



City of Bothell™

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use www.MyBuildingPermit.com to submit your application online.

MANUFACTURED HOME - TYPE B

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This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter.

Manufactured Home - Type B. For definition see BMC 11.02.050. Type B manufactured homes are allowed in mobile/manufactured home parks. See BMC 12.06.140, Permitted Uses.

Applicant: Check each box under the *Applicant* heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under *Staff* when the item is confirmed to be included in the submittal package.

Development Services permit application requirements:

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information **(one of each item required unless otherwise indicated)**:

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> A completed & signed Permit Application form..... | <input type="checkbox"/> |
| <input type="checkbox"/> Evidence of adequate water and sewer availability (Water and Sewer Certificate of Availability).
If the City of Bothell is your provider, submit an application for Water and Sewer Certificate of Availability. You must receive your certificate prior to submitting this application , please allow 2 weeks for this review. If your provider is Alderwood, Northshore or Woodinville, please contact them for information regarding receiving certification for water and/or sewer availability and provide this with your application. | <input type="checkbox"/> |
| <input type="checkbox"/> One (1) copy of King County Health or Snohomish Health District approval if on septic..... | <input type="checkbox"/> |
| <input type="checkbox"/> Letter from water purveyor indicating available fire flow meets Fire Department requirements (Water and Sewer Certificate of Availability, see above listed procedure). | <input type="checkbox"/> |
| <input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations | <input type="checkbox"/> |
| Is the Water or Sewer Service provider City of Bothell? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| If yes, a Utility permit will be issued concurrently with the building permit for the manufactured home installation (with the associated fee assessed). | |
| <ul style="list-style-type: none"> ▪ For replacement manufactured home installations, a utility reconnection inspection approval on the water and/or sewer service is required prior to building permit final. ▪ For new manufactured homes a utility permit is required for the new water and/or sewer service connections. The utility inspections must be approved prior to building permit final. | |
| <input type="checkbox"/> If the City of Bothell is the Sewer Service provider, submit a completed Residential Sewer Use Certification Form (available on the City of Bothell website under Permit Applications & Forms) | <input type="checkbox"/> |

Site Plans (3 copies if paper submittal) (Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1")
indicating:

- North arrow.....
- Drawing scale
- Property lines.....
- All present improvements on property (accessory buildings).....
- Location and distance to adjacent manufactured homes
- Existing streets surrounding the property
- Location of existing easements
- Location and width of the existing and/or proposed driveway
- Show the location and method of disposal of the proposed roof drain
- Footings, beams, girders, columns and post sizes
- Direction, size and spacing of all framing members.....
- Location and details of stairways, decks, and handrails.....
- Location and details of guardrails.....
- SQUARE FOOTAGE OF DECK =**

INSTALLATION METHOD: (circle method)

- Manufacturer’s Instructions
- Engineer’s Design
- ANSI A225.1, 1994 Edition

Manufactured home setbacks and building requirements per the Bothell Municipal Code:

1. There shall be a minimum 10 foot separation between homes. Side yard setbacks for all structures shall be 5 feet. Rear yard setbacks are 5 feet and front yard setbacks are 10 feet. Corner lots shall observe a minimum 10 foot setback from all streets and alleys.
NOTE: Special provisions exist for Hollyhills and Woodcrest Estates. See BMC12.08.060.
2. Structures that will comply with the front, rear and side yard setbacks are mobile and manufactured homes, accessory buildings, carports, covered decks, covered patios, and additions to main structure. Structures that will not be required to comply with the front, rear and side yard setbacks are uncovered decks,

uncovered patios, rockeries, and fences. However these structures must allow adequate access to the rear of the lot for fire protection. Railings on patios and sun decks must have a minimum 3 foot wide opening for rear yard access. Eaves may project up to a maximum of 18 inches into any required setback area.

3. The clearance between mobile/manufactured homes and any accessory building(s) situated on the same lot shall be 6 feet except carports may abut the home and one-hour fire-resistive structures may be reduced to 3 feet.
4. The maximum lot coverage for all impervious surfaces shall not exceed 60%.
5. A minimum of two off-street parking spaces per home shall be provided on the lot which the home is located.
6. The address numbers shall be plainly visible from the street.
7. Drainage and runoff plans shall conform to city requirements.

To the extent that the installation of a manufactured home is not covered by a manufacturer's, engineer's or architect's instructions, the manufactured home shall comply with the installation requirements listed below (per the Washington Administrative Code).

1. A manufactured home must have a skirting around its entire perimeter. It must be installed per the manufacturer's installation instructions or if the manufacturer is not specific, to the standards in this section. It must be vented and allow access to the under floor area per the manufacturer's installation instructions or per the standards below if the manufacturer's instructions are not available.

If the manufacturer's skirting and access instructions are not specific, skirting, ventilation and access shall be installed as follows:

(a) Skirting:

- Skirting must be made of materials suitable for ground contact.
- Metal fasteners must be made of galvanized, stainless steel or other corrosion resistant material.
- Ferrous metal members in contact with the earth, except those made of galvanized or stainless steel must be coated with an asphaltic emulsion.
- Skirting must not trap water between the skirting and siding or trim.
- All skirting must be recessed behind the siding or trim.

(b) Ventilation:

- Vent openings must be covered with corrosion-resistant wire mesh to prevent the entrance of rodents. The size of the mesh opening cannot exceed 1/4 inch.
- Vent openings must have a net area of not less than one square foot for each one hundred fifty square feet of under floor area.
- Vent openings must be located as close to corners and high as practical and they must provide cross ventilation on at least two opposite sides.

(c) Access:

- Access to the under floor area of a manufactured home must have a finished opening at least eighteen inches by twenty-four inches in size.
- The access opening must be located so that all areas under a manufactured home are available for inspection.
- The access opening must be covered and that cover must be made of metal, pressure treated wood or vinyl.

2. A manufactured home site must be prepared per the manufacturer's installation manual or per ANSI A225.1, 1994 Edition, Section 3.
3. Heat duct crossovers must be installed per the manufacturer's installation instruction manual or per ANSI

A225.1 or the following instructions if the manufacturer's instructions are not available:

- Heat duct crossovers must be supported at least one inch above the ground by strapping or blocking. They must be installed to avoid standing water. Also, they must be installed to prevent compression, sharp bends and to minimize stress at the connections.
4. Dryer vents must exhaust to the exterior side of the wall or skirting. Dryer ducts outside the manufactured home shall comply with the dryer manufacturer's specifications or shall be made of metal with smooth interior surfaces.
 5. Hot water tank pressure relief lines must exhaust to the exterior side of the exterior wall or skirting and must exhaust downward. The end of the pipe must be at least six inches but not more than two feet above the ground.
 6. Water piping must be protected against freezing as per the manufacturer's installation instructions or by use of a heat tape listed for use with manufactured homes and installed per the heat tape manufacturer's installation instructions.
 7. The testing of water lines, waste lines, gas lines and electrical systems must be as per the manufacturer's installation instructions. If the manufacturer's installation instructions require testing of any of these systems, the local jurisdiction is responsible for verifying that the tests have been performed and passed. Electrical connections and testing are the responsibility of the electrical section of Labor and Industries except where a city has assumed the electrical inspection responsibilities for their jurisdiction. In that case, the city's electrical inspectors are responsible for the electrical connections and testing.
 8. During the installation process, a ground cover must be installed under all manufactured homes. The ground cover must be a minimum of six-mil *black* polyethylene sheeting or its equivalent (exception to ANSI A225.1 (3.5.2)). The ground cover may be omitted if the under floor area of the home has a concrete slab floor with a minimum thickness of three and one-half inches.
 9. Clearances underneath manufactured homes must be maintained at a minimum of eighteen inches beneath at least seventy-five percent of the lowest member of the main frame (I-beam or channel beam) and the ground or footing. No more than twenty-five percent of the lowest members of the main frame of the home shall be less than eighteen inches above the ground or footing. **In no case** shall clearance be less than twelve inches **anywhere** under the home (exception to ANSI A225.1 (4.1.3.3)).
 10. Heat pump and air conditioning condensation lines must be extended to the exterior of the manufactured home.

Manufactured/Mobile home decertification and demolition requirements per Labor and Industries

See www.lni.wa.gov for Labor and Industry requirements.

A Demolition permit is required to be obtained from the City of Bothell for demolition of manufactured home structures.



MANUFACTURED HOME DEMOLITION / REPLACEMENT

Property Owner Checklist

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

Monday - Wednesday, Friday 9AM to 4 PM • Thursday 9AM to Noon

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.

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			
Owner/Tenant Name		Address	
<u>Important Information</u>			
<p>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 analysis 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. Otherwise, a Water/Sewer and Fire Flow Availability certificate will be required as part of your manufactured home permit application submittal to install a new manufactured home. If the City of Bothell is the water/sewer provider, submit application Form 36.</p> <p>Disconnect All Utilities: It is the responsibility of the contractor or owner to ensure that gas, electricity, water, and sewer utilities are disconnected prior to submitting the demolition permit.</p>			
<u>Demolition Permit and Process</u>			
Step #	Description	Contact/Department	Completion Notes (Date Submitted, Permit #, etc.)
1	<p>Prior to demolition permit application: Asbestos Survey - Hire an AHERA certified asbestos abatement contractor to conduct an asbestos survey. Have asbestos abated, if required. Required forms are at http://www.pscleanair.org/</p>	Puget Sound Clean Air Agency	

Continued on next page.

2	Complete Form 19 Demolition Application and submit at the Permit Center at City Hall to obtain a permit to demolish an existing manufactured home.	Permit Services 425-806-6400	
3	After demolition permit is obtained: Disconnect Water and Sewer Service - Request disconnect of water and sewer. This MUST BE COMPLETED BEFORE FINAL SIGN-OFF OF DEMO PERMIT. BEFORE MANUFACTURED HOME IS REMOVED.	City of Bothell Utility Billing 425-486-1254	
4	If the manufactured home will be replaced within 30 days, the construction inspector will verify the sewer and water have been disconnected and properly secured. If the manufactured home will not be replaced within 30 days, the water meter and sewer will need to be cut and capped by the demolition contractor.	City of Bothell Construction Inspector	
5	Demo Manufactured Home.	Licensed Contractor	
6	Construction Inspector inspects demolition, ensures water and sewer were cut and capped, if applicable.	City of Bothell Construction Inspector	
Manufactured Home Installation Permit and Process			
7	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, complete Form 36 Application for Water/Sewer and Fire Flow Availability	Permit Services 425-806-6400	
8	Apply for and receive permit to install Manufactured Home. Application Form 6 is available online, and the permit may be applied for at the City Hall Permit Center or online through www.MyBuildingPermit.com .	Permit Services 425-806-6400	
9	Replace Manufactured Home.	Licensed Contractor	
10	Contractor requests inspections for manufactured home installation.	Building Inspector and Construction Inspector	
11	Contractor or owner requests water/sewer service connection and new meter.	City of Bothell Utility Billing 425-486-1254	