



# **BROCHURE # 96**

## **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.



### **Mobile or Manufactured Home as Real Property (Title Eliminated)**

The title must be reinstated before a permit or Treasurer's 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](#).

### **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 Certificate (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 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 Certification (half sheet).

### **STEPS TO RESEARCH/COMPLETE BEFORE APPLYING FOR THE PERMIT**

#### **Mobile or Manufactured Home Has a Title**

Complete the demolition permit application and bring it to the Treasurer's office for Treasurer's Certification (half sheet). This is a certification that the taxes have been paid on the mobile or manufactured home in full for the year.

**Note:** If you complete the application online, please bring a printed copy with you. If you are unable to bring the completed permit application with you, the Treasurer's Office will need the following information in order to process your request:

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

#### **Treasurer's Certification (a.k.a. Half Sheet)**

The Treasurer's 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

### **THE PERMIT**

#### **Apply for the Permit**

Follow the checklist on the Demolition Permit application to ensure you have everything needed to submit your application. There are two ways to apply:



1. In person - fill out the [Demolition Permit application](#) and submit at Kitsap County Department of Community Development during office hours (M-Th. 8-4 and Friday 9-1)
2. Online - Submit at the Online Permit Center at [www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd) Use the [Quick Reference Guide](#) if you are new to the Online Permit Center.

### 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.

### Disposal Receipts

Receipts documenting the disposal for demolition materials must be submitted to Kitsap County's Department of Community Development before the final inspection can be scheduled. This includes receipts from Waste Management.

### Inspections

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