

MANUFACTURED HOME APPLICATION GUIDELINES

Before a manufactured home is placed onto a site, a building permit must be issued. This process can be challenging for a new homebuyer if they are unaware of the process. This handout is provided to assist with a manufactured home installation in the City of Port Townsend and will outline the process. The handout contains general information and might not include some specific requirements for your project. The City needs to have enough information in the submittal to make sure that the foundation design meets either the manufacturer's instructions or is prepared by a Washington licensed architect or engineer. We then take those plans after the permit is issued and use them to inspect the installation in the field. It is recommended to speak to a Permit Technician prior to submitting your application to go over site specific requirements for your project. You can also schedule a meeting to have a plans examiner to go over your application when you submit the application. Contact Matt at mlogue@cityofpt.us to schedule an appointment.

It is important to read the manufacturer's installation manual before you get started in preparing the plans that you will provide with your application. The manual contains instructions that need to be followed and there are many different options that you will need to choose and identify. It is recommended to have the installer, contractor, or a design professional assist you with preparing the plans and choosing the options in the manual.

1. Information provided for review of Building Permit application:
 - a. Completed Residential Building Permit application (1)
 - b. Manufacturer's installation manual (1)
 - c. Plans, site plans, elevations, foundation plans (2 sets)
 - d. Supplemental/Engineer or Architect plans/details (2 sets)
2. Information provided for review of Street Development permit (SDP) application:
 - a. Completed Street Development Permit (SDP) application (1)
 - b. Stormwater plans (2 sets)
https://cityofpt.us/sites/default/files/fileattachments/development_services/page/81_82/perc_test_procedures_-_information_-_eds_1997.pdf
3. Completed Address Application (1)

1. Labor and Industries performs the inspections of manufactured homes before they leave the factory, the City performs plan review and inspections of the portion of the work constructed in the field.

Every manufacturer has an installation manual that they publish for their manufactured homes. It is important to read the manual before you get started in preparing the plans that you will provide with your application. This manual contains instructions that need to be followed and there are many different options that need to be identified by the applicant.

- a. Complete the Residential permit application.
- b. Tab the pages of the installation manual and identify which options you are proposing. Use the information in the manual to create the foundation plan. (the example sketches in the manual are not foundation plans, you will need to provide foundation plans specific to your site and model)
- c. Foundation plans must identify locations, type and dimensions of footings, piers, seismic and wind restraints. If the manual does not include a design that meets a D-2 seismic zone, then you will need to hire a Washington licensed engineer or architect to provide a design. There are some proprietary manufacturers that provide these systems, ask your dealer about these types of systems.
- d. Site plans must show the property lines and identify dimensions to show setbacks, include driveway, decks, propane tanks, water, sewer, power locations and stormwater management. Identify 2 onsite parking spaces, each space must be at least 9'x19'.
- e. A ground cover of .006" black polyethylene must be shown on plans for ground cover if there is not a concrete slab of at least 3-1/2" under the home.
- f. Openings for under floor ventilation must be shown on plans, the minimum net area of ventilation must be at least 1 square foot for each 150 Square feet of under floor space Required openings shall be evenly placed to provide cross ventilation of the space except one side of the building shall be permitted to have no ventilation openings.
- g. Elevation plans need to identify the space from the bottom of the home to finished grade, enclosed by either load bearing concrete or decorative concrete or masonry blocks, so that no more than 12" of the perimeter foundation is visible above grade. This is a City of Port Townsend municipal Code requirement, in Table 17.16.020.
- h. Provide elevations and plan views to show that Daylight Plane and Modulation requirements are met in RI & RII zones
- i. Design criteria is can be found on our website under Building Codes. This shows seismic zone, wind speed and soil bearing pressure, frost depth etc.



2. Public Works performs plan review and inspections of the onsite stormwater plan, water and sewer connections and driveway apron.
 - a. Complete the SDP application
 - b. Provide stormwater plan using the guidelines from the DSD webpage under forms and documents button.
https://cityofpt.us/sites/default/files/fileattachments/development_services/page/8182/perc_test_procedures_-_information_-_eds_1997.pdf
 - c. Identify location of driveway apron and utilities on site plan

