

CITY OF NEWPORT
County of Pend Oreille
MANUFACTURED HOME PERMIT APPLICATION PROCEDURES

STEP #1

PLANNING AND ZONING REQUIREMENTS:

1. Recorded copy of your warranty deed or lease agreement, showing your name and legal description.
2. Compliance with (a) Zoning (b) Subdivision
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines.
(A survey may be required to verify setbacks).

STEP #2

BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:

1. **Proof of payment for water & sewer hookup fees may be required.**
2. Other approvals may be required by (Washington Department of Transportation, Environmental Protection Agency, Department of Environmental Quality, Fire Department, City, etc.)

STEP #3

BUILDING AND SAFETY REQUIREMENTS:

1. Make sure all non-shaded areas of the application are complete.
2. Provide clear directions to the building site.
3. After reading the notice at the bottom of the permit page, please sign & print your name and date the application.
4. The new manufactured home shall be installed in accordance with the manufacturers' installation instructions. Owner shall supply a copy of the installation instructions at the time of permit submittal. Manufactured homes that have been subsequently moved from their original installation shall be installed in accordance with WAS 296-1501-0310.
5. A signed & dated **SNOW LOAD DISCLOSURE FORM** must be submitted with the Manufactured Home Placement Application.
6. If your home will have a deck, an attached carport, a roof over the structure, or an addition of any kind you will need
7. **TWO (2)** complete sets of construction plans drawn to scale showing the following information:
 - Elevations of all sides of the structure.
 - Floor plans of all floor level, showing location of smoke detectors, size and location of windows and doors.
 - Footing and Foundation details (**show sizes and rebar schedules**).
 - Complete framing details showing all structural components (**header and beam sizes, window schedules & Insulation R-Values are required on all plans**).
 - Typical cross-section of the structure showing elevations of the interior.
 - Roof details/truss specifications – (**indicate size, spacing, and direction of rafters, or provide engineered or manufactured truss specifications**).
 - Dimensions must be clearly indicated on the plans
 - Plans for **Commercial, Industrial, Public, and all Pole Buildings** must be stamped by a Washington Licensed Architect or Engineer.
 - **NOTE:** One set of the approved plans will be stamped by our department and **MUST always remain on the job site.**
8. Your application will be reviewed for compliance with Local, State, and Federal codes, as well. (Corrections may need to be completed prior to final approval).
9. An Energizing Permit allowing connection of electricity to the building will be issued after a completed manufactured home permit is filed with the city.
10. **The forms are not faxable. Originals must be filled out, signed and submitted with required approval and information to the City of Newport.**

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*****

STEP #4

STATE REQUIREMENTS:

1. A State Electrical permit may be required.
For more information, contact the State of Washington Department of Labor & Industries (509) 324-2600
To purchase permits online go to: www.lni.wa.gov (trades & licensing, electrical, permit fees & inspections).

Phone (509) 447-5611

City of Newport, 200 S. Washington Ave, Newport, WA 99156

Phone (208) 263-4160

James A. Sewell and Associates, LLC, 1319 N Division Ave, Sandpoint, ID 83864

MANUFACTURED HOME PLACEMENT APPLICATION

JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTIONS FOR: CITY OF NEWPORT, WA

LEGAL DESCRIPTION: Subdivision Name: _____ Block _____ Lot _____ Section _____, Township _____, Range _____,				CITY PERMIT #	
Site Address _____ (Number) (Street Name)				BUILDING DEPT PERMIT #	
OWNER / LEASOR		MAILING ADDRESS		PHONE	
LEASEE		MAILING ADDRESS		PHONE	
CONTRACTOR		MAILING ADDRESS		PHONE	
MANUFACTURER		YEAR		MAKE	
INSIGNIA NUMBER		YEAR		MAKE	
Describe Work:		Permanent () Temporary () Real Property ()			
Type of Heating:		Utility Company:			
Directions to Site:					
SHADED AREA FOR OFFICE USE ONLY:					
Type of Const:		Occup. Group:		Division:	
# of Stories:		Max Occupancy Load:		# of Units:	
SQUARE FOOTAGE:		1st FLOOR:		# of Units:	
GARAGE:		OTHER SQ. FT:		SQUARE FOOT TOTAL:	
CONDITIONS:					
<p>NOTICE: THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IN NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED UNLESS PRIOR APPROVAL OF THE BUILDING DEPARTMENT.</p> <p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCES OF CONSTRUCTION.</p> <p>I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.</p>					
<p>Name of Owner or Authorized Agent (PRINT NAME) _____ (Date) _____</p> <p>Signature of Authorized Agent _____ (Date) _____</p> <p>Signature of Owner _____ (Date) _____</p>					
Application Received By: / Date:		Plans Checked By: / Date:		Approved to Issue By: / Date:	
Issued Date:					
FEES					
Permit Fee:					
Plan Check Fee:					
State Building Fee:					
Plumbing Fee:					
Mechanical Fee:					
City Water Hook Up Fee:					
City Sewer Hook Up Fee:					
TOTAL FEE DUE:					
VALUATION OF WORK:					
Parcel #:					
APPROVALS					
AGENCY:				BY: / DATE:	
City Approval:					
Other (Specify):					

**BUILDING PERMIT
PLOT PLAN**

JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTORS FOR:
CITY OF _____,

OWNER

BUILDING PERMIT #

Draw a map of the site, providing the following information in the space below:

- The boundary lines of the site, including dimensions.
- An arrow indicating direction north.
- All roads - public and private - that provide access to the site.
- All bodies of water, existing drainage systems.
- Proposed structure and its dimensions. All existing structures.
- Distance from all property lines and any bodies of water to architectural projections of structures.
- Parking spaces, accesses and driveways as required by zoning ordinance or special conditions.
- All easements of record (roads, utilities, Army Corps of Engineers, etc.)
- Indicate the building site drainage plan for stormwater control.
- Location of septic tank, leach field and well, if applicable.
- Location of water sewer hook-ups, if applicable.

I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL. I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION, ALTERATION AND/OR REPAIR WILL CONFORM TO THE LOCAL PLANNING AND ZONING AND HEALTH DEPARTMENT REQUIREMENTS THAT WILL BE IN EFFECT ON THE DATE OF THE GRANTING OF THE BUILDING PERMIT.

Name of Owner(s) of Site and Structure (please print)

Signature of Owner(s) or Authorized Representative

(Date)

CITY OF NEWPORT
County of Pend Oreille
MINIMUM SETBACK REQUIREMENTS

Mobile/Manufactured Homes

LDR (Low Density Res) & MDR (Medium Density Res) – NMC 17.02.030 & 17.02.040

Setback Requirements	
Front Yard	15 feet
Side Yard	5 feet
Street Side Yard	15 feet
Rear Yard	15 feet

MFR (Multifamily and Mobile Home Residential) – NMC 17.02.05

Setback Requirements	
Front Side	20 feet
Side	10 feet
Street Side yard	15 feet
Rear Yard	20 feet