



MANUFACTURED AND MODULAR STRUCTURE PERMIT CHECKLIST RESIDENTIAL

Community and Economic Development - Building Services
206-973-4750

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

- ___ Completed permit application.
- ___ Current contractors state license & SeaTac business license
- ___ State Installers Certificate & expiration date.
- ___ Provide verification of Water and Sewer availability
- ___ Permit Fee (click here for [Fee Schedule](#) or visit website <http://www.ci.seatac.wa.us/>)

Provide the following information if the structure is being installed within a manufactured home park:

- ___ (3 copies) Site plan showing the proximity of other buildings and homes on all surrounding lots
- ___ (3 copies) Provide a site plan showing the location of the lot within the park's approved site plan
- ___ (2 copies) Foundation and/or tie-down plan.
- ___ (2 copies) Manufacturer installation instructions.

Provide the following information if the home is being installed on a private lot.

- ___ **SITE PLAN** (4 copies) Scale plans to most appropriate engineering scale, 1"=10' or 1"=20'.
- ___ Soils Report (*Unless waived by the Building Official.*)
- ___ Provide the manufacturer's name, model number and serial number of the structure
- ___ A survey of the property may required, showing all property lines, buildings, property lines between buildings, setbacks from all buildings to property lines and adjacent streets. Show all utility locations.

NOTE; all utilities shall be installed underground, i.e. electrical, cable and telephone for new construction:

- ___ Square footage of the lot and proposed building(s)
- ___ Location of the closet fire hydrants and the driveway
- ___ Drainage plan, include any natural drainage courses for structures 500 sq ft and over (see residential drainage checklist)
- ___ Utility plan, show all utilities; water, sewer, electrical, cable and telephone
- ___ Siltation control plan
- ___ Location of paved off-street parking area and number of parking spaces available
- ___ (2 copies) Foundation and/or tie down plan: in the event the design does not exactly match the manufacturer's installation instructions, the plan shall be stamped and signed by a Washington State licensed architect or engineer
- ___ (2 copies) Manufacturer's installation instructions; this may include the foundation tie-down plan
- ___ Show compliance with the Sound Transmission Code (*if applicable*)
- ___ (4 copies) Manufactured structure front and side elevations showing height, type of siding and type of skirting being used.

IMPORTANT NOTICE:

A separate electrical permit is required for all installations. Separate mechanical and plumbing permits may also be required.