



## Residential Permit Submittal Checklist Manufactured Homes in Residential Trailer Park or In-Fill ( residential parcel )

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.

Each document or document set listed below must be separated into its own PDF file.

### One Plot Plan- to scale, (1" = 20') to include :

- Parcel Number
- Address and legal description
- North Arrow
- Setback dimensions from property lines and other buildings/structures on the property
- Property lines and corners with dimensions of parcel
- Easements
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

### Additional Information Needed:

- Park Name or Subdivision
- Manufactured Home Type
- Year of Manufactured Home
- WAINS Number (obtained through Washington State Labor & Industries)
- Manufactured Home Serial Number
- Design Snow Load
- Valuation is required. If owner is contractor, the cost of materials should be doubled for valuation.

If you are a contractor or a homeowner hiring a contractor, you will need to provide the following:

- City of Kennewick Business License # (UBI) & Expiration Date
- WA State Contractor's License # (L & I) & Expiration Date

**If address is on septic** , applicant must provide approval letter and stamped plot plan from Benton Franklin Health Department before applying.

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.