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## MOBILE / MANUFACTURED HOME SUBMITTAL CHECKLIST

Listed below is the information that needs to be provided in order to submit a complete application for a **mobile or manufactured home** building permit. Staff will not process incomplete applications. Permits are required before the unit is placed on its lot.

### SUBMITTAL REQUIREMENTS

- Completed and signed application form, including proof of a valid State Contractor's License and a City of Lynnwood Business License.
- Complete electronic set of plans, including:
  - Plot plan
  - Foundation plan, if applicable
  - Manufacturer's Installation Instructions
  - Copy of installer's *Manufactured Housing Installation Certification*
  - Stair, landing, guardrail and handrail details.

### ADDITIONAL REQUIREMENTS

- Mobile homes, manufactured homes, or other types of units which are removed from an existing mobile home park may only be replaced with a mobile or manufactured home.
- Recreational vehicles are not allowed as new or replacement units in mobile home parks.
- The City strongly recommends that units be equipped with a smoke detector and a fire extinguisher.
- Mobile home park owners shall designate an internal, unobstructed road for general and emergency access at least 20 feet in width, or as approved in writing by the Fire Marshal.
- Tie down and anchorage requirements are to be made available on site for inspection and verification.
- All new or replacement units and accessory structures shall either meet the requirements of the building codes currently adopted by the City or bear the appropriate seal of Washington State Labor & Industries dated after January 1, 1968.
- Units and accessory structures shall meet the following setbacks when located in a Mobile Home Park Zone. When Manufactured homes are on lots zoned for residential use, they are subject to the same development regulations as other forms of single-family housing. The unit is inclusive of the mobile or manufactured home as well as any porch covers, carports, or the like which are functionally a part of the unit:

Internal Road: 0 feet  
Property Line: 5 feet  
Other Units: 10 feet  
Other Structures: 5 feet

### NOTE

**Full plan review fees are due upon submittal and are calculated based on valuation of the set-up cost.**