



# PLANNING & BUILDING SERVICES

## MANUFACTURED HOME PERMITS

### GENERAL INFORMATION

#### DO I NEED A PERMIT?

You will need a demolition permit to demolish any manufactured home, or an installation permit any time you locate/relocate a manufactured home in the City of Liberty Lake. Additions and alterations to manufactured homes may require permits from the City or Washington State Department of Labor & Industries (L&I) [www.lni.wa.gov](http://www.lni.wa.gov). If your manufactured home has been converted to real property then all permits will be issued by Liberty Lake (see conversion to real property pg.2).

All permits are required prior to location

#### HOW MANY PERMITS DO I NEED?

Approvals or permits from other County and State agencies may be required prior to issuance of installation permit:

- If not already connected to public sewer you will need a sewer permit to connect from Spokane County Environmental Services (509) 477-3604, or Liberty Lake Sewer and Water District (509) 922-5443
- Driveway approaches and the construction of curbs and sidewalks need to be reviewed by Liberty Lake Public Works. Permits may be required. (509) 755-6730.
- Electrical permits can be obtained from the Washington State L&I, (509) 324-2640.
- For connection to the power distribution and gas lines, contact Avista Utilities, (800) 227-9187.
- For water connections contact Liberty Lake Sewer and Water District (509) 922-5443, or Consolidated Irrigation District (509) 924-3655.

#### WHAT INFORMATION DO I NEED FOR THE LIBERTY LAKE APPLICATION?

In order to submit a complete permit application the following information needs to be provided:

- Street address
- Parcel number and legal description
- Washington State Certified installer's ID number
- The Year, Make, Manufacturer, HUD number and size of the home along with current pictures of manufactured home.
- **FOUNDATION PLAN**
  - New installations require the manufacturer's installation/blocking plans.
  - Relocated homes require the manufacturer's installation/blocking plans where available, blocking plans conforming to ANSI A225.1 OR plans designed by licensed architect/engineer.
- **SITE PLAN**
  - North arrow
  - Location/dimensions of property lines.
  - Location/dimensions and type of easements (utilities, drainage, etc.).
  - Location/dimension and use of existing buildings and structures on the site, showing distances from property lines.
  - All proposed buildings and structures
  - Location of proposed or existing sewage disposal system(s), well(s), sewer line(s), and water line(s).

#### **INSTALLATION WORK REQUIRES A CERTIFIED MANUFACTURED HOME INSTALLER**

**\*SEE WAC 296-150I-0110 FOR FULL LIST OF EXCEPTIONS**

\*The owner of a manufactured home may install or perform on-site or equipment installation work on his or her own home without obtaining a certification from the department as a certified manufactured home installer if the home is intended for use as the homeowner's primary residence.

## CONVERSION TO REAL PROPERTY

\*\*\*Must meet WAC 308-56A-505 for title elimination AND the design requirements for Liberty Lake\*\*\*

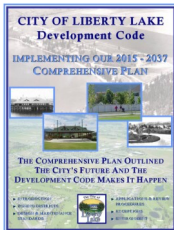
Ground Snow Load*	Wind Speed (Gust)	Seismic Design Category	Weathering	Frost Line Depth	Termites	Decay	Winter Design Temp	Ice Shield Underlay	Flood Hazards	Air Freeze Index	Mean Annual Temp
40 lbs / ft <sup>2</sup>	85 mph	C	Severe	24"	Slight to moderate	None to slight	10°	Yes	2010 2003 1992	1232	47.2°

**\*\*\*Minimum roof snow load to be 40 lbs/ft<sup>2</sup> in the City of Liberty Lake per City Ordinance 229.**

## ADDITIONAL SUPPORTING MATERIAL

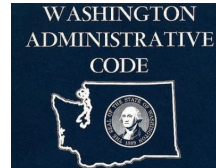
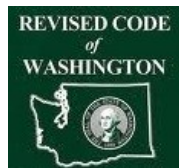
### Liberty Lake Development Code

- Liberty Lake zoning requirements



### Revised Code of Washington & Washington Administrative Code (RCW & WAC)

- Washington state requirements



### The National Conference of States on Building Codes and Standards, Inc. (NCSBCS) & ANSI

- Manufactured Home installation standards



### Department of Licensing

- Title application and ownership



### Department of Transportation

- Moving permit



### Spokane Clean Air

- Demolition asbestos requirements



Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation.

For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the City of Liberty Lake Planning & Building Services.

### FOR MORE INFORMATION PLEASE CONTACT:

LIBERTY LAKE PLANNING AND BUILDING SERVICES  
22710 E. COUNTRY VISTA, LIBERTY LAKE, WA 99019  
TELEPHONE: (509) 755-6700, FAX: (509) 755-6713  
WWW.LIBERTYLAKewa.GOV