



City Staff to complete this section

PERMIT# _____

DATE SUBMITTED: _____

MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

- Fees are not paid until the permit is ready to issue
- All homes for residential use must meet the HUD Fire and Life Safety requirements.
- Stormwater compliance application/forms must accompany the application.
- The attached checklist must be completed. This is part of the application.
- If using septic, the approved permit from Lewis County, must be provided with all approved documents
- A Valid City of Centralia Business License is required for all Contractors, as well as a Valid State License.

Project Site Information:			
Site Address or Tax Parcel No:			
Permit Application Details:			
Permit Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial			
Will the Manufactured Home be placed in a Mobile Home Park? Y or N If yes, provide information on the next line			
Mobile Home Park Name:		Space #:	
Manufactured Home Information			
Dimensions:			
Year:	Make:	Model:	No. Bedrooms:
Serial Number:			
Applicant Information:			
Name:		Phone:	Email:
Address:			
Property or Land Owner Information			
			Check box if the Owner is the same as the Applicant: <input type="checkbox"/>
Name:		Phone:	Email:
Address:			
Installer Information			
Company Name:		Contact Person Name:	
Address	City	State	Zipcode
Phone:	Cell:	Email:	
L&I License #:		L&I Expiration Date:	
WAINS #:		Wains Expiration Date:	

Project Information:	
<i>Who do we contact when the permit is ready or more information is required?</i>	
<input type="checkbox"/> <i>Owner</i> <input type="checkbox"/> <i>Applicant</i> <input type="checkbox"/> <i>Contractor</i>	
PLEASE READ CAREFULLY:	
By signing below, I agree to comply with all City, County and Building Laws and Ordinances. I acknowledge that the representations, in this application, are true and accurate and any misrepresentations or errors herein are the sole responsibility of the applicant and shall in no way incur or accrue liability or obligation to enforcing officers or agents. The permit, once approved, becomes null and void if work on construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. A building inspection is required to verify construction has not been abandoned. I have established setbacks from property lines and/or park space lines and will take all responsibility for setting the building to meet all code requirements. I have inspected all site improvements and found them to meet City Standards and agree to repair any future damage up to receipt of certificate of occupancy.	
SOLID WASTE DISPOSAL:	
The Centralia Municipal Code (CMC) and the Lewis County Code (LCC) prohibits any person from disposing of solid waste, generated or collected within Lewis County in a manner inconsistent with the processes described in CMC 6.08 and LCC 8.15. These codes require that all solid waste, collected or generated, within the City of Centralia and Lewis County, unless source separated recycling, must be disposed of at the Lewis County owner, operated, and permitted facility. In the City of Centralia that location would be the Lewis County Transfer Station at 1411 South Tower. If you have any questions about the disposal of solid waste, please contact the Centralia Public Works Dept. at 360-330-7513 or the Lewis County Solid Waste Division at 360-740-1451 or 1-800-749-5980.	
By signing below, I understand and have read the requirements for solid waste disposal.	
PRE-1978 STRUCTURES:	
** For structures built and/or remodeled pre-1978, Contact the Washington State Dept. of Commerce Lead Paint Program at 360-586-5323 or visit www.commerce.wa.gov/lead .	
<i>I am an authorized person for the above name applicant and I have read and agree to these conditions.</i>	
SIGNATURE	DATE:
CHECK ONE: <input type="checkbox"/> Owner <input type="checkbox"/> Applicant <input type="checkbox"/> Contractor <input type="checkbox"/> Authorized Agent	

**Submit to: Community Development, P.O. Box 609, Centralia, WA 98531-0609
Questions? Call, 360-330-7662**

For homes that require repairs, alterations, etc., a permit must be obtained from the Washington State Department of Labor and Industries. Proof of application to L & I must be submitted with this application. Proof of inspection and approval by L & I is required prior to final placement inspection or occupancy.

Mobile/Manufactured Home Permit Submittal Checklist

APPLICATION REQUIREMENTS

NOTE: A project requiring approvals other than a building permit have additional submittal requirements. Prior to submitting, verify with Staff whether this project requires other permits

Manufactured Home Placement Permit Application Fill out this application as completely as possible. Please use blue or black ink. The tax parcel number is printed on tax statements. The County Assessor's Office may help provide this number. Call 360-740-1392 for help obtaining the parcel number or visit <https://parcels.lewiscountywa.gov/>
If this property does not have an address, one will be assigned once the application is processed. The signature of the owner, or authorized agent is required on this application.

Provide a Foundation Plan. The foundation plan must be drawn to an Architect's Scale (1/4" = 1') and should include footing size and location, in addition to blocking locations at perimeter and marriage lines.

Provide a model specific floor plan showing all fixture locations

Provide a copy of the Tie-Down Installation Plans. For new manufactured homes, this information can be obtained from the manufactured home dealer. For used manufactured homes, the type of tie-downs used must be selected from the ANSI Standards.

Drainage Submittal Packet: If any new or replaced hard surface (impervious area) is being added, submit the appropriate drainage information:

1. Small Site Stormwater Review Worksheet
2. Small Site Stormwater Pollution Prevention Plan (SWPPP) Narrative

Utility connection approvals. For City of Centralia utilities provide proof of connection approval from the Centralia Public Works Department.

If this property will be serviced by a septic system and/or private well, submit approved copies of the permit issued by Lewis County. For additional septic system and well information, please contact: Lewis County Environmental Health Division, 2025 NE Kresky Ave, Centralia. (360-740-1222). Or visit their website at: <https://lewiscountywa.gov/departments/environmental-health/onsite-septic-program/>

Contractor's License. All contractors must have a valid state contractor's license, as well as, a Washington Installers License (WAINS) number. Contact Labor and Industries at 360-902-5800 for additional information.

Property location map. Provide a map of the property (building site) and submit with this application. Indicated the nearest intersection and write clearly. Street addresses must be clearly posted and visible from the road. No inspections will be performed without the visible posting of the address.

Submittal Fees. Fees are NOT due until the permit is ready for issuance. Fees are as follows:

For Residential Use:

Single wide (in a park) - \$100 Permit fee + \$6.50 State fee

Double Wide (in a park) - \$125 Permit fee + \$6.50 State fee

Double Wide on a city lot – 30% of standard building permit fee + 50% plan review fee + \$6.50 state fee

Commercial use: contact staff for details.

Submit a site plan, drawn to scale, identifying all of the following:

1. Property boundaries, dimensions & size for city lot installations. Park layout and space number for mobile home park installations.
2. Location and width of driveway – all driveway and parking areas must be paved.
3. Location of home and setbacks to each property line.
4. Location and size of the garage, include setbacks to each property line. Minimum 20' x 20' garage is required.
5. Location of stormwater system.
6. Location of utilities
7. Location of any known sensitive areas and buffers (i.e.: wetlands, flood zone, streams, steep slopes, etc.)