



216 E MAIN AVENUE,
RITZVILLE, WA 99169
509-659-1930

MANUFACTURED HOME BUILDING PERMIT APPLICATION
MANUFACTURED HOME, MOBILE HOME, PARK MODEL HOME

Parcel Number (APN): _____ **Lot Size:** _____ (Acres)
Parcel Address: _____ **City/Zip:** _____
Abbreviated Legal Description: _____
Property Owner(s): _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
E-mail: _____ *Copy of Recorded Deed is required as an attachment.*

Applicant: _____ **Company Name:** _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
E-mail: _____

Contractor's Name: _____
Contractor's License Number: _____
Mailing Address: _____
City/State/Zip: _____ **Phone:** _____
Email: _____

Application For: Manufactured Home Mobile Home Park Model Home

Make/Model: _____ **Year:** _____ **Serial #:** _____
County Moved from _____ **Value including setup \$** _____
Footprint Dimensions: _____ **No. of Bedrooms:** _____ **Type of Skirting:** _____
Name of Certified Installer: _____ **WAINS #:** _____
Home Height: _____ (ft.) **Rated Snow Load for proposed Manufactured Home:** _____ (lbs.*)

**Home must meet the required snow load for the area of placement. If unable to meet required snow load, application for snow roof cover must be made with this application.*

Applying for Snow Roof Cover: **Proposed Snow Roof Cover Dimensions:** _____ (ft.) **Snow Roof Height:** _____ (ft.)

Label Existing/Finished Grade on all 4 elevation views of Building Plans

Retaining Wall(s): **Length:** _____ (ft.) **Height:** _____ (ft.) **Propane Tank Size:** _____ (gallons)

Impervious Surface (IS) Information in Square Feet:
Existing IS (Include existing roof, driveway, etc.): _____ **New IS (Include new roof, driveway, etc.):** _____
Total Impervious Surface (Existing Impervious Surface plus New Impervious Surface): _____ (sq. ft.)

NOTE: Manufactured Homes with modifications, attachments, and/or built prior to June 15, 1976 require an alteration permit from the Department of Labor & Industries prior to submittal of building permit application.

Ⓞ **FOR OFFICIAL USE ONLY** Ⓞ

Received By & Date:	Zoning Approval & Date:	Building/Fire Approval & Date:	Intake Fees Paid: Final Fees Paid:
	Zoning:	Snow Load:	FP / FW:

Please Complete the Following:

1.	What is the current use of the property? _____
2.	List all existing structures on the property, the year constructed, and the Building Permit Number (if applicable): _____ _____ _____ <input type="checkbox"/> Label and Identify on site plan.
3.	Please identify legal access to the subject property and list Auditor's File # (AFN) if applicable: _____ _____
4.	List and attach all Easements, Deed Restrictions, or other Encumbrances restricting the use of the property. (Refer to your subdivision, deed and/or Title Report) List by auditor's file number (AFN) and identify easement type: _____ _____ _____ <input type="checkbox"/> Label and identify on site plan.
5.	*Is the property within 200 feet of a river, stream, wetland, drainage way, other water body? <input type="checkbox"/> Yes <input type="checkbox"/> No, If yes please identify: _____
6.	*Are there any geologically hazardous areas on property or within 250 feet? For example: avalanche areas, landslide areas, areas of soil erosion, or areas of historic slope failure? <input type="checkbox"/> Yes <input type="checkbox"/> No, (Circle applicable)
7.	Please list any other applicable applications or approvals (<i>file numbers</i>) from Federal, State or Local Agencies for any structures, construction, or other activities necessary for approval of this building permit application: _____
<p>*May involve height restrictions, a wetland delineation, a geologic site assessment, and additional setback requirements. Inquire with City Clerk-Treasurer.</p>	

If applicable: (Required by RCW 19.27.095)	
Lending Agency Name: _____	Phone: _____
Address: _____	
Contractor's Bonding Firm: _____	Phone: _____
Address: _____	

I (We) certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify (or declare) that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been accurately disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (We) understand that encroachment and/or building into easements, deed restrictions or other encumbrances are my (our) responsibility and not City of Ritzville's. I (We) further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Owner hereby releases, discharges, indemnifies and holds harmless the City from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith) by both the easement holder or encumbered person(s) arising out of or in connection with the City's issuance of a building permit. I (We) certify (or declare) that I (We) am the owner of the property or have been given authorization from the property owner to obtain this permit. I (We) further agree to comply with the International Building, Residential, Fire, Mechanical, Plumbing, and all applicable City Codes. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

Owner/Applicant Signature: _____ Date: _____

VICINITY MAP

Provide written driving directions and a map to assist the Building Inspector in locating your project.

Vicinity map must show:

- (1) Location of property
- (2) Directional arrow indicating North
- (3) Any adjacent property addresses
- (4) Any landmarks adjacent to subject property
- (5) Nearest intersecting roadways; if applicable, include one major highway

NOTE: INSPECTIONS WILL NOT BE PERFORMED WITHOUT YOUR ADDRESS POSTED AT THE ROADWAY.

Driving directions:

ATTACH A LOCATION MAP or SKETCH BELOW

SITE PLAN CHECKLIST

- Two copies of site plan are required. Must be drawn to standard engineering, not to exceed 1" =100'. Indicate the scale used. Must include North arrow, and be drawn on grid paper or engineering plan format. For large parcels, applicant may submit a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at a larger scale.
- Label all property lines/boundaries, dimensions, and area of lot/parcel (square feet or acreage).
- Label the location, size, and use of all existing building(s). Identify the distance between property lines and buildings. Label structures with previous building permit number(s) issued if applicable.
- Label the location, size, and use of all proposed structure(s) (temporary or permanent) to include dimensions of all decks, porches, cantilevers, bay windows, roof overhangs, retaining walls, patios, chimneys, landings and stairs.
- Identify the location, dimensions and volume of all existing and proposed propane tanks, fuel tanks, etc., both above ground and underground, as well as setback from property lines.
- Identify land features such as top and bottom of slopes, direction of slope and any areas of erosion.
- Identify and label all water features to include, ponds, springs, ravines, streams, creeks, lakes, rivers, irrigation laterals, canals, ditches, wetlands, bogs, areas of saturated ground, flood plain, floodway. Identify the closest distance between the ordinary high-water mark and proposed/existing structures.
- Label the name and width of roads bordering the property and indicate whether they are public or private.
- Locate the width of existing and proposed driveways/accesses serving each structure. Include stormwater control facilities such as drains, detention ponds, connection lines, catch basins, etc.
- Label all existing and proposed parking spaces/areas. Parking in residential districts is typically not allowed in the front yard setback area. All parking shall have durable and dustless surfaces suited to all weather use, unless required otherwise. If applicable, show handicapped parking and accessible routes to the structure and within the site to other structures and features.
- Identify and label all easements and widths, deed restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property, including but not limited to access, utilities, railroads, irrigation and overhead power. Include the Auditor's file number(s).
BEFORE ANY DEVELOPMENT OCCURS, PLEASE CALL 1-509-661-8400 TO LOCATE ANY PUD EASEMENTS!
- Show the location of all existing and proposed overhead and underground utilities including, but not limited to water, sewer, gas, and electrical.
- Identify location of water lines, well and sanitary control radius. Note: A sanitary control radius around an off-site well may impact your project if it overlaps onto your parcel.
- Identify location of all well(s), septic/pump tank, drain field, reserve area and tight line involving the proposed structure(s). Show the distance from proposed structure(s) to septic tank, drain field, drinking water well source(s), and any water body, wetland area and/or flood plain to ensure they meet the required horizontal setbacks from each other and property lines.
- If drinking water wells, septic tank/drain field is off site, please show the location of these systems on the adjacent property or properties and provide a copy of the easement agreement(s).
- If applicable, identify existing and proposed landscaping, screening and/or fencing. (Show type of landscaping, size, spacing, and provisions for irrigation).
- If applicable, include outdoor lighting and signage. Label each as existing or proposed.

I (We) certify under penalty of perjury and under the laws of the State of Washington the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further certify that all Easements, Deed Restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property have been disclosed to the best of my (our) knowledge and are shown on the site plan submitted with this application. I (we) further affirm that by my (our) signature below that I (we) have obtained legal permission to build within or encumber all easements on this property. Applicant/Owner(s) assumes all risk and liability for any claims and liabilities.

Print Owner/Applicant Name: _____

Signature: _____ **Date:** _____

RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

MANUFACTURED HOME, MOBILE HOME, PARK MODEL HOME

THIS IS NOT A REVIEW. This list is used to assure that your submittal includes at least the minimum information needed to start the zoning/building review process. **Building permit applications will not be accepted until ALL requirements have been satisfied.**

APPLICANT SUBMITTAL ITEMS			STAFF VERIFICATION / INTAKE COMMENTS	
	YES	N/A		
1.	<input type="checkbox"/>	<input type="checkbox"/>	Complete Application	<input type="checkbox"/> Yes
	<input type="checkbox"/>	<input type="checkbox"/>	Previous Building Permits and Status?	BP #'s: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Have Easements Been Disclosed?	<input type="checkbox"/> Yes
2.	<input type="checkbox"/>	<input type="checkbox"/>	Deed / Legal Description (<i>Attached</i>)	<input type="checkbox"/> Yes
	<input type="checkbox"/>	<input type="checkbox"/>	Legal Lot of Record	<input type="checkbox"/> No <input type="checkbox"/> Yes; Date Created: _____
3.	<input type="checkbox"/>	<input type="checkbox"/>	Zoning: City (<i>Check with Clerk-Treasurer for Setbacks, Zoning, and Critical Area Restrictions</i>)	<input type="checkbox"/> Zone: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Have Subdivision Notes and Conditions of Approval Been Achieved? (<i>Refer to Respective Files</i>)	<input type="checkbox"/> Additional Requirements for UGA
				<input type="checkbox"/> Land Use Permit Conditions of Approval attached
				Violations <input type="checkbox"/> No <input type="checkbox"/> Yes; File #: _____
4.	<input type="checkbox"/>	<input type="checkbox"/>	CRITICAL AREAS AND REPORTS	
	<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay District	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conical <input type="checkbox"/> Horizontal <input type="checkbox"/> Notice to Title
	<input type="checkbox"/>	<input type="checkbox"/>	Aquifer Recharge Area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Form Submitted
	<input type="checkbox"/>	<input type="checkbox"/>	Geologic Hazard(s) and Geologic Site Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Geologic Site Assessment Attached
	<input type="checkbox"/>	<input type="checkbox"/>	Wetland(s) and Wetland Delineation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Wetland Delineation Attached
	<input type="checkbox"/>	<input type="checkbox"/>	Shoreline of the State (<i>Call the Department if unsure</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ <input type="checkbox"/> Height Restriction: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Stream(s) and/or Lake(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ <input type="checkbox"/> Setback: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Flood Plain and/or Floodway	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Official FEMA Map Verification Required
	<input type="checkbox"/>	<input type="checkbox"/>	Habitat	<input type="checkbox"/> Yes <input type="checkbox"/> No Type: _____ <input type="checkbox"/> DFW Referral Required
	<input type="checkbox"/>	<input type="checkbox"/>	Resource Land (<i>e.g. AC, FC or MC zoning</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Setback Waiver Required
5.	<input type="checkbox"/>	<input type="checkbox"/>	MANUFACTURED HOMES:	
	<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan (<i>Including Any Lofts</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No Scale Utilized: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Set-up Manual including Blocking or Foundation Details	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify Type: _____
	<input type="checkbox"/>	<input type="checkbox"/>	If applicable: Roof Plan Designed for Snow Load	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes; SnowLoad: _____
	<input type="checkbox"/>	<input type="checkbox"/>	If applicable: Labor & Industries Alteration Permit Including: Engineering (<i>Original wet-stamp required</i>) (<i>Verify design criteria w/the Building Division</i>)	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes; Designed for Wind, Snow, Seismic & Frost Requirements?
	<input type="checkbox"/>	<input type="checkbox"/>	Elevation Drawings (<i>All four sides</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Building Height: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Finished & Existing Grade shown and labeled	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Zoning Height: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Elevation of Building Site: _____ (ft.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Shoreline Height: _____
	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Plan (<i>If Applicable</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Attached
	<input type="checkbox"/>	<input type="checkbox"/>	Snow Roof Cover Plan (<i>if Applicable</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Contractor's License (<i>Unexpired</i>)	<input type="checkbox"/> N/A <input type="checkbox"/> Yes; Expiration date: _____
7.	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity Map	<input type="checkbox"/> Yes
8.	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (<i>Please refer to site plan checklist</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> Required Parking shown on site plan
9.	<input type="checkbox"/>	<input type="checkbox"/>	Submittal Fees Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Staff Intake Comments:				

**APPLICATIONS ARE REVIEWED FOR ZONING, SETBACKS AND BUILDING PLAN COMPLIANCE.
THE CITY'S CLERKS OFFICE WILL NOTIFY THE APPLICANT ONCE THE APPLICATION IS READY FOR
ISSUANCE.**

STRUCTURAL PLANS CHECKLIST
SNOW ROOF COVER REQUIREMENTS APPLICABLE FOR:
MANUFACTURED HOME, MOBILE HOME, PARK MODEL HOME

Applications for building permits will not be accepted unless the following items are supplied with your application for a permit. Complete and submit two sets of building plans drawn to 1/4 scale, unless the Building Inspector authorized a different scale in writing. Please contact the City's Clerk-Treasurer with your building site elevation in order to determine the required snow load. Buildings must comply with the correct design criteria.

APPLICANT SUBMITTAL ITEMS			
	YES	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	FOUNDATION PLAN: <input type="checkbox"/> All pads and dimensions (<i>deck, porches, patios</i>) <input type="checkbox"/> Girders, posts, floor joists, slabs
2.	<input type="checkbox"/>	<input type="checkbox"/>	BUILDING PLANS MUST BE DRAWN AT 1/4 SCALE <input type="checkbox"/> Footing and Post plans <input type="checkbox"/> Roof framing plans
3.	<input type="checkbox"/>	<input type="checkbox"/>	ENGINEERING (if applicable): <input type="checkbox"/> Engineering shall be stamped and signed by an Engineer or Architect and be transferred to both sets of building plans and calculations. One original seal/signature is required. <input type="checkbox"/> Retaining walls over four ft. in height require engineering (<i>measured from the bottom of the footing to the top of wall</i>). <input type="checkbox"/> Soils/geotechnical reports where applicable (<i>contact the Building Division for more information</i>).
4.	<input type="checkbox"/>	<input type="checkbox"/>	CROSS SECTION: <input type="checkbox"/> Foundation Dimensions <input type="checkbox"/> Framing Details <input type="checkbox"/> Roof Details (include roofing materials)
5.	<input type="checkbox"/>	<input type="checkbox"/>	ELEVATIONS (four views are required): <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> Existing grade must be accurately shown and labeled on each view. <input type="checkbox"/> Final grades must be accurately shown and labeled on each view. <input type="checkbox"/> New vs. existing clearly shown (<i>for remodels & additions</i>)