

Manufactured Home Permitting Process



**Community
Development**

Kitsap.gov/DCD

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NEW TO THE PROCESS?

Most questions can be answered by reading the manufacturer's installation manual. It is strongly recommended to read the manual before making final purchases.

ZONING REQUIREMENTS

Confirm the home will meet zoning requirements.

Contact the Planning & Zoning Department for all requirements.

Kitsap1: 360.337.5777

PROCESS

Before any home is placed on a lot within Kitsap County a permit must be applied for, reviewed, and issued. The home will require inspections from L&I while being constructed in the factory, then site inspections will be required by Kitsap County for site preparation & anchorage. A final inspection will be required for the Certificate of Occupancy (C of O) prior to occupying the home.

DOCUMENTATION

Before you are ready to apply for the permit, you will need the following plans and specs:

- Home Installation Manual
- Installer's License Information
- [Site Plan](#)
- Health District Approval ([if applicable](#))
- Floor & Elevation Plan
- Pier Layout
- Stormwater Worksheet
- Footing/Foundation Plan
- Separate Permit for Accessory Structures, if applicable ([Do I Need A Building Permit?](#))
- **Additional lot specific documents may be required

APPLICATION

To apply for a permit, access the Kitsap County Permit Application Portal at [Permit Pathways: Get PREPared & Apply with Confidence](#).

For an overview of the steps to completing an application in the Permit Application Portal see the instruction booklet at [Permit Application Portal](#).

BREAKDOWN OF REQUIRED PLAN DETAILS

Manufactured Home Installation Manual (provided by the home supplier):

When working with the manufacturer's installation manual, identify which options you are using. Highlight the tables and diagrams that apply to the specific home you will be installing. **Provide with submittal.**

This allows for quick reference and indicates to Kitsap County staff which instructions will be used for review/inspection.

Site Plan:

For a detailed description of the submission guidelines for the site plan, follow the links provided to the [Building Site Plan Checklist](#) and [Submittal Success Guide](#).

Floor Plan:

- Indicate use and provide dimensions for all rooms.
- Specify project square footage on floor plans.

Elevation Plans:

- Show the specific height from finished grade to the finished floor.
- Clearances underneath manufactured homes must be maintained at a minimum of 18" beneath at least 75% of the lowest member of the main frame (I-beam or channel beam) and the ground or footing. In no case shall clearance be less than 12" anywhere under the home and 18" at the heat duct cross over locations [[WAC 296-150I-0310\(1\)\(n\)](#)]

Footing/Foundation Plan:

The Washington Installation Code, [WAC 296-150I-0310](#) requires manufactured homes to be installed according to one of the following below. Proposed design shall be provided at the time of the submission.

1. The home manufacturer's installation instructions
2. The specifications of an engineer or architect licensed in Washington State; or
3. 24 CFR MHCSS 3285 Model Code for Manufactured Housing for **Secondary** installations of relocated homes when the manufacturer's installation instructions are not available.

Specific instructions from an engineer or architect licensed in Washington State shall be required in such situations as

1. A manufactured home is installed over a basement; or
2. The home is installed on a site where the specific soil bearing capacity is not addressed in the manual.

The installation manual will contain tables & diagrams to determine the spacing, location and minimum capacity of the piers and the size of footing those piers will require. To use the tables, you will need

- The roof load (live load or snow load) to which the home was designed
- The soil bearing capacity for the home site
- The home size specifications

All manufactured homes installed in Washington State must be permanently anchored. A manufactured home must be anchored according to the manufacturer's installation instructions or according to the design of a professional engineer or architect licensed in Washington state.

Pier Layout:

Ensure all pier configurations, spacing, loads & sizes are provided.

A vapor retardant ground cover 6-Mil black polyethylene must be shown on the plans. Joints in vapor retarders must overlap to a minimum of twelve inches. Voids, cuts, and tears in the vapor retarder must be patched or repaired with an approved method. [[WAC 296-150I-0310\(1\)\(m\)](#)]

Show crawlspace ventilation locations and vent net area calculation. [[WAC 296-150I-0310\(1\)\(d\)](#)]

- At least 1 sq ft for each 150 sq ft of under floor space is required for net venting area.
- Must be located as close to corners and as high as practical and provide cross ventilation on at least two opposite sides.
- Note on the plans: openings must be covered with corrosion-resistant wire mesh to prevent the entrance of rodents. The size of the mesh opening cannot exceed 1/4 inch.

Assembly:

Sections of a multiple section manufactured home must be aligned, closed, and securely fastened at the required points along the ridge beam, end walls, and floor line, following the manufacturer's installation requirements. Common areas to pay special attention to are:

- Areas of potential air leaks must be insulated and sealed.
- Areas of potential water leaks must be sealed with metal flashing or trim (if required) and putty tape or other approved caulking to ensure the mobile/manufactured home is watertight.
- Electrical connections and other fixtures and connections required between sections of a mobile/manufactured home must be properly installed.

Decks:

ALL structural connections to a mobile/manufactured home must be approved by the Washington State Department of Labor and Industries and any **covered** deck or porch requires a separate permit. Kitsap County allows an **uncovered** deck size of up to 40 sq. ft. without an additional permit (or approval from L&I) when associated with a mobile/manufactured home installation provided that:

- Guardrails, handrails, and stairways meet code requirements, and the deck meets construction provisions in the Residential Deck Publication.
- All land use and setback requirements are met.
- The deck is completely self-supporting and braced, and the manufactured home does not support any of the weight of the deck. Any deck that is higher than 30" above grade AND greater than 40 square feet requires a separate permit.

INSPECTIONS REQUIRED

1. **R-FND, MH Footing:** If tie-down anchors are cast in concrete, the concrete forms and reinforcement must be inspected before concrete placement.
2. **R-Deck/Porch Footing:** Verifying width/depth of holes & steel placement.
3. **R-Deck/Porch Framing:** Verifying that framing, connections & hangers are installed per plan.
4. **Erosion:** An ongoing routine inspection to ensure that no sediment is leaving the site or causing erosion control problems.
5. **If Sprinklers are required:** Hydro & Bucket test.
6. **R- MH Marriage line Structural Connection-** Floor: Verify lag bolt spacing, marriage wall/line piers & gasket.
7. **R- MH Setup:** The manufacturer's installation instructions must be on site for inspection. Items the inspector will be looking at may include:
 - **Clearance:** Clearance under the manufactured home must be at least 18". Exception: Not more than 25% of the home's lowest member of the main frame may be less than 18" above the ground or footing. **However, in no case shall clearance be less than 12" anywhere under the home.**
 - Hot water tank lines and hot water tank pressure relief lines must drain to the outside of the exterior wall or skirting. The end of the pressure relief pipe: must not be threaded, must be turned downward, and be at least 6" but not more than 2' above the ground.
 - Heat Ducts: Heat duct crossovers must be installed per the manufacturer's installation manual. Duct crossovers must be supported at least 1" above the ground by strapping or blocking and installed to avoid standing water, prevent compression or sharp bends, and minimize stress at the connections.

8. **R-MH Plum, Exterior: Waste & Supply line:**

- Crossover & service connection/splices have been properly made with correct materials. Water & drain lines insulated or otherwise protected from freezing.
- Pipe supports are installed and properly spaced.
- Proper slope has been maintained on all drain lines.

9. **R-Mech, Exterior Gas Pipe:** Exterior gas piping and/or tank (separate permit required)

10. **DE-Final**

11. **Health Final**

12. **R-Existing Home Removal**

13. **R-Final:** No unit may be occupied until it passes the final DCD inspection, and a Certificate of Occupancy issued. Items the inspector will be looking at may include:

- Smoke & CO Detectors: Verify they are interconnected and in working order.
 - * When a new garage is attached to the manufactured home an interconnected heat detector and heat alarm shall be installed in a central location and in accordance with the manufacturer's instructions.
- Pressure relief valve for hot water tank: Must terminate to the exterior at 90 degrees towards finished grade.
- Dryer Vents: Must exhaust to the outside of the wall or skirting. Where installed outside the manufactured home, ducts shall comply with the dryer manufacturer's specifications or be made of metal with smooth interior surfaces.
- Stairs: Exterior stairways exposed to weather or wood in contact with the ground or concrete must be from either an approved wood of natural resistance to decay or pressure-treated wood not less than 2" thick.
- Ground Cover: At least 6-Mil black polyethylene must be installed under the manufactured home.
- Skirting: Skirting must enclose the entire perimeter of the crawlspace and be of materials suitable for ground contact. All skirting must be recessed behind the siding or trim and must not trap water between the skirting and siding or trim.
- Underfloor Ventilation: Underfloor vent openings must have a net area of not less than one square foot for every 150 square feet of underfloor area and be covered with corrosion-resistant wire mesh with openings no larger than .25". Openings must be located as close to corners and as high as practical and must provide cross ventilation on at least two opposite sides.
- Underfloor Access: Access to the underfloor area of a manufactured home must have finished, readily accessible opening at least 18"x 24".
- Verify Installers tag has been placed on home.

14. **Occupancy Approval**

SEPARATE PERMITS

(All additional permits must be finalized before occupancy will be granted.)

Septic Permit- If the site will have a septic system, a septic permit will be required before the manufactured home permit is issued.

Water- A water availability letter may be required.

Accessory Structure Permit- A separate permit may be required for an accessory structure proposed. If the accessory structure is attached to the manufactured home and assembled with the home in the factory, contact L&I for permitting requirements. If the accessory structure is site-built, a [separate permit may be required](#) from Kitsap County DCD.

ADDITIONAL INFORMATION

- [Washington State Labor & Industries \(Manufactured Home Division\)](#) | [Manufactured Home Permits & Inspections](#)