



Okanogan County Building Department
123 N. 5th Ave- Rm #115
Okanogan, WA 98840
(509) 422-7110

MFG HOME/FACTORY ASSEMBLED PERMIT PROCEDURE

**PLEASE READ CAREFULLY AND FILL OUT COMPLETELY
CALL IF YOU HAVE QUESTIONS**

- ☐ Contact the Building Department for building construction issues (509) 422-7110
- ☐ Contact the Planning Department for land use issues & 911 Addressing (509) 422-7160
- ☐ Contact the Public Health Department for water and septic issues (509) 422-7140
- ☐ Contact the Dept. of Labor & Industries for Fire Safety Permit Pre-1977 homes
(509) 886-6500

APPLICATION PROCEDURE

- ☐ Submit a COMPLETE application.
- ☐ Provide complete information about Mfg Home or Factory Assembled Structure
- ☐ Pay permit fees (Single Wide - \$200.00/ Double Wide- \$250.00 /Triple Wide- \$300.00)
Credit Card payments can now be accepted through Point and Pay online and in the office- a 3% transaction fee with a \$2 minimum will be charged;
 - o <https://client.pointandpay.net/web/okanogancbdWA>
- ☐ Provide Site Analysis approval from the Planning Department. (Water Availability IF required)
- ☐ Provide Water Adequacy approval from Public Health
- ☐ Provide Septic approval from Public Health
- ☐ Provide Fire Safety Permit # from Labor & Industries for pre- 1977 Mobile Homes

ISSUANCE PROCEDURE

- ☐ Permit may only be issued after the above steps have been completed.
- ☐ Staff will call when permit is ready to be issued (Allow two weeks minimum)
- ☐ Permit may be picked up or sent for a Priority Postage Fee of \$7.42 that is non-refundable
Provide mailing address you wish permit to be sent to.

INSPECTIONS/PROJECT CHANGES

- ☐ Any change or revisions to approved permit is issued requires prior approval before installation/construction can continue.
- ☐ Call for inspections 24 hours in advance minimum for an inspection appropriate to your area. (Methow Valley – Weds & Fri Central/South Valley – Mon – Fri North Valley- Tues & Thurs) It is the responsibility of owner/contractor to call for required inspections.
- ☐ Have permit on-site
- ☐ Provide safe and appropriate access to site
- ☐ Provide Permit #, Name on Permit & Contact Information at time of inspection request.
- ☐ Blocking/Tie down or Final inspection must be completed before occupying.
- ☐ Decks, porches, garages and carports need separate permits/Non-Residential & Cannabis Facilities need separate permits for Accessible Ramps, landings and stairs

OKANOGAN COUNTY BUILDING DEPARTMENT

Phone: (509) 422-7110

Mailing Address:

123 North 5th- Rm #115

Okanogan, WA 98840

PERMIT APPLICATION

**MFG HOME /FACTORY ASSEMBLED
STRUCTURE INSTALLATION**

Process #: _____

Applicant Information (Structure Owner)

Licensed Installer Information

PLEASE FILL OUT COMPLETELY

Name:

Certified Blocking/Set Up Installer Name:

Mailing Address:

Business Address:

Phone#:

Email:

Email:

License #:

OWNER INSTALLATION

I certify that I, as owner/installer am required to become an "approved homeowner" by successfully completing a training course with the Department of Labor and Industries to do my own installation work in the state of WA which includes purchasing "installer certification tags" per WAC 296-1501-140

➤ **Property Owner Signature:** _____

NOTICE

Pick-up Permit []

Please Mail []

***Priority Postage Applies**

Mobile Homes constructed **prior to 1977** must have a Washington State Department of Labor and Industries "Fire Safety Permit" **BEFORE** the Okanogan County Building Department can issue an Installation Permit. For more information contact the Department of Labor & Industries at (509) 886-6500 in Wenatchee.

Provide Address (If Mailing):

PLEASE NOTE

- 1) **Separate permits are required for decks more than 30 inches above ground level & for ALL covered decks & additions.**
- 2) **Factory Assembled Structures require a floor plan and Assembly Tag Information**
- 3) **Separate Permits Applications must be submitted for Non-Residential & Cannabis Facilities for Accessible Ramps, Landings and Stairs**

PROPERTY INFORMATION

Parcel Number: _____

Is this replacing a former structure? YES ☐ NO ☐

Physical Address: _____

City: _____

Property Owner Name: _____

Owner Consent Attached:

Yes ☐ N/A ☐

MFG/FAS INFORMATION

Property Use: Residential []

Non-Residential []

Cannabis Facility []

PLEASE FILL OUT COMPLETELY

Make/Model: _____

Year: _____

Park Name: _____

Serial # (If Available): _____

Of Bedrooms: _____

Manager's Name: _____

Dimensions: _____

Valuation: \$ _____

Total SQ Footage _____

of Bathrooms: _____

Space #: _____

Single ☐ Double ☐ Triple ☐

I hereby apply for an Installation Permit. I have read all application materials. The above information is true and correct to the best of my knowledge.

➤ **Signature** _____

➤ **Date** _____

THIS SIDE FOR OFFICE USE ONLY

Approvals Needed	Application Activity	Permit Purpose
Septic Yes <input type="checkbox"/> No <input type="checkbox"/>	Application Taken By	Installation <input type="checkbox"/>
Water Yes <input type="checkbox"/> No <input type="checkbox"/>		Placement Only <input type="checkbox"/>
Planning Yes <input type="checkbox"/> No <input type="checkbox"/>	Fees Figured By	Storage Only <input type="checkbox"/>
		Cannabis Fac. <input type="checkbox"/>
		Non Residential <input type="checkbox"/>

BUILDING DEPARTMENT APPROVAL INFORMATION

Review Sign Off	Date			
Comments/Conditions	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">NEED L & I FAS PERMIT?</th> </tr> <tr> <td style="text-align: center;">YES <input type="checkbox"/> NO <input type="checkbox"/></td> </tr> <tr> <td>Permit #</td> </tr> </table>	NEED L & I FAS PERMIT?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Permit #
NEED L & I FAS PERMIT?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				
Permit #				
Special Instructions				

HEALTH APPROVAL

Date	Septic	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit #:	# of Bedrooms
		<input type="checkbox"/>		
Date	Water	Yes <input type="checkbox"/> No <input type="checkbox"/>	Adequacy #:	Historically Est. <input type="checkbox"/>
		<input type="checkbox"/>		
Date	60 Day Occ	Yes <input type="checkbox"/> No <input type="checkbox"/>	Permit #:	Privy <input type="checkbox"/> Septic <input type="checkbox"/>
		<input type="checkbox"/>		

(1) Phone Approval By: _____ Date: _____ Received By: _____

(2) Phone Approval By: _____ Date: _____ Received By: _____

Conditions of Approval:

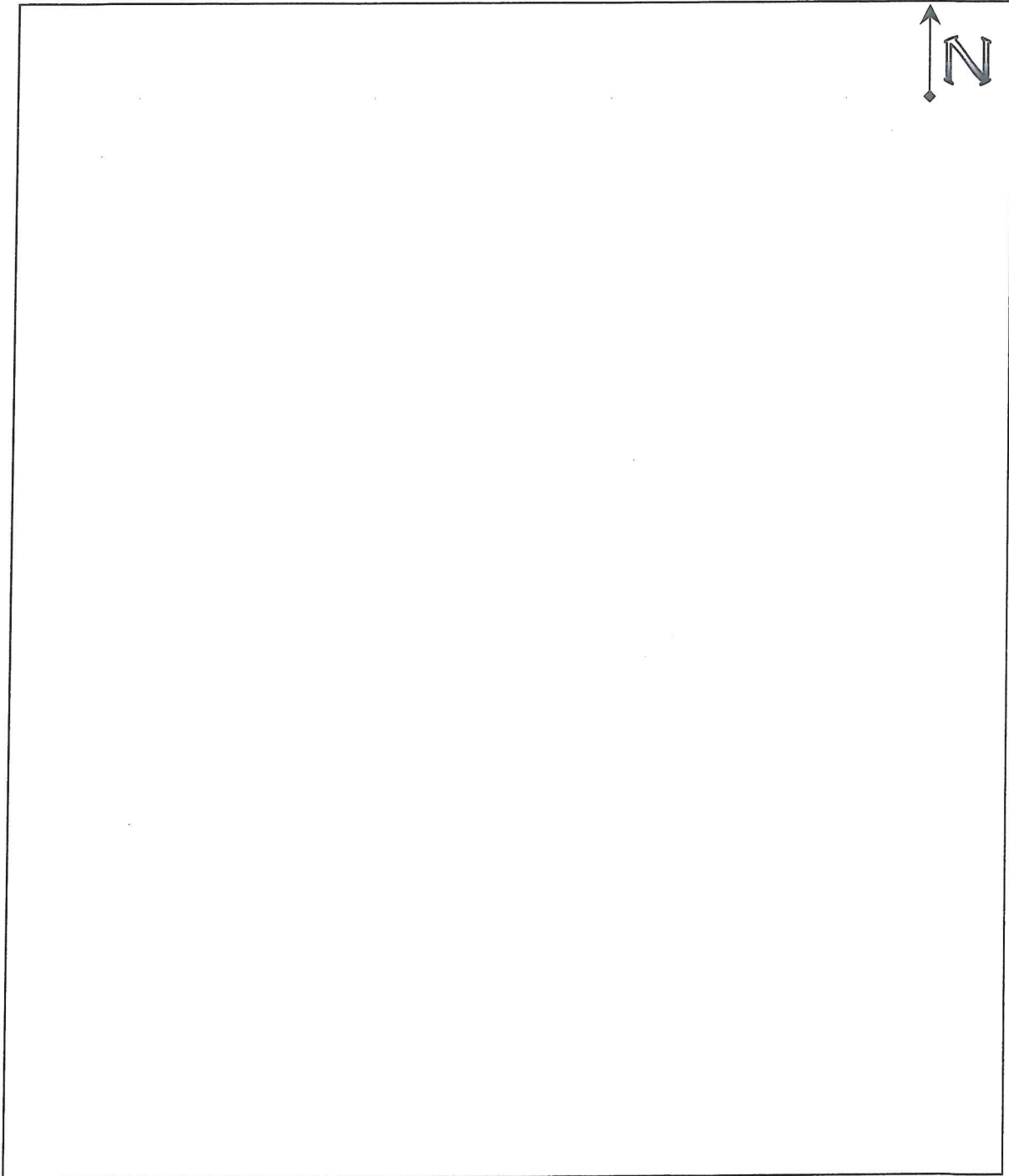
FEES INVOICE

PERMIT FEES DUE	FEES PAID	NOTES																
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">PERMIT FEE</td> <td style="width: 20%;">\$</td> </tr> <tr> <td>POSTAGE/OTHER</td> <td>\$</td> </tr> <tr> <td colspan="2" style="background-color: yellow;">Postage is non-refundable</td> </tr> <tr> <td>TOTAL FEES</td> <td>\$</td> </tr> </table>	PERMIT FEE	\$	POSTAGE/OTHER	\$	Postage is non-refundable		TOTAL FEES	\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>AMT PD</td> <td>DATE</td> </tr> <tr> <td>RECEIPT #</td> <td>CHK #</td> </tr> <tr> <td>AMT PD</td> <td>DATE</td> </tr> <tr> <td>RECEIPT #</td> <td>CHK #</td> </tr> </table>	AMT PD	DATE	RECEIPT #	CHK #	AMT PD	DATE	RECEIPT #	CHK #	<p style="color: red; text-align: center;">PAY FOR YOUR PERMITS ONLINE!</p> <div style="text-align: center;"> </div> <p style="text-align: center;">A CONVENIENCE FEE OF 3% W/\$2.00 MINIMUM CHARGED FOR THIS SERVICE POINT AND PAY OPTIONS https://client.pointandpay.net/web/okanogancbdWA</p>
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RECEIPT #	CHK #																	

*****HOW DO WE GET TO THE PROPERTY*****

Directions to the site: _____

Use the space below to provide a detailed drawing showing HOW TO GET TO building project. Show all roads and road names leading to the project. Show mileage. Start from closest town.



A large empty rectangular box for drawing directions. In the top right corner of the box, there is a north arrow pointing upwards, labeled with a stylized 'N'.

FAS/MFG Structures

Permit Applications shall remain valid for a period of not more than one (1) year from date received.
Applications exceeding 1 year from the date of filing will not be extended.

R105.3.1- Action on application. The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing, stating the reasons therefor. If the building official is satisfied that the proposed work conforms to the requirements of this code and laws and ordinances applicable thereto, the building official shall issue a permit therefor as soon as practicable.

Permit Renewals (Effective 3/4/97 by motion of Okanogan County Commissioners):

The Okanogan County Building Department will allow a permit to stay active for eighteen (18) months after issuance. If the project cannot be finished in 18 months the applicant must apply in writing for another six month extension for a fee of \$100, if the project is still not complete within that six month extension the applicant must renew the permit by applying in writing for a one year extension and 1/2 the original permit fee will be due, after those initial extensions have expired the permit will expire and a new permit will be required. This will give the applicant three years to complete the project. If the project cannot be completed within three years, a new completed permit application and fees must be submitted.

WAC 296-150M-0610 What instructions are used for a manufactured home installation?

To the extent that the installation of a manufactured home is not covered by a manufacturer's, engineer's or architect's instructions, the manufactured home shall comply with the installation requirements of this section.

- (1) Installation of a new manufactured home.
- (a) The initial manufactured home installation must be conducted according to the manufacturer's instructions.
- (b) If the manufacturer's instructions do not address an aspect of the installation, you may request:
 - (i) Specific instructions from the manufacturer; or
 - (ii) Specific instructions from a professional engineer or architect licensed in Washington state.

For Example:

- (A) A manufactured home is installed over a basement and the manufacturer's instructions do not address this application;**

- (1) All manufactured homes installed in Washington State must be permanently anchored except for those installed on dealer lots. On dealer lots temporary sets are permitted without anchoring being installed. A manufactured home must be anchored according to the manufacturer's installation instructions or according to the design of a professional engineer or architect licensed in Washington State. Local jurisdictions may not prescribe anchoring methods.

It shall be the duty of the owner or person doing the authorized installation by a permit to notify the building department that such work is ready for inspection. The building department requires that every inspection be requested at least 24 hours before such inspection is desired.

**** It shall be the duty of the person requesting any inspection to provide access to and means for inspection of such work.**

**** Blocking & tie downs must be approved before occupancy.**

Okanogan County requires separate building permits for additions, covered patios, and decks 30" and greater above grade.

All alterations to a manufactured home must be approved by the Department of Labor & Industries (800) 292-5920 [EASTERN WA ONLY] or (509) 886-6500

This application is for installation of a Factory Assembled Structure/Mfg Home ONLY

**** To receive a final all inspections must be completed and signed off.**

**** The following manufactured home inspections are required:**

1. Slab rebar - If applicable.
2. Blocking & Tiedowns - sewer hookup, water hookup, vapor barrier and setbacks.
3. Skirting and venting.
4. Final - all permanent steps and handrails are in place.