MANUFACTURED HOME APPLICATION

Site Address:

Property Owner's Name:

Address:

City/State: Zip:

Phone: Email:

Tenant's Name:

Address:

City/State: Zip:

Phone: Email:

Contractor's Name:

Address:

City/State: Zip:

Phone: Email:

Labor & Industries License/Exp. Date:	City License:

Installer's Certificate Number/Exp. Date:

Legal Description:

Property Tax Account Number:

Description of Work:

By affixing my signature hereto, I certify that I am the owner, or am acting as the Owner's authorized agent, and that the application and documents contained with this submittal are complete and accurate to the best of my knowledge and abilities.

Signature of Owner/Agent: **Date:**

Project Contact: **Telephone Number:**

Following for Department Use Only:

Street Setback:	Side:	Side:	Rear Yard:

Use Zone:	Occupancy Group:	Type of Construction:
Lot Area:	Vacant Site: ☐ Yes ☐ No	Dwelling Units:
FAD Required: ☐ Yes ☐ No	Stories: Bedrooms:	ESUs:

Square Footage:	Plan Checker:

Conditions/Comments:

Approved for Issuance →	Date:	By:

Permit Fees:

In Mobile Home Park: $100.00
Dbl or Triple Wide on single residential lot: $250.00
Review Fee: $36.00

Permit Fees:	
Plan Review Fees:	
Impact Fees/Other:	
Total:	

Community & Economic Development Department
P.O. Box 809 / 910 Cleveland Ave. – Mount Vernon, WA 98273
(360) 336-6214 – www.mountvernonwa.gov

SUBMITTAL CHECKLIST FOR MANUFACTURED HOME PERMIT APPLICATION

APPLICANT	BLDG. DEPT.	SUBMITTAL REQUIREMENT'S FOR MANUFACTURED HOME APPLICATION	
		Completed Permit Application	
		2 Complete Sets of Drawings (Includes Site Plan & manufactured specifications) (see list on page 3 of this permit application for a list of items that must be included on the required site plan)	
		Copy of Installation Contractor's L & I License	
		Contractor's City of Mount Vernon Business License is Current	
		Installation Contractor's Certificate # & Expiration Date	
		Highlighted path for this *specific* installation in manufacturer's specification	
		Project Meets Minimum Setback Requirements? ☐Yes ☐ No	
		Project Is in a Flood Zone? ☐Yes ☐ No	Flood Zone:
		Flood Area Development Permit Application	
		Demolition Permit? ☐Yes ☐ No	
		Is this a Replacement of an Existing Mobile Home? ☐Yes ☐ No	

Applicant Signature:	**Date:**
Counter Acceptance By:	**Date:**
Technical Acceptance By:	**Date:**

MINIMUM BUILDING PLAN REQUIREMENTS FOR MOBILE HOME IN AN EXISTING MOBILE HOME PARK

The following is intended as a guideline -- individual projects may have additional or differing requirements.

All plans must be drawn to scale such that dimensions can be verified during plan review.

SITE PLAN SHOWING:

- Name of property owner
- Location of site (address, lot number and Mobile Home Park name)
- North arrow
- Scale (e.g. 1" = 20')
- All property lines and easements, with dimensions
- Name and location of adjacent roads, location of alleys and driveways
- Location, size and shape of buildings (both existing and proposed) with setbacks from property lines clearly dimensioned
- Location and dimensions of decks, awnings. **Will require a separate Building permit.**
- Setbacks to buildings nearest to project on adjacent properties

FOUNDATION PLANS SHOWING:

- Provide Manufactures installation manual
- Size and shape of foundation
- Tie down type location and spacing
- Rebar schedule-if applicable
- Pier footings and blocking
- Foundation vents
- Crawl space access
- Install 6 mil. Black poly vapor barrier ground cover
- Scale (e.g. 1/4" = 1')

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