum design wind load shall be for an 85 mile per hour gust.
2. Minimum design snow load shall be 30 lbs per square foot. (Exception: Above 2500-foot elevation, it shall be 40 lbs load.)
3. A frost depth of 24 inches below finish grade for all footings that require protection.
4. Special design requirements may be imposed if unusual soil-bearing conditions are encountered or hazardous circumstances exist, i.e. flood plains, severe slopes, etc.

An inspection checklist is attached for your convenience.