



# SUBMITTAL CHECKLIST MOBILE OR MANUFACTURED HOME

This submittal checklist is intended to assist you in preparing and submitting a complete application.

**Part 1 - Submittal Requirements** - You must complete & submit all items for your application to be accepted.

**Part 2 - Building Code Design Data** references the current building codes. See IRC table R301.2 (1) below.

**Applicable Code Requirements** for further information on Kitsap County Code and requirements, please visit <http://www.codepublishing.com/WA/KitsapCounty/>.

Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

**Type of Work:**

- New  Replacement

**Type of Structure:**

- Park  Temp. Construction  Temporary/Seasonal  
 On a Lot Living Quarters (Snowbird)  
 Special Care Unit

**Part 1 –Submittal Requirements**

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Submittal Checklist	1 paper
<input type="checkbox"/>	Fees are due at the time of submittal. <a href="#">See Current Fee Schedule</a> to estimate fee. Accepted forms of payment: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Check/Cashier’s Check- Checks payable to Kitsap County Department of Community Development</li> <li>• Electronic Checks - \$1.00 flat fee per electronic check</li> <li>• All Major credit cards- a Third Party convenience fee will apply</li> </ul>	-
<input checked="" type="checkbox"/>	<b>Required Applications</b>	
<input type="checkbox"/>	Project Application for Residential Building	1 paper
<input type="checkbox"/>	Supplemental Application for Mobile or Manufactured Home (New or	1 paper



Replacement)								
Use the Column to the left to check off items included with your Application		Number						
✓	Required Submittal Items							
Sewage Disposal and Water Supply Documentation All residential accessory buildings are required to have review of sewage disposal and water supply. The documentation to submit to DCD will be one of the following:								
<input type="checkbox"/>	<table border="1"> <tr> <td>Onsite Septic</td> <td> <input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application), including septic design (Site Plan) - from Kitsap Public Health District (360-337-5285)  <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) including Site Plan - from Kitsap Public Health District (360-337-5285)  <input type="checkbox"/> Accepted Building Clearance Exemption including Site Plan - from Kitsap Public Health District (360-337-5285)               </td> </tr> <tr> <td>Existing Sewer</td> <td> <input type="checkbox"/> Current Sewer bill that shows the site address  <input type="checkbox"/> Current Water bill that shows the site address  <input type="checkbox"/> Site plan (see <a href="#">Brochure #45</a> for instructions/requirements) , with date prepared and/or revised               </td> </tr> <tr> <td>New Sewer</td> <td> <input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285)  <input type="checkbox"/> Site plan (see <a href="#">Brochure #45</a> for instructions/requirements) , with date prepared and/or revised               </td> </tr> </table>	Onsite Septic	<input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application), including septic design (Site Plan) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) including Site Plan - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted Building Clearance Exemption including Site Plan - from Kitsap Public Health District (360-337-5285)	Existing Sewer	<input type="checkbox"/> Current Sewer bill that shows the site address <input type="checkbox"/> Current Water bill that shows the site address <input type="checkbox"/> Site plan (see <a href="#">Brochure #45</a> for instructions/requirements) , with date prepared and/or revised	New Sewer	<input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Site plan (see <a href="#">Brochure #45</a> for instructions/requirements) , with date prepared and/or revised	<b>2 Paper</b> (1 Original and 1 Copy)
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This section is to assist us in assigning an address for you.  <b>Does the driveway use an easement to get onto the County Road?</b>  <table style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"> <input type="checkbox"/> <b>YES</b>  </td> <td style="text-align: center; width: 50%;"> <input type="checkbox"/> <b>NO</b> </td> </tr> </table> Please submit printed copy of your <a href="#">Parcel Map</a> with the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Draw in and label the easement and where it connects to county road</li> <li><input type="checkbox"/> Draw the proposed driveway connecting to the easement</li> <li><input type="checkbox"/> Draw neighboring driveways that use the easement</li> </ul> No further information needed		<input type="checkbox"/> <b>YES</b> 	<input type="checkbox"/> <b>NO</b>	1 paper				
<input type="checkbox"/> <b>YES</b> 	<input type="checkbox"/> <b>NO</b>							
<input type="checkbox"/>	Residential Stormwater Worksheet. Completing the worksheet will direct you to complete the following if necessary: <ul style="list-style-type: none"> <li><input type="checkbox"/> Soil Analysis</li> <li><input type="checkbox"/> SWPPP Narrative</li> <li><input type="checkbox"/> SWPPP Drawings (on minimum 11" x 17" paper; drawn to scale)</li> <li><input type="checkbox"/> Soil Management Plan</li> </ul> If a Site Development Activity Permit (SDAP) has been submitted for this project complete the stormwater worksheet and provide the SDAP Application  Permit # _____	<b>2 Paper</b>						
<input type="checkbox"/>	View Protection Overlay Zone Height Worksheet (for projects located in <a href="#">Manchester</a> or <a href="#">Illahee</a> only), contact DCD to inquire about these overlay zones	1 Paper						



<input type="checkbox"/>	Floor Plan - 1 copy	1 Paper
<b>✓ Use the Column to the left to check off items included with your Application</b>		<b>Number</b>
<input type="checkbox"/>	An owner's signature is required to Issue a permit for this type of work. The signature must be on the Project Application or a separate letter or email from the owner authorizing someone else to represent them on the project	1 Paper
<b>✓ For Special Care Units Only</b>		
<input type="checkbox"/>	Agreement to Limit Occupancy of a Mobile or Manufactured Home (This will be provided by DCD. It must be signed by the property owner and recorded with the Kitsap County Auditor's Office prior to issuance of the permit)	1 Paper

## Part 2 – Building Code Design Data

### Climatic and Geographic Design Criteria - IRC Table R301.2 (1)

Ground Snow Load	Wind speed	Seismic Design Category	Weathering	Frost Line Depth	Termite	Decay	Winter Design Temp	Ice Shield Underlayment Req'd	Flood Hazard	Air Freezing Index	Mean Annual Temp
*30 lbs	Ult. design speed 110 mph	D2	Moderate	12"	Slight to Moderate	Moderate to Severe	26° F	No	(a) 1980, (b) 1980	148	51.4 °F

\*Minimum allowable uniform roof snow load not less than 25 psf.

- 2015 International Residential Code (IRC), WAC 51-51
- 2015 Washington State Energy Code (WSEC), WAC 51-11
- 2015 Uniform Plumbing Code (UPC), WAC 51-56 and 51-57v
- 2015 International Mechanical Code (IMC) and 2009 International Fuel Gas Code (IFGC), WAC 51-52

## Part 3 – Applicable Code Requirements

Detailed application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: [www.codepublishing.com/wa/kitsapcounty](http://www.codepublishing.com/wa/kitsapcounty).

Code Requirement	Code Reference
<b>Temporary occupancy of a recreational vehicle (RV) for a period not to exceed three months (Snowbird Permit)</b>	
The subject property must be located in the Rural Wooded (RW), Rural Protection (RP), or Rural Residential (RR) zones;	KCC 17.105.090 (H)
The RV must be occupied by the property owner or family member;	KCC 17.105.090 (H)
The RV must be provided with approved utilities including septic or sewer (health district approval), water, and electrical power;	KCC 17.105.090 (H)
The location of the RV must meet all setbacks required by the underlying zone;	KCC 17.105.090



Code Requirement	Code Reference
	(H)
The director may impose additional conditions as appropriate to ensure that the RV use is compatible with the surrounding properties;	KCC 17.105.090 (H)
The minimum RV size shall be two hundred square feet; and	KCC 17.105.090 (H)
A permit is required each time the RV is placed on a parcel. If the RV is placed on the same parcel each year the application fee will be half of the initial fee.	K KCC 17.105.090 (H)
<b>Temporary housing/construction living quarters for the purpose of constructing a single-family dwelling</b>	
Temporary housing/construction living quarters for the purpose of constructing a single-family dwelling	KCC 17.105.090 (H)

