



Building Safety Division
210 W. 6th Avenue
Kennewick, WA. 99336
Phone (509) 585-4561
www.go2kennewick.com

Residential Permit Submittal Checklist Title Elimination

You may apply for a Residential Building Permit online at [Customer Self Service](#). Once you have registered for a username and password, log in and select Apply, then select the type of permit for which you are applying and follow the prompts. If you need assistance, please contact us at (509) 585-4266.

Information needed at time of submittal:

- Washington State Title Elimination paperwork from Benton County required to be submitted
- Year and Make of Manufactured Home
- Dimensions of Manufactured Home
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

The Building Department Permit Technician will determine if a manufactured home placement permit was issued for the address of the title elimination. If a placement permit cannot be found, one will be required before the title elimination form can be signed. There is a fee for the manufacture home placement permit. An inspection must be conducted and approved before the Building Department Permit Technician can sign the title elimination paperwork.

Note: This checklist is not a substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document. Building Official may require additional documentation as needed.