



Community
Development

Mobile or Manufactured Home Demolition

OVERVIEW

Demolition of a mobile or manufactured home requires a demolition permit from Kitsap County Department of Community Development. There are a number of considerations before applying for a demolition permit. Before getting started locate the year, make, model and VIN of the mobile or manufactured home you wish to demolish. This information can be found on the Title or sometimes on the metal ID tag on the frame of the mobile or manufactured home.

STEPS TO RESEARCH/COMPLETE BEFORE APPLYING FOR THE PERMIT

Treasurer's Tax Certification (Half Sheet)

Mobile or Manufactured Homes Have a Title. A Treasurer's Tax Certification (Half Sheet) will be required from the Treasurer's office. The Treasurer's Tax Certification is a signed receipt stating that enough taxes have been paid to meet the qualifications for demolition of the mobile or manufactured home. Be sure to bring the following information:

- Taxpayer's Name
- Tax Parcel Account Number
- Year, Make, Model & VIN for the Mobile or Manufactured Home

Mobile or Manufactured Home as Real Property (Title Eliminated)

The title must be reinstated before a permit or Treasurer's Tax Certification (Half Sheet) can be issued.

Reinstating a Title

If the mobile or manufactured home has been Title eliminated, it will need to be reinstated so that a demolition permit can be issued. The regulation for reinstating a title is [RCW 65.20.070](#).

Kitsap.gov/DCD

(360) 337-5777

Help@Kitsap1.com

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To reinstate the title:

- Complete the [Manufactured Home Application \(Removal from Real Property\)](#) and submit to a Title Company for sign off. (this is a Department of Licensing form)
- Bring the completed form to the Kitsap County Treasurer's Office to get a Treasurer's Tax Certification (Half Sheet).
- The Treasurer's Office verifies the information (Year, Make, Model, VIN) and that taxes are paid in full for the year.
- The Treasurer's Office issues a Treasurer's Tax Certification (Half Sheet).
- Return the paperwork to the Kitsap County Auditor's Office Licensing Division. There is a fee for Title reinstatement.
- Record the form at the Kitsap County Auditor's Office Recording Division. There is a fee for recording the document.
- Bring the Vehicle Title Application/ Registration document to the Treasurer's Office along with the demo permit application for a Treasurer's Tax Certification (Half Sheet).

THE PERMIT

Apply for the Permit

Start the application for your permit through the [Permit Application Portal](#) to ensure you have everything needed to submit your application. When all information and documents have been uploaded, you will be ready to submit your application.

Below is additional information on the required submittal items:

Site Plan

A site plan is required to be submitted with your application. This must include property lines, all existing structures and structures to be demolished, and indicate the location of septic components and infiltration pits.

Property Owner Requirement

If the person applying for the Demolition Permit is different than the property owner, written authorization from the property owner to demolish the structure is required.

Puget Sound Clean Air Agency

Demolition of any structure requires the applicant to notify the Puget Sound Clean Air Agency at (206) 343-8800 ex. 0 or at <http://www.pscleanair.org> prior to commencement of any work.

Sewer Disconnection

Sewer Disconnection (or plug) letter or permit from the sewer service provider is required for permit submittal.

Affidavit of Disposal

An Affidavit of Disposal documenting the disposal of demolition materials must be submitted to Kitsap County's Department of Community Development before the final inspection can be scheduled.

Inspections

Once the disposal receipt has been received the final inspection can be requested and scheduled. At this inspection removal of all materials and cleanup of the site is verified.