



CITY OF TUMWATER
 555 ISRAEL RD. SW, TUMWATER, WA 98501
 (360) 754-4180 (360) 754-4126 (FAX)
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MANUFACTURED HOME PERMIT
Submittal Checklist

TUM -	DATE STAMP
RCVD BY	

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.

A. PERMIT APPLICATION	N/A	Provided	Staff
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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.

2. Manufactured Home addendum must be complete.

B. PLANS	N/A	Provided	Staff
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1. Provide two copies of all plans and two copies of all specifications. Draw building plans to scale of 1/4" = 1'. All notations and drawings must be clear and legible.

C. SITE PLAN	N/A	Provided	Staff
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1. Provide two copies of the proposed site plan. 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".

2. List parcel number(s) and indicate total square-footage of the site.

3. Show:
 - a. North arrow; and locations and dimensions of all property lines and easements.

 - b. Vicinity map showing location and names of all streets and alleys (public and private) adjacent to the site.

 - c. Zoning district.

 - d. Distances to structures, property lines and easements. If access to the site is via an easement, provide recorded easement documents.

 - e. Existing and proposed street frontage improvements (power and light poles, hydrants, street trees, curbs, gutters, sidewalks, utility vaults, storm drainage, etc).

 - f. All street access points, width of access (consistent with garage layout) and driveway.

 - g. Location and names of all streets and alleys (public and private) adjacent to the site.

 - h. Driveway material; i.e. asphalt pavement, concrete, pavers, etc. and percent of driveway slope.

Manufactured Home Permit Submittal Checklist

C. SITE PLAN (CONTINUED)	N/A	Provided	Staff
i. Contour lines in two-foot increments.			
j. Building coverage as a percentage of lot-area.			
k. Building height (the highest point of the house).			
l. Elevations of existing and proposed site corners, street at front corners, and finished floor.			
m. Existing and proposed retaining walls and rockeries (including heights).			
n. Floodplain boundaries and certification of high water elevation by a licensed engineer or surveyor must be submitted.			
o. Wetlands or surface water (if any), and any applicable buffers. If yes, submit wetland/riparian report.			
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.			
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).			
r. Existing and proposed storm-water drainage facilities (including downspouts, dry wells, etc).			
s. Location of all existing and proposed utilities (water, sewer, gas, meters, electrical power, telephone, cable, etc).			
t. Exterior storage tanks (e.g. propane) and HVAC equipment.			
u. Location and types of temporary erosion and sediment control.			
D. FOUNDATION PLAN	N/A	Provided	Staff
1. Show:			
a. Plan view of entire foundation perimeter.			
b. Type and location of footing.			
c. Cross-section.			
d. Interior pads and footings including spacing.			
e. Anchor type and rebar location and size.			
2. Show method and amount of foundation ventilation.			
E. SKIRTING	N/A	Provided	Staff
1. Show typical skirting detail.			
F. ELECTRONIC SUBMITTAL	N/A	Provided	Staff
1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B through E above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.			

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

Signature of Applicant

Date