



Richland
Washington

CITY OF RICHLAND
DEVELOPMENT SERVICES DEPARTMENT
625 Swift Boulevard, MS-35
Richland, WA 99352
Telephone (509) 942-7794
CI.RICHLAND.WA.US · 509-942-7390

APPLICATION FOR MANUFACTURED HOME PLACEMENT & ACCESSORY STRUCTURES

PLEASE HELP US PROCESS YOUR PERMIT FASTER BY PROVIDING ALL THE REQUESTED INFORMATION.

- Application for Manufactured Home Placement Permit** should be filled out completely.
- Residential Service Request for City Utilities** if your proposed project will have City of Richland electrical, water and/or sewer services. If you are not using CoRichland services, **complete the attached Water Availability form. Include proof of potable water for private or community wells and a copy of the septic permit or existing system evaluation from Benton-Franklin Health District.** If potable/irrigation water is from a private well, please register your well with Civil Utility and Engineering Dept.
- Benton County Clean Air Proof of Contact** form required for any construction that produces soil destabilization (dust control) or any demolition or renovation (asbestos) projects. Contact BC Clean Air, 509-783-1304, bentoncleanair.org, 526 S. Steptoe St., Kennewick WA, for more information.
- Right-of-Way Construction Application/Permit** – for any proposed work within the street right-of-way such as a new driveway, curb cut, or City sidewalk work. **Not required for Bellerive Springs or MH parks.**
- Plot Plan** – **not required for a retrofit placement of a manufactured home in a Mfd. Home Park (See Separation Requirements in an Existing MH Park).** All other projects require site plans. See page 9 for information you must provide on the plot plan. Please be aware that special geotechnical engineering is required on lots which have slopes exceeding 15 percent. If that geotechnical engineering requires special foundation designs, additional engineering will also be required.
- One Set of Engineering Calculations** if you propose to place the manufactured home over a basement, including a second story addition, or any unusual conditions or if geotechnical engineering and/or foundation engineering was required as noted above.
- Two Complete Sets of Manufacturer’s Installation instructions (copies from the set-up manual) –highlight the option which will be used and for sites located in a subdivision which have structure limitations, a floor plan listing the height of the manufactured home, exterior siding, roofing material and roof pitch.**
- Attached Accessory Structure** - Documentation showing the manufactured home is garage ready or Labor & Industry Alteration Permit allowing the attachment of the garage or structure.
- One Complete Sets of Construction Plans – Accessory structures only (attached or detached)** - if you are planning to build a detached or attached garage, decks over 30” above grade, covered patios, etc. In order to expedite the plan review process and avoid having to review plans twice, the checklist on page 9 will be reviewed with the applicant upon submittal. If any items are missing, the plans will not be accepted by the City and the review will not be started.
- One Set of Truss Calculations and Truss Layouts - Accessory structures only (attached or detached)** - if using premanufactured trusses. If not, the construction plans must show the roof framing layout.

Permit Fee: Manufactured Home / \$150.00. Accessory structures: A separate permit and fee is required.

The permit fees are payable when the permit is ready to issue. In addition to the building permit fees, there may be electrical service fees (call **Electrical Engineering at 509/942-7403**) and water/sewer installation fees (call **Civil Engineering at 509/942-7500**).

CITY OF RICHLAND

www.ci.richland.wa.us

Application for Manufactured Home Placement & Accessory Structures

PROJECT NAME / OWNER NAME			
Project Owner's Mailing Address / City / State / Zip			Phone Number
Fax Number	Cell Number	EMail	
Property Owner (if different from Project Owner)			Phone Number
Property Owner's current Address / City / State / Zip			
Project Contact Name & Company		Contact Number	EMail
ADDRESS OF PROPERTY			
Tax Parcel #	Subdivision	Lot	Block
Lender Information – required for projects over \$5000 in valuation per RCW 19.27.095			
If a lender or bond company is <u>not</u> loaning monies on this project, please check here: <input type="checkbox"/>			
LENDING INSTITUTION – Name / Address			Phone Number
CONTRACTOR'S NAME (Mfd. Home)			City Business License <input type="checkbox"/> Yes <input type="checkbox"/> No
Address / City / State / Zip			Phone Number
Fax Number	Cell Number	EMail	
CONTRACTOR'S NAME - Accessory Structures (if different from above)			City Business License <input type="checkbox"/> Yes <input type="checkbox"/> No
Address / City / State / Zip			Phone Number
Fax Number	Cell Number	EMail	
ARCHITECT OR ENGINEER (if applicable)		Phone Number	Fax Number
Address / City / State / Zip			EMail
MANUFACTURED HOME INFORMATION			
Year	Make	Model	
Size	Serial Number (complete & full # required)	Current Value	
Moved from Address / County / City / State		Cost	Purchase date Date moved
ACCESSORY STRUCTURE INFORMATION (i.e., Garage, Deck, Covered Patio, etc.)			FOR OFFICE USE ONLY
Structure Use:		Size	Permit # - MH Permit # - Accessory Initials
Structure Use:		Size	
Lawn Sprinkler System? <input type="checkbox"/> Yes <input type="checkbox"/> No			

I understand that this permit application is valid for 180 days. If the permit is not obtained within 180 days, all submittal documents will be discarded.

Signature of Owner or Authorized Agent

Date



CITY OF RICHLAND
SERVICE REQUEST FOR CITY UTILITIES
Electrical, Water, and Sewer Services
Electrical Engineering: 509/942-7403 Public Works: 509/942-7500

Address of project: _____

Responsible party for all utilities supplied before the building is permanently occupied:
Note: If your sub-contractors are licensed in the City, simply fill-in the company names.

Name			
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	EMail

Heating/Air Conditioning Information

Type of system:			
<input type="checkbox"/> Heat pump (air / water source)	A/C tons _____	with electric furnace backup - kW _____	
<input type="checkbox"/> Heat pump (air / water source)	A/C tons _____	with gas furnace backup - BTU _____	
<input type="checkbox"/> All electric heat/air-conditioning	A/C tons _____	kW _____	
<input type="checkbox"/> Gas furnace with electric air-conditioning	A/C tons _____	BTU _____	
Mechanical Subcontractor		Business License Number	
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	EMail

Electric Service Information

City of Richland service Other

<i>(Not required for Manufactured Homes)</i>		Permanent Service Type: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
Temporary service required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Permanent service size: <input type="checkbox"/> 200 amp <input type="checkbox"/> 320 amp <input type="checkbox"/> 400 amp <input type="checkbox"/> Other _____		<input type="checkbox"/> CT metering	
<input type="checkbox"/> 1-Phase <input type="checkbox"/> 3-Phase			
Electrical Subcontractor		Business License Number	
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	EMail

Water/Sewer Information

Service type: <input type="checkbox"/> Water <input type="checkbox"/> Well <input type="checkbox"/> Sewer <input type="checkbox"/> Septic		Customer type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Irrigation	
Water Service	New <input type="checkbox"/> Existing <input type="checkbox"/>	Meter size: <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1-1/2" <input type="checkbox"/> 2" <input type="checkbox"/> 3" <input type="checkbox"/> 4"	
Sewer Service	New <input type="checkbox"/> Existing <input type="checkbox"/>		
Meter location & elevation: <input type="checkbox"/> Sidewalk <input type="checkbox"/> Will stake <input type="checkbox"/> Other		Request Date:	Will Call <input type="checkbox"/>
Plumbing Subcontractor		Business License Number	
Address / City / State / Zip			
Phone Number	Fax Number	Cell Number	EMail



CITY OF RICHLAND

RIGHT-OF-WAY CONSTRUCTION APPLICATION AND PERMIT

For inspection, call Engineering: 509/942-7500
 Fax Application form to: 509/942-7468

Date	Address / Location of Work
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Applicant/Owner Information

Applicant/Owner Name			
Address	City	State	Zip
Phone No. and/or Cell No.	Email Address		

Type of Work

<input type="checkbox"/> Driveway Drop	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Street Construction	<input type="checkbox"/> Street Excavation	<input type="checkbox"/> Storm Drainage
<input type="checkbox"/> Water Service Line	<input type="checkbox"/> Water Main Line	<input type="checkbox"/> Sewer Service Line	<input type="checkbox"/> Sewer Main Line	<input type="checkbox"/> Electrical Construction	<input type="checkbox"/> Telephone, Gas, CATV
<input type="checkbox"/> Other (list)					

Contractor Information

Contractor Name			
Address	City	State	Zip
Phone No. and/or Cell No.	Email Address		
City of Richland Business License Number	Start Date	Completion Date	
Permit Issued By:	Applicant's Signature		

THIS SECTION FOR CITY USE ONLY

ROW Permit Fees

Application Fee (for SFD or non-infrastructure projects only)	\$
Per sheet fee (for projects constructing public infrastructure)	\$
3% Project Inspection Fee (for projects constructing public infrastructure)	\$
Water Taps (performed by City crews)	\$
AC water main replacement (performed by City crews)	\$
Street Signage	\$
Total Fees	\$
Permit Number	



WATER AVAILABILITY NOTIFICATION

COMPLETE ONE SECTION BELOW

A. Community/Public Well – To be completed by the water purveyor

The public water system, _____ (system name), State ID number _____, is capable of and will supply water to the _____ building project for _____ connection(s) located at tax parcel number _____.

The above public water system is approved for _____ service connection(s) and currently serves _____. The water system facility necessary to adequately provide service to this site has been designed, approved and installed per WAC 248-54. Connection to the system must be completed within one year of the below date or this Availability Notification is void.

Purveyor's Signature

Date

Phone Number

(office use only–Compliance approval)

B. Water Right Well

Parcel # _____

Use of water for this building is authorized by valid Water Right Permit or Certificate # _____, which has not been canceled or relinquished. Attach copy of document.

C. Private Wells

Parcel # _____

The water supply for this building will be obtained from a source which does not require a water right permit.

_____ The above well is newly constructed. It was drilled by _____, a licensed well driller. Less than 5,000 gallons per day of water will be used from the well and less than one half acre will be irrigated. Attach copy of well log which has been sent to DOE and contains a DOE received date stamp or submit a printout from Dept. of Ecology website <http://apps.ecy.wa.gov/welllog/>.

_____ The above well has been in existence and use since _____. Less than 5,000 gallons per day of water will be used from the well and less than one-half acre will be irrigated. If a well log is not available for wells drilled after 1993, add the Notice of Intent number: _____. If you do not have the Notice of Intent number, contact Gene Potts, Dept. of Ecology, (509) 575-2639. Please have the section, township, range, quarter section and the name of the person who owned the property at the time the well was drilled. The Notice of Intent number may also be found on online at: <http://apps.ecy.wa.gov/welllog/>.

Complete the following for Sections B or C:

I hereby accept and verify that the water supply serving this building is potable (suitable for drinking). The potability of water from a single family well is the sole responsibility of the well owner. It is recommended that your well be tested for bacteriological quality on an annual basis.

Print Name

Date

Signature

Mailing Address

CITY OF RICHLAND
CHECKLIST FOR MANUFACTURED HOMES AND ACCESSORY STRUCTURES

Plot plan drawn to scale (1" = 20 feet and must fit on 8 ½" X 11" paper) with the following information:

- Does the lot slope more than 15%?
 YES _____ NO _____ (please initial if you are unsure, a topographic survey may be required.)
- Lot, block number, subdivision name, address, and Benton County tax parcel number.
- Dimensions of all lot lines, names of all streets (public & private) and north arrow.
- Setback dimensions of front, rear, and side yards; dimensions of all existing and proposed easements.
- Locations and dimensions of all existing and proposed buildings, covered patios, porches and retaining walls.
- Location and dimensions of new driveways and approaches.
- Location and size of required parking spaces if in other than a legal carport or garage.
- Location of electrical service meter, well(s), septic system, and replacement drainfield area, and travel distance from nearest fire hydrant (not required in recorded subdivisions).

Two Complete Sets of Manufacturer's Installation Manuals (set-up instructions) –highlight the option which will be used and for sites located in a subdivision which have structure conditions, a floor plan listing the height of the manufactured home, exterior siding, roofing material and roof pitch.

BELOW REQUIREMENTS - ACCESSORY STRUCTURES ONLY.

Exterior elevations of each side of the building/addition (1/8" or 1/4" = 1'-0" scale) showing:

- Roof pitch (4/12, 8/12, etc.), and roofing type by size or weight.
- Locations of windows and doors with sizes noted.
- Finish floor level and finish grade at exterior of building.
- Exterior finishes by note and specifications.

Floor plan drawn to scale (1/8" or 1/4" = 1'-0") providing the following data:

- Floor plan of each level, label room uses and sizes and square footage.
- Direction and size of all ceiling/roof framing members. If the project proposes pre-manufactured trusses, the floor plan or a separate roof framing plan must show the layout of the trusses.
- Doors and windows by size and type, location of all bearing and non-bearing walls.
- Ceiling height, height and location of soffits or sloped ceilings.

Foundation plan drawn to scale (1/8" or 1/4" = 1'-0") providing the following data:

- Location and size of all independent footings/piers.
- Direction and size of all floor joists, girders and posts.
- Plans and specifications for engineered floor systems (BCI, TJI, or other mfr's drawings).

Details and sections drawn to an appropriate scale showing:

- Sections through exterior wall showing details of construction from footing to highest point of roof and designating all materials and members by size, type, grade, thickness, spacing, and finishes.
- Sections through stem walls, depressed slab footings, grade beams, indicating reinforcing requirements. (See Handout #7)
- Roof framing details as needed to fully describe construction.
- Sections and connection details of all critical construction points or special structural items (include fireplaces, skylights, post-to-beam, post-to-footing/stem wall, roof framing members to beams, ridge boards, wall plates, interior bearing points, etc.).
- Truss drawings and truss calculations (at framing inspection these drawings must be stamped by licensed engineer).

INSPECTIONS REQUIRED FOR MANUFACTURED HOMES (FAS - FACTORY ASSEMBLED STRUCTURES)

SETBACK/CONCRETE INSPECTION

- A temporary address must be posted during setup and inspections until the permanent address is posted.
- Foundation and anchors shall be done in accordance with the manufacturer's requirements. **Manufacturer's installation/setup instructions (identify which system is being used) must be on the site with the inspection sign-off card.** Anchors must be in place (if concrete footings are used) or anchored as per manufacturer. If manufactured home was built prior to 1974, then foundation must be done to WAC 296-150B-230, 235, and 240 standards, and anchors/tie-downs to WAC 296-105M and 296-150M-0610 standards.

FIRST INSPECTION (SET-UP INSPECTION)—to be completed prior to skirting being installed.

- Tie-downs must be installed and/or anchored as per manufacturer. If manufactured home was built prior to 1974, then anchors/tie-downs to WAC 296-105M and 296-150M-0610 standards.
- Crossover ventilation duct must be installed and supported with four inch (4") clearance from ground.
- Building drainage system shall be completely installed and shall comply with the 1997 Uniform Plumbing Code.
- Water line shall be connected with an accessible shut-off valve located within 18" of the crawl space access. Water line shall be insulated or heat-taped.
- Black polyethylene vapor barrier/ground cover (6 mil thickness) shall be installed under the house. If structure is set over concrete slab that covers the entire under-floor area, no vapor barrier is required. All sod and vegetation shall be removed prior to the permanent placement of the structure.

FINAL INSPECTION—to be completed and approved prior to occupancy

- Electrical inspection approved by the Dept. of Labor and Industries and electrical meter set.
- The street and/or space number shall be posted in contrasting colors, four inches (4") or larger, and shall face the property access.
- Approved weather/moisture resistant skirting installed with no openings (holes) greater than ¼ inch. Fasteners shall be of corrosion resistant type. All trim shall be in place and caulked and/or sealed. An 18" x 24" crawl space access shall be located at a point where the required minimum dimension is provided throughout crawl space.
- Crawl space shall be vented with one (1) square foot of free vent opening per each 150 square feet of under-floor area. Vents shall be equally spaced around perimeter.
- Dryer exhaust shall terminate at the exterior and have an approved vent cap with damper. Exhaust duct shall be of smooth metal and have no screws.
- Pressure relief line from water heater shall terminate at the exterior and shall be rigid copper, CPVC or galvanized steel pipe. Termination shall be 6" to 24" from grade, point downward and have no threaded fittings at termination.
- All surrounding grade shall slope away from structure for a minimum of five feet (5').
- All exterior doors shall have approved, permanent landings and steps. Landings and steps shall be supported by footings and be secured in place. All wood within six inches (6") of grade shall be pressure treated or otherwise rot resistant. Guardrails and handrails shall comply with the 1997 Uniform Building Code.



1 & 2 Family Dwelling Fire Protection Requirements

Standard

International Fire Code 2003 – Section 503
Title 20 Richland Municipal Code
Title 21 Richland Municipal Code

Practice

The Richland Fire Department reviews 1 & 2 family dwelling plans for only the following requirements:

- **The dwelling shall be within 600 feet travel distance of a hydrant, or an approved water source.**
- **An approved fire department vehicle access road shall be within 150 feet of all points on the exterior of the structure.**
- **An approved walkway shall be provided between the fire department access road and the structure.**
- **The dwelling shall meet these wildland requirements:**
 1. All structures within thirty (30) feet of the property line shall have non-combustible siding/soffit/skirting on the side adjacent to the undeveloped area in excess of five (5) contiguous acres. Exception: interior lots of platted parcels and development phases whose streets are accessible and water system is operational.
 2. Decks of porches thirty-six (36) inches or less in height shall have skirting if within thirty (30) feet of adjacent undeveloped areas of natural vegetation in excess of five (5) contiguous acres. Skirting shall be sufficiently constructed so as not to allow the accumulation of combustible material under the deck.
 3. When determined by the Fire Chief or designee, non-combustible siding/soffit material shall be required on the downhill side(s) of the structure, if within thirty (30) feet of a fifteen percent (15%) or greater grade. The grade will be determined by the predominant slope on the downhill side, within a maximum of three hundred (300) feet.

Guide

Except for the wildland requirements, a NFPA 13D sprinkler system may mitigate the above requirements with the approval of the Fire Chief or designee.