

Mobile Home Hardship Submittal Checklist

Your application submittal must have the following minimum items for review:

- Application form** (attached)
- Two (2) complete **plot plans** on sheets no larger than 11 x 17 (see plot plan checklist)
- Residential stormwater application** with applicable documents required per stormwater application and **Erosion Control application**; do not show stormwater on plot plans
- Two (2) **interior floor plans** of the proposed home (include dimensions and room descriptions)
- Foundations** - select one
 - Installed per manufacturer's installation instructions which must be on-site at inspection; this option does not require plan review
 - Engineered system – provide two (2) stamped copies of design; this option requires additional plan review and fees
 - Estimated cost of foundation, if pouring a foundation
 - Installed per alternate provisions of ANSI A225.1 – provide two (2) copies of details and tie downs; this option is available for homes built after June 15, 1976 and requires plan review, but no additional plan review fee
- Decks, carports, storage sheds and garages** – Two (2) sets of complete building plans are required for any decking, carports, storage sheds or garage. A separate building permit along with additional fees will be required. Decks over 18 inches above-grade must meet setbacks. An approval letter from Labor and Industries is required if proposed structure is attached to mobile home. **Building plans and permits are not required for standard 3 x 3 foot landing.**
- If the parcel is not located within a recorded subdivision or short plat, submit:
 - One (1) copy of the **recorded sales history (deeds) from 1969 to the present**. Sales history consists of recorded deeds, and any other documents, which form a complete history of all conveyance affecting the subject property. **Sales history packages may be obtained from any local title company**. State law prohibits the issuance of permits on property that has been illegally created.

OR a recorded copy of the current owner's deed and any copies of a Lot Determination or Boundary Line Adjustment related to the lot(s) (to be determined by Permit Tech)

 - Deeds/easements to ensure legal access to a public road.

Revised 11/7/17



Community Development
 1300 Franklin Street, Vancouver, WA 98660
 Phone: (360) 397-2375 Fax: (360) 397-2011
www.clark.wa.gov/community-development



For an alternate format, contact the Clark County ADA Compliance Office.
 Phone: (360) 397-2322
 Relay: 711 or (800) 833-6384
 E-mail: ADA@clark.wa.gov

- Temporary Hardship – one (1) copy of the notarized **recorded affidavit** (ask Permit Tech or see website). Additional items may be required, *such as a **letter from a medical doctor, proof of income, proof of job duties, or proof of age.***
- Payment by check, cash, or credit card for **application fee, stormwater review and inspection fee, and lot determination fee**, if applicable, is required at time of application. Other fees may be required. Vendor fee applies to credit card payments.

If any of the above information is missing, your permit application cannot be accepted.

Prior to issuance of the building permit, some may apply:

Title 40.100.070 definitions: the term mobile home/manufactured home does not include recreation vehicles, commercial coach, camping vehicle, travel trailer, park trailer, tip out, and any other similar vehicle which is not designed and constructed for residential purposes, for use as a single family dwelling and is not otherwise labeled as a manufactured or mobile home under any federal or state law.

- The following information on the mobile home:
 - Documentation from the manufacturer, title or registration showing that this is a mobile or modular
 - Size, height, year, make and model, serial number and floor plan
 - Copy of the certified installer's name and installer's license from Washington State Labor and Industries
- One (1) copy of the **contractor's valid Washington State License** may be required if our system shows the license is expired
- Verification of **Sewage Disposal**:
 - If the residence will be served by a septic system, a valid septic tank permit or approval letter from Clark County Public Health will be required. Contact the Clark County Public Health at 1601 East 4th Plain Blvd., Vancouver WA, (360) 397-8428.
 - If the residence will be served by sewer, please provide verification of sewer availability from Clark Regional Waste Water District located at 8000 NE 52nd Ct, Vancouver WA, (360) 750-5876 or City of Vancouver located at 210 E 13th St., Vancouver WA, (360) 696-8105.
- Verification of **Water Supplier**:
 - If a private or community well services the residence, you must provide a copy of a valid W.A.V.E or Community Well letter from Clark County Public Health prior to permit issuance.
 - If the residence will be served by public water system, and is not located in a recorded subdivision, you must provide a letter of approval from the appropriate water agency for the second connection.
- Electrical Permits**:
Washington State Labor and Industries is located at 312 SE Stonemill Dr., Ste 120 Vancouver WA, (360) 896-2300, www.lni.wa.gov/TradesLicensing/Electrical/.

Plot plan checklist

Scale

- Only use standard scales found on an Engineer's scale (1"=20', 1"=40')
- Parcels over one acre can use a smaller scale with area of construction attached with 1/10 inch per foot minimum

Size

- No plot plans larger than 11 x 17 inches
 - A four inch space must be left blank at bottom of page for county review stamp

Identify property features

- Lot and subdivision name and/or tax lot and parcel number
- North arrow
- Property lines and dimensions
- Easements (size, type, and dimensions)
- Access point/driveway (width and length, distance to property line)
- Right of ways (width, centerline dimensions, and street names), Staff: arterial r/w?
- Bridges
- Physical attributes (wetlands, water, slopes, etc.)

Identify proposed structures and features

- Footprint and roofline
- Elevations at four corners of building and property
- Setback from closest point of structure to property lines, edge of access easements, right of ways, water marks/ways, and appurtenances

Identify existing structures and features

- Show and label all existing structures, distance to property lines, and distance between structures

Identify services and systems

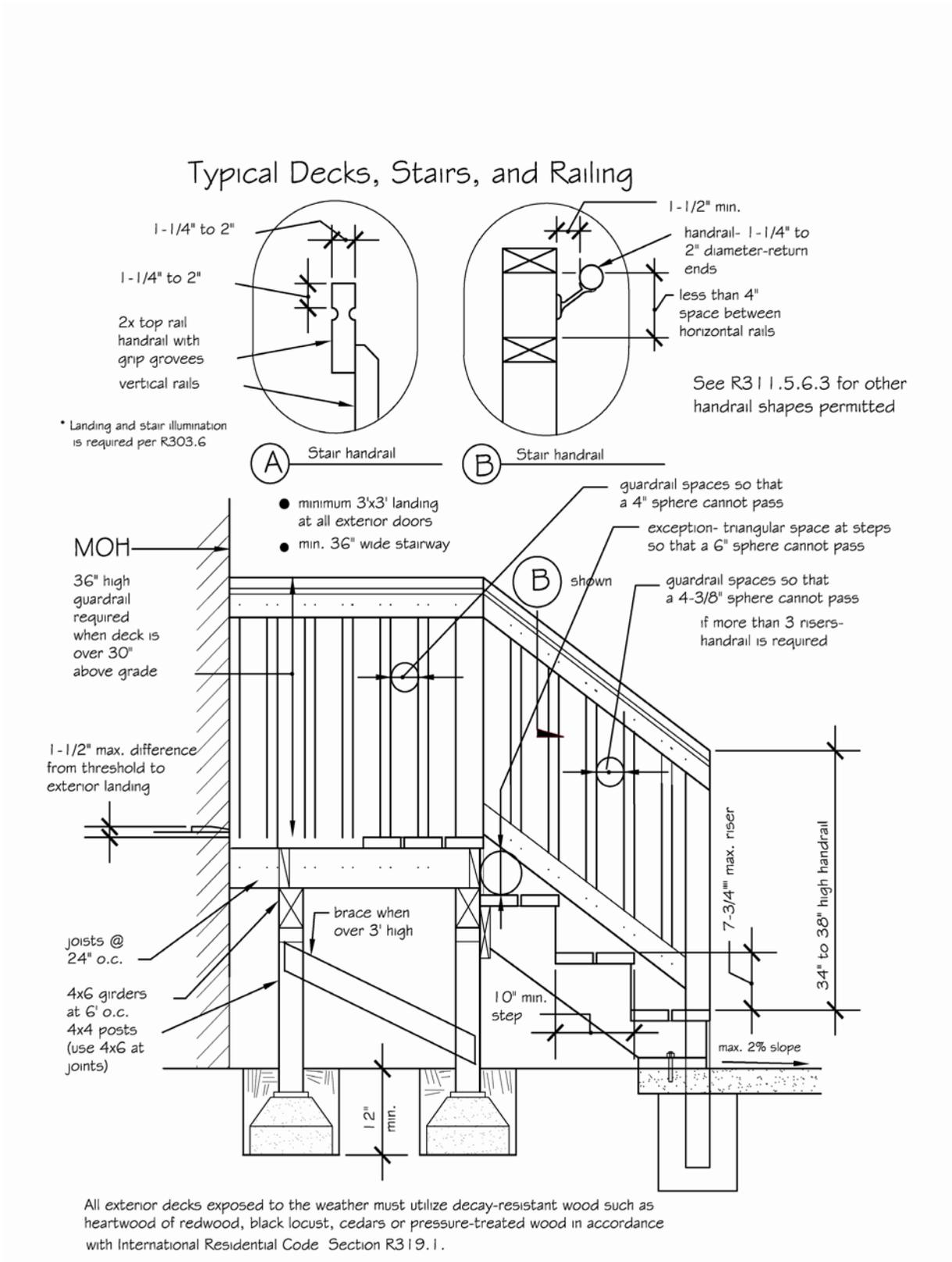
- Water lines and/or any well(s)
- Sewer lines, septic tanks, drain fields and reserve drainfield

Note: See separate checklist for stormwater plan requirements

Not required in recorded subdivisions or short plats that have been recorded since 1993.

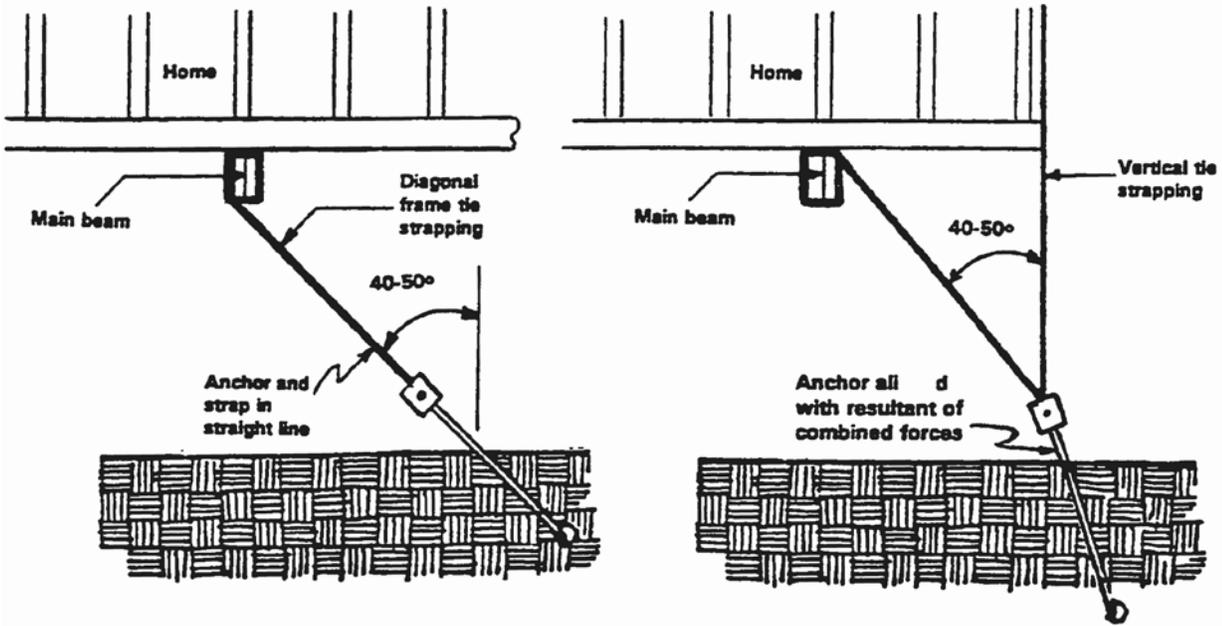
Plot plans must be legible or your application will not be accepted.

Typical decks, stairs, and railing



Mobile Home Tie Down Detail - EXAMPLE ONLY

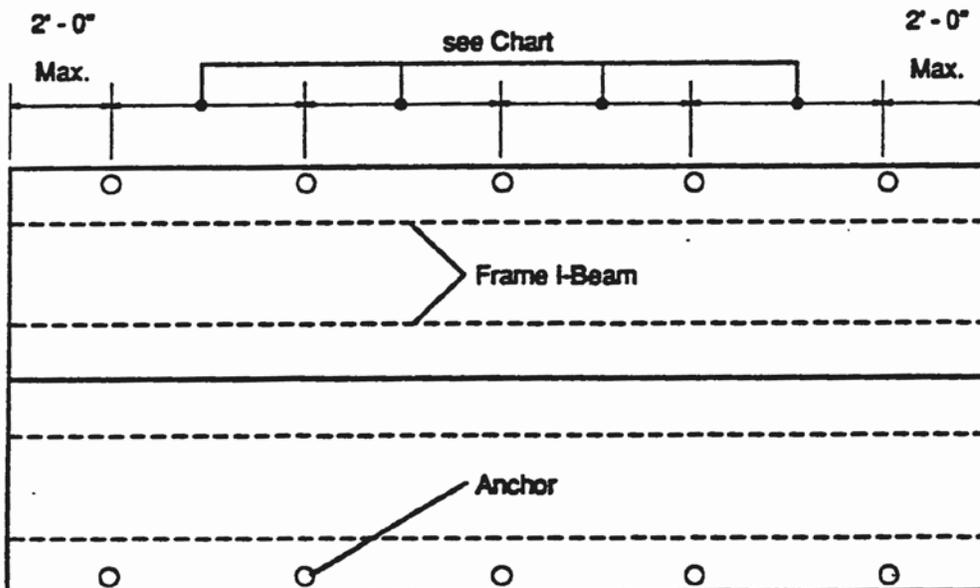
Proper Alignment of Straps and Anchors



a) Diagonal ties only

b) Diagonal and vertical ties

Strap Method	Anchor Min. Ult. Load Capacity	Max. Anchor Spacing	
		Zone I	Zone II
Single Strap	4725 lbs.	11' - 0"	6' - 0"
Double Strap	9450 lbs.	22' - 0"	13' - 0"



Permit Number: _____

<p>Owner Information: Name: _____ Mailing Address: _____ Phone Number: _____ Cell Number: _____ Fax Number: _____ Email Address: _____</p>													
<p><input type="checkbox"/> Contractor <input type="checkbox"/> Applicant <input type="checkbox"/> Contact Information Name: _____ Mailing Address: _____ General Contractor's License #: _____ Certified Installer's name: _____ Installers Certification # _____ Phone #: _____ Cell #: _____ Fax #: _____ Certified Erosion Control Person: _____ Phone # _____</p>													
<p>Application Type: <input type="checkbox"/> Single Wide <input type="checkbox"/> Double Wide <input type="checkbox"/> Triple Wide <input type="checkbox"/> Replacement <input type="checkbox"/> Permanent Placement <input type="checkbox"/> Hardship Mobile home value: \$ _____ Estimated foundation value: \$ _____ <input type="checkbox"/> Installed per manufacturer's installation instructions <input type="checkbox"/> Engineered system <input type="checkbox"/> Installed per alternate provisions of ANSI A225.1</p>	<p>Mobile Home Information: (proof is required) Year of Mobile Home: _____ Size: _____ Make: _____ Model: _____ Serial Number: _____ Existing number of bedrooms: _____ Bathrooms: _____ Proposed number of bedrooms: _____ *If unit is 1976 or older, approval from L & I is required*</p>												
<p>Utilities: <input type="checkbox"/> Private Well <input type="checkbox"/> Community Well <input type="checkbox"/> Public Water, District: _____ <input type="checkbox"/> Septic System <input type="checkbox"/> Sewer, District: _____</p>	<p>Other permits you may need: <input type="checkbox"/> Carport/Garage Square Footage: _____ <input type="checkbox"/> Deck Square Footage: _____ <input type="checkbox"/> Patio Covers Sq Footage: _____ <input type="checkbox"/> Road Approach – Public Roads: _____ <input type="checkbox"/> Woodstove – Contact L&I (360) 896-2300 Construction Cost: _____</p>												
<p>Property Location:</p>													
<p>Park Name: _____</p>	<p>Space Number: _____</p>												
<p>Staff to complete. Environmental Constraints:</p> <table style="width:100%; border: none;"> <tr> <td style="width:33%;"><input type="checkbox"/> Archaeological</td> <td style="width:33%;"><input type="checkbox"/> Floodplain</td> <td style="width:33%;"><input type="checkbox"/> SEPA</td> </tr> <tr> <td><input type="checkbox"/> Geologic Hazard</td> <td><input type="checkbox"/> Shoreline</td> <td><input type="checkbox"/> Columbia Gorge Scenic Area</td> </tr> <tr> <td><input type="checkbox"/> Habitat</td> <td><input type="checkbox"/> Wetlands/Hydric Soils</td> <td><input type="checkbox"/> Forest Practice</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Wildland Interface Area</td> <td><input type="checkbox"/> None</td> </tr> </table> <p>Applicant Initials: _____ Staff Initials: _____ Current Zoning: _____</p>		<input type="checkbox"/> Archaeological	<input type="checkbox"/> Floodplain	<input type="checkbox"/> SEPA	<input type="checkbox"/> Geologic Hazard	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Columbia Gorge Scenic Area	<input type="checkbox"/> Habitat	<input type="checkbox"/> Wetlands/Hydric Soils	<input type="checkbox"/> Forest Practice		<input type="checkbox"/> Wildland Interface Area	<input type="checkbox"/> None
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The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements errors, and/or omissions may be sufficient cause for denial or revocation of the permit.

Applicant/Authorized _____

Date _____

**Affidavit of full-time status of caretaker or hired hand
for the purposes of a temporary dwelling pursuant to Clark County Code
40.260.210**

This is to certify that I, _____, have a caretaker, hired-hand or other similar "full-time" (meaning 30 hours or more per week) employee working in an agricultural or related use on the following property, and that the caretaker resides in a temporary dwelling on the following site:

Assessor's parcel number: _____

Site address:

Street address

City

Zip code

The duties that are performed on the site that constitute the full-time agricultural or related-to-agricultural work include the following:

(List job duties and approximate hours of work devoted to each)

Property owner information:

Name of property owner: _____

Phone: _____

Signature _____

Date _____