

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. New manufactured home shall be installed in accordance with the manufactures' 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 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 remain on the job site at all times.**
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. **Forms are not faxable. Originals must be filled out, signed and submitted with required approvals and information to the City of Newport. Please write hard enough that it transfers thru all pages of the permit application.**

******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 permit on line 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

Fax (509) 550-7552

Phone (208) 263-4160

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

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



City of Newport, Washington

CONTRACTOR REQUIREMENTS FOR WATER & SEWER CONNECTIONS

All work must comply with Newport Municipal Code (NMC) Title 13 and the City's adopted standards.

1. CROSS-CONNECTION / BACKFLOW PREVENTION (NMC 13.10)

- Backflow prevention devices are REQUIRED on all services where a cross-connection hazard exists (irrigation, commercial, fire systems, boilers, chemical feeders, multi-family units etc.).
- Contractor shall install only devices that are on the current Washington State DOH and City of Newport approved list.
- Devices must be tested upon installation and annually thereafter by a Washington State-certified Backflow Assembly Tester (BAT).
- Test reports must be submitted to the City Water Department within 10 days.
- Failure to install, repair, or test may result in water service shutoff authorized (NMC 13.10.070).

2. WATER SERVICE CONNECTIONS & INSTALLATION (NMC 13.08)

- Only City of Newport staff may operate curb stops or turn water on.
- All plumbing must be approved by the City inspector before water is turned on.
- Meters are required on ALL services – separate meter required for each premises.
- Service taps, service lines, and meter setters must be installed per City of Newport Water Design & Construction Standards.
- Main taps require City inspection and approval before backfilling. **The city requires a 48-hour notice before inspection.**
- Tampering with City meters, curb stops, or hydrants is prohibited – penalties apply.

3. SEWER LATERAL INSTALLATION & CONNECTIONS (NMC 13.12 & 13.16)

- All sewer work shall conform to the current Washington State Department of Ecology “Orange Book” (Criteria for Sewage Works).
- New laterals/extensions/replacements require inspection and approval by the Wastewater staff.
- New laterals/extensions/replacements require a Backflow/Check valve prevention device.
- New sewer main taps and backflow prevention devices shall be inspected by the Wastewater staff prior to backfilling. **The city requires a 48-hour notice before inspection.**

4. PROHIBITED DISCHARGES & PRETREATMENT (NMC 13.16)

- No stormwater, foundation drains, roof drains, groundwater, or hazardous wastes into sanitary sewer.
- Grease interceptors required for all food service/commercial kitchens.

Prior to digging dial 811 and prior to connecting contact the City of Newport

Work performed without City inspection or approval will be rejected and may be required to be removed at contractor's expense.

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		EMAIL ADDRESS	
LEASEE		MAILING ADDRESS		PHONE		EMAIL ADDRESS	
CONTRACTOR		MAILING ADDRESS		PHONE		LICENSE #	
MANUFACTURER			YEAR		MAKE		SIZE
INSIGNIA NUMBER					ROOF SNOW LOAD RATING		
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 Units:	
# of Stories:		Max Occupancy Load:					
SQUARE FOOTAGE:		1st FLOOR:					
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>							
Name of Owner or Authorized Agent (PRINT NAME) _____				(Date) _____			
Signature of Authorized Agent _____				(Date) _____			
Signature of Owner _____				(Date) _____			
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):							



Plumbing & Mechanical Sub Contractors Information

Required to be completed and submitted with
Building Permit Application

Plumbing:

Company name: _____

Owner name: _____

License number: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone number: _____

Description of work: _____

Directions to the site: _____

Mechanical:

Company name: _____

Owner name: _____

License number: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone number: _____

Description of work: _____

Directions to the site: _____

