



**CITY OF TUMWATER**  
 555 ISRAEL RD. SW, TUMWATER, WA 98501  
 (360) 754-4180  
 Email: cdd@ci.tumwater.wa.us  
**MANUFACTURED HOME PERMIT**  
**Submittal Checklist**

TUM - _____  _____  RCVD BY _____	DATE STAMP
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**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

In order to install a manufactured home, you must submit a completed permit application and all items on this checklist unless modified or waived by Staff.

<b>A. PERMIT APPLICATION</b>	N/A	Provided	<b>Staff</b>
1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Note: Payment of the plan check fee is required at the time of application.		<input type="checkbox"/>	<input type="checkbox"/>
2. Manufactured Home addendum must be complete.		<input type="checkbox"/>	<input type="checkbox"/>
<b>B. PLANS</b>	N/A	Provided	<b>Staff</b>
1. Draw building plans to scale of 1/4" = 1'. All notations and drawings must be clear and legible.		<input type="checkbox"/>	<input type="checkbox"/>
<b>C. SITE PLAN</b>	N/A	Provided	<b>Staff</b>
1. Draw plan to scale of 1" = 10' (on lots larger than 10,000 sq. ft., use scale of 1" = 20'). Minimum plan size is 11" x 17".		<input type="checkbox"/>	<input type="checkbox"/>
2. List parcel number(s) and indicate total square-footage of the site.		<input type="checkbox"/>	<input type="checkbox"/>
3. Show:			
a. North arrow; and locations and dimensions of all property lines and easements.		<input type="checkbox"/>	<input type="checkbox"/>
b. Vicinity map showing location and names of all streets and alleys (public and private) adjacent to the site.		<input type="checkbox"/>	<input type="checkbox"/>
c. Zoning district.		<input type="checkbox"/>	<input type="checkbox"/>
d. Distances to structures, property lines and easements. If access to the site is via an easement, provide recorded easement documents.		<input type="checkbox"/>	<input type="checkbox"/>
e. Existing and proposed street frontage improvements (power and light poles, hydrants, street trees, curbs, gutters, sidewalks, utility vaults, storm drainage, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. All street access points, width of access (consistent with garage layout) and driveway.		<input type="checkbox"/>	<input type="checkbox"/>
g. Location and names of all streets and alleys (public and private) adjacent to the site.		<input type="checkbox"/>	<input type="checkbox"/>
h. Driveway material; i.e. asphalt pavement, concrete, pavers, etc. and percent of driveway slope.		<input type="checkbox"/>	<input type="checkbox"/>

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<b>C. SITE PLAN (CONTINUED)</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
i. Contour lines in two-foot increments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Building coverage as a percentage of lot-area.		<input type="checkbox"/>	<input type="checkbox"/>
k. Building height (the highest point of the house).		<input type="checkbox"/>	<input type="checkbox"/>
l. Elevations of existing and proposed site corners, street at front corners, and finished floor.		<input type="checkbox"/>	<input type="checkbox"/>
m. Existing and proposed retaining walls and rockeries (including heights).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Floodplain boundaries and certification of high water elevation by a licensed engineer or surveyor must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Wetlands or surface water (if any), and any applicable buffers. If yes, submit wetland/riparian report.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Existing and proposed on-site septic systems and reserve areas, with distances to structures. If a new system is proposed, provide approval of septic system design from Thurston County Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. Existing and proposed private wells and 100-foot-wide well radius, with distances to structures. If proposing a new well, provide certificate of water availability (for a private well).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. Existing and proposed storm-water drainage facilities (including downspouts, dry wells, etc).		<input type="checkbox"/>	<input type="checkbox"/>
s. Location of all existing and proposed utilities (water, sewer, gas, meters, electrical power, telephone, cable, etc).		<input type="checkbox"/>	<input type="checkbox"/>
t. Exterior storage tanks (e.g. propane) and HVAC equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Location and types of temporary erosion and sediment control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. FOUNDATION PLAN</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Show:			
a. Plan view of entire foundation perimeter.		<input type="checkbox"/>	<input type="checkbox"/>
b. Type and location of footing.		<input type="checkbox"/>	<input type="checkbox"/>
c. Cross-section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Interior pads and footings including spacing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Anchor type and rebar location and size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Show method and amount of foundation ventilation.		<input type="checkbox"/>	<input type="checkbox"/>
<b>E. SKIRTING</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Show typical skirting detail.		<input type="checkbox"/>	<input type="checkbox"/>
<b>F. ELECTRONIC SUBMITTAL</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
1. Submitting online: <a href="#">Upload</a> documents, naming them with the project address and document name (project address – application, checklist, plans, etc).	<input type="checkbox"/>	<input type="checkbox"/>	
Submitting in person: USB drive containing apps, checklist, plans, reports, etc. as outlined under B and C above, in PDF-file format. Maximum format shall be 300 dpi.	<input type="checkbox"/>	<input type="checkbox"/>	

I verify that all required documents associated with this application have been submitted.

# Manufactured Home Permit Submittal Checklist

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date