The City of MAPLE VALLEY

Department of Public Works and Community Development

Manufactured Home Submittal Checklist

The checklist below identifies elements and information necessary for a successful application submittal for a manufactured home building permit.

If you think an item is not applicable to your project, this should be brought to staffs' attention in advance of the submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing and will be returned to the applicant. Submittals must be made in person.

The information on this checklist is not meant to be all inclusive and additional materials may be required as review proceeds.

A completed copy of this checklist must be submitted with you application and include documentation of the reason any item on the checklist is not provided.

General

- ☐ Completed building permit application
- ☐ Completed copy of this checklist
- ☐ Certificate of Water availability
- ☐ King County Health Department Approval for septic systems OR
- ☐ Certificate of sewer availability
- ☐ Soil amendment calculation sheet
- ☐ Copy of Manufactured Home Installation manual
- ☐ Tie down specifications stamped by a Washington State Licensed engineer—2 copies
- ☐ Copy of current Washington State Contractors' registration when a contractor will be performing the work
- ☐ Copy of current manufactured Home Installer's Certification
- ☐ Construction drawings to include the following — 5 copies
  - ☐ Site Plan
  - ☐ Foundation Plan
- ☐ CD or flash drive with electronic copies of all materials
- ☐ Plan review fees — collected at application submittal.

Note: Permit and impact fees — be collected at permit issuance

Site Plans

- ⇒ North arrow
- ⇒ Minimum scale of 1"=20', scaled drawings
- ⇒ Name of designer, signature and date
- ⇒ Lot address and tax parcel number
- ⇒ Plat name and subject property lot number
- ⇒ Adjacent streets, labeled
- ⇒ Lot lines, dimensions and area — all areas in square feet
- ⇒ Existing elevation contour lines in two-foot intervals — show lot-corner elevations for flat lots

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- ⇒ Proposed grade elevations
- ⇒ Proposed drainage facilities and connections to the storm stub-out
- ⇒ Cut and fill quantities
- ⇒ Clearing limits
- ⇒ Building setback lines and dimensions
- ⇒ All public and private easements and tracts, dimensions and purpose
- ⇒ Location of utilities and utility structures — water, sewer, gas, electricity and storm-water stub-out
- ⇒ Location of exterior mechanical equipment — ground- and roof-mounted air conditioners, heat pumps and other air-handling units.
- ⇒ Location of wells, septic tanks and drainfields
- ⇒ Structures to be removed or demolished
- ⇒ Proposed building footprint, dimensions, area and use — show eave overhangs and bump outs
- ⇒ Driveway footprint, dimensions, area and paving material
- ⇒ Footprint, dimensions and area of walkways, patios, covered decks and other impervious surfaces
- ⇒ Total area of impervious surfaces in square feet.
- ⇒ Lot coverage calculations — (impervious surface area/lot area)* 100 = percent coverage
- ⇒ Critical area and critical-area buffers affecting the lot — wetlands, streams, lakeshore and steep slopes.
- ⇒ Rockery and retaining walls and dimensions
- ⇒ All trees 6-inches in diameter or greater — indicate which are to be removed, retained or planted
- ⇒ Tree protection areas and dimensions

Foundation Plans

- ⇒ Scale of 1/4" = 1 foot
- ⇒ Size and shape of foundation
- ⇒ Location and dimensions of perimeter foundation, isolated footings, concrete slabs, patios, porches, walkways, landings and deck supports
- ⇒ Location and size of exterior and interior bearing footings/foundations
- ⇒ Location, dimensions and size of interior piers
- ⇒ Location, size, grade and spacing of required reinforcing steel
- ⇒ Location, size, embedment and spacing of anchor bolts, hold-downs and post-to-footing connections
- ⇒ Location and size of foundation vents and crawlspace access
- ⇒ Location of perimeter blocking
- ⇒ Stamped engineering calculations for foundation/ retaining walls over four feet unless supporting a surcharge per IRC R10512.

CITY OF MAPLE VALLEY
MINIMUM DESIGN CRITERIA

Wind loading	85 mph — R occupancies
Exposure	"B"
Topographic effects	No
Seismic category	D2
Roof snow loading	25 psf
Assumed soil bearing capacity	1,500 psf
Subject to damage from:	
Weathering	moderate
Frost line depth	12 inches
Termite	slight to moderate
Decay	slight to moderate
Air freezing index	1500
Winter design temperature	22 degrees F
Summer design temperature	85 degrees F