



Sedro-Woolley Building Department
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-0771

MOBILE / MANUFACTURED HOME PERMIT APPLICATION

APPLICATION No. _____

All Mobile / Manufactured Home Permit applications must be accompanied by the documents listed below. Failure to attach all the required submittal documents will result in an incomplete application and will not be accepted by City staff.

Manufactured Home: \$500.00 Modular Homes: \$750 plus foundation and/or basement permit fee.

THIS PAGE TO BE COMPLETED BY CITY STAFF AT THE TIME OF APPLICATION

Required Submittals

- 1 Completed application signed by applicant
- 2 Two (2) copies: Manufacture’s installation manual that include complete sections detailing tie-down support instructions

Two (2) copies: Manufactured Home: FLOOR PLAN
- 3 Two (2) copies: Scaled conceptual site plan showing the following elements along with their dimensions:
 - (a) proposed new manufactured home or addition;
 - (b) proposed decks and porches
 - (c) existing structures, utilities, easements and right-of-ways;
 - (d) existing and proposed street access;
 - (e) parking area(s); and
 - (g) amount (square feet) of existing & proposed impervious surfaces

IMPORTANT! Items (a)-(g) above must be **clearly marked** or the application cannot be accepted.
- 4 One (1) Copy: Mobile / Manufactured Home Installation certificate for each certified installer working on or supervising the installation of this manufactured home. Homeowners doing the work themselves and not paying someone to assist with the installation do not need to have certified installer present
- 5 Payment of plan review fee and Critical Area Checklist
- 6 Skagit County PUD #1 Letter of Availability for water service or connection receipt

Application accepted by: _____ **Date:** _____

MOBILE / MANUFACTURED HOME PERMIT APPLICATION

SECTION I – PROPERTY AND BUILDING INFORMATION

Fill out completely. Attach legal descriptions and supporting documents as necessary. Please be sure to complete Section I and sign Section II. Failure to complete all sections will result in an incomplete application and may not be accepted by City staff.

Who should we contact with any questions about this application? **Applicant** **Owner** **Contractor**

APPLICANT	OWNER	CONTRACTOR
Name: _____	Name: _____	Company: _____
Address: _____	Address: _____	Contact: _____
City: _____	City: _____	Address: _____
Zip Code: _____	Zip Code: _____	City: _____ Zip: _____
Day Phone: _____	Day Phone: _____	Day Phone: _____
Cell Phone: _____	Cell Phone: _____	Cell: _____
email: _____	email: _____	WA St. Registration Expiration: _____
		Registration#: _____
		City License Endorsement: <input type="checkbox"/> Yes <input type="checkbox"/> No

PROJECT SITE IDENTIFICATION

Site Address: _____ Parcel I.D. #: _____ (Refer to Skagit County Assessor website)

Property Zoning: _____

Yes No - Will it be necessary to clear any trees or vegetation for this project?

Yes No - Is the property within 200 feet of a creek, ditch, surface water, steep slope or wet area?

Yes No - Are there any existing structures on the property?

MOBILE/MANUFACTURED HOME INSTALLER CERTIFICATION

A certified manufactured home installer must be present for each phase of installation the entire time installation work is being performed. The certified installer is responsible for supervising all installation work being performed by all members of the installation crew. The certified installer must enter their certification number on the INSTALLER TAG for each element he/she is supervising. Homeowners doing the work themselves and not paying someone to assist with the installation are exempt from this requirement.

Exempt – Homeowner performing installation without assistance – Mobile / Manufactured Home Installation certificate not required

Licensed Installer: _____

Please attach copies of Mobile / Manufactured Home Installation certification for each certified installer working or supervising the installation of this manufactured home.

MOBILE / MANUFACTURED BUILDING INFO Square Feet (sq.ft.)	NEW IMPERVIOUS SURFACES	EXCAVATION & GRADING Cubic Yards (cy)
Year Built: _____	House/Bldg: _____ sq.ft.	Excavation _____ cy
Make: _____	Drive/Parking: _____ sq.ft.	Fill _____ cy
Model: _____	Other _____ sq.ft.	Grading _____ cy
Vehicle Identification # (VIN): _____	Sidewalk/Patio _____ sq.ft.	Total _____ cy
Size/Manf Home: _____ sq. ft. Size:Porches _____	Total _____ sq.ft.	
Valuation (Purchase Price & Installation) \$ _____		

SECTION II - SIGNATURE

Complete for this application. Failure to sign the permit application will result in an incomplete application.

Application is hereby MOBILE / MAUFACTURED HOME BUILDING PERMIT. I certify that I am familiar with the information contained in this application and that to the best of my knowledge and belief such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby grant to the officials of the City of Sedro-Woolley the right to enter the above-described property to inspect the property as part of the permit application review and approval process and/or the proposed or completed work.

Signature (Required): _____ **Date:** _____