



MANUFACTURED HOME SUBMITTAL CHECKLIST For Placement in Mobile Park or Undeveloped Lot

A complete and thorough application packet is the most important thing you can do to help facilitate a timely review of your project. Please compare this checklist with the information you are submitting.

- Completed Building Permit Application.
- Copy of Manufactured Home Installation manual.
- Certification of Ownership/Transfer form.
- A copy of current Washington State Contractor's Registration or Owner Affidavit – by issuance.
- A copy of current Manufactured Home Installer's Certification (required prior to permit issuance).
- Certificate of Water Availability. (City of Black Diamond at 360-886-5700 or Covington Water at 253-631-0565).
- Certificate of Sewer Availability (City of Black Diamond at 360-886-5700 or Soos Creek Water & Sewer 253-630-9900).
- King County Health Dept. Approval for a Septic system (206-477-8050), if required.
- (3) Three copies of Site Plan: A site plan needs to be completed any time a new structure is being placed on a site.
- (3) Three copies of Foundation plan: show location of all footings, piers and perimeter blocking.
- (2) Two copies of Tie down specifications stamped by a Washington State licensed engineer.
- \$250 Landing permit fee. Additional fees may be due at issuance.

**** For lot located outside of park, please refer to SFR requirements for additional reviews and fees**