



# MANUFACTURED HOME DEMOLITION / REPLACEMENT

## Property Owner Checklist

City Hall Main Floor • 18415 101<sup>st</sup> Ave NE • Permit Counter 425-806-6400

Tuesday - Thursday 8 AM to 5 PM • Closed Noon to 1 for Lunch

**PURPOSE:** The City of Bothell requires a permit to remove or replace a manufactured home ([Bothell Municipal Code, Section 20.02.095](#)). Proper disconnection of utilities is required to prevent unnecessary damage to the water meter and water main. It is also necessary to prevent the occurrence of an open sewer. In the event of a replacement, utilities will need to be re-connected and fire sprinklers may be required if sufficient fire flow is not available.

**INSTRUCTIONS:** Use this checklist to guide you through the demolition / replacement of your manufactured home. The City of Bothell's Community Development Department will review the list to ensure all steps have been taken.

### Property Information

#### Important Information

**Fire Sprinklers May be Required:** If you plan on replacing your manufactured home, a Water/Sewer and Fire Flow Availability certificate is required to be provided from your water and sewer service provider(s). The fire flow availability will determine whether your replacement home will be required to have fire sprinklers installed. If fire sprinklers are required, your meter may need to be upsized, as well. A separate permit is required to upsize the meter.

It is your option whether to submit a request the Water/Sewer and Fire Flow Availability certificate prior to submitting your demo permit application. A Water/Sewer and Fire Flow Availability certificate will be required with your manufactured home permit application submittal to install a new manufactured home. If the City of Bothell is the water/sewer provider, submit application Utility Availability request at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com), see [Form 36](#).

**Disconnect All Utilities:** It is the responsibility of the contractor or owner to ensure that gas, electricity, water, and sewer utilities are properly disconnected prior to demolition.

#### Demolition Permit and Process

Step #	Description	Contact/Department	Completion Notes (Date Submitted, Permit #, etc.)
1	<b>Prior to application for Manufactured Home Installation Building Permit, to replace manufactured home:</b> Apply for Water/Sewer and Fire Flow availability with water and sewer service provider(s). If service is City of Bothell, see <a href="#">Form 36 Water/Sewer and Fire Flow Availability</a> and apply online at <a href="http://www.MyBuildingPermit.com">www.MyBuildingPermit.com</a> . Processing time is approximately 2 weeks.	Permit Services 425-806-6400	
2	Submit for demolition permit at <a href="http://www.MyBuildingPermit.com">www.MyBuildingPermit.com</a> , to demolish the existing manufactured home. See <a href="#">Form 19 Demolition Permit</a> . Processing time is approximately 2 weeks.	Permit Services 425-806-6400	

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3	Follow Puget Sound Clean Air Agency requirements regarding asbestos: <a href="#">Contractor Demolition   Puget Sound Clean Air Agency, WA (pscleanair.gov)</a>	Puget Sound Clean Air Agency	
4	Notify outside utility companies (electric, natural gas, internet, etc) of demolition to ensure proper handling of underground or disconnected lines.	Various Utility Companies	
5	<b>After demolition permit is obtained: Disconnect Water Service</b> - Request disconnect of water. This <b>MUST BE COMPLETED BEFORE FINAL SIGN-OFF OF DEMO PERMIT. BEFORE MANUFACTURED HOME IS REMOVED.</b>	City of Bothell Utility Billing 425-806-6881	
6	<b>After demolition permit is obtained: Disconnect Sewer Service</b> - Coordinate cut and cap sewer lines. This <b>MUST BE COMPLETED BEFORE FINAL SIGN-OFF OF DEMO PERMIT. BEFORE MANUFACTURED HOME IS REMOVED.</b>	Licensed Contractor	
7	<b>Pre-Demolition Inspection:</b> Property owner or Contractor requests Pre-Demo inspection through <a href="#">permits.bothellwa.gov</a> . Construction Inspector inspects demolition, ensures water and sewer were cut and capped, if applicable.  If City of Bothell is the sewer service provider: Complete King County <a href="#">Form 1057 Residential Sewer Use Certification Sewage Treatment Capacity Charge</a> and deliver to Inspector at inspection. <a href="#">Informational brochure.</a>	Admin Services 425-806-6400	
8	Demo Manufactured Home.	Licensed Contractor	
9	<b>Post Demolition Inspection:</b> Property owner or Contractor requests Post-Demo inspection through <a href="#">permits.bothellwa.gov</a> to “final” the permit.	Admin Services 425-806-6400	
<b>Manufactured Home Installation Permit and Process</b>			
10	If not already completed, apply for Water/Sewer and Fire Flow availability with water and sewer service provider(s). If service is City of Bothell, see <a href="#">Form 36 Water/Sewer and Fire Flow Availability</a> and apply online at <a href="#">www.MyBuildingPermit.com</a> . Processing time is approx. 2 weeks.	Permit Services 425-806-6400	
11	Once the water/sewer and fire flow availability certificate(s) are received:  Apply for Building Permit to install Manufactured Home. Application <a href="#">Form 6</a> is available online, and the permit may be applied for online through <a href="#">www.MyBuildingPermit.com</a> . Approx. review time is 2 weeks.  If the City of Bothell is the water and/or sewer service provider, a Utility Permit is issued with the Building Permit, for utility re-connection.	Permit Services 425-806-6400	

12	Once permit is Issued: Replace Manufactured Home.	Licensed Contractor	
13	Contractor requests “Mobile Home Foundation” and “Final-BLD” Building Permit inspections via <a href="https://permits.bothellwa.gov">permits.bothellwa.gov</a> for manufactured home installation. If City of Bothell is the water and/or sewer service provider: Contractor requests “Water Service” and/or “Side Sewer” Utility Permit inspections (as applicable) via <a href="https://permits.bothellwa.gov">permits.bothellwa.gov</a> for manufactured home installation. If City of Bothell is the sewer service provider: Complete King County <a href="#">Form 1057 Residential Sewer Use Certification Sewage Treatment Capacity Charge</a> and deliver to Construction Inspector at Utility Permit inspection.	Building Inspector and Construction Inspector	
14	Contractor or owner contacts Construction Inspector and requests water/sewer service connection and new meter.	Construction Inspector	
15	Owner contacts Utility Billing to re-establish or set up a new billing account.	City of Bothell Utility Billing 425-806-6881	

**CITY OF BOTHELL USE**

File Name: Manufactured Home / Demolition Replacement Checklist	Division/Section: Water/Sewer	Document Type: External Checklist
Last Reviewed/Updated: 3/25/22	Next Review Date: 3/23/26	Origination Date: 11/6/2019
Approver: Utility Development, Construction and Building Inspectors, Water/Sewer, Utility Billing, Permit Services, Fire		
Resources: Form 6, Form 19, Form 36, King County Sewer Capacity Form, PSE Clean Air, BMC 20.02.095		
File Location:		
<ul style="list-style-type: none"> <li>• L:\PW_Share\Manufactured Home Demo Replacement</li> <li>• G:\Dev_Svcs\Manufactured Home Demo Replacement</li> <li>• G:\PW_WaterOps\SOPs\Mobile Home Demo Replacement</li> </ul>		