CITY OF SEQUIM

Department of Community Development
152 W Cedar St. Sequim, WA 98382
Phone: (360) 683-4908
www.sequimwa.gov
Business Hours: M - F, 7:30 am- 4:00 pm

MANUFACTURED/MODULAR HOME CHECKLIST

This checklist is for the placement of Manufactured/Modular Homes.

☐ **Completed and Signed Building Permit Application (apply via our portal)**

☐ **Manufactured Home Installer's Certificate**

☐ **Site/Plot Plan**

- ☐ Address, parcel number & legal property description
- ☐ Include north arrow, and bar scale
- ☐ Show lot size dimensions
- ☐ Include elevation callouts at property corners, finished floor elevation, and areas of significant elevation change
- ☐ Show the existing site topography if the site is not flat
- ☐ Show location of critical areas and associated buffers *(if applicable)*
- ☐ Show structure location on lot with distances to property lines, setbacks, other structures, easements, utilities, critical areas, stormwater controls, etc.
- ☐ Show building envelope, roof limits, and all concrete, patios, decks, gravel, and all other improved surfaces
- ☐ Show driveway and parking pad locations with dimensions
- ☐ Show propane tank location & size; include distance to structures and lot line if over 120 gallons
- ☐ Show location and proposed height of all retaining walls, rockeries, etc. regardless of height *(Note: Retaining walls 4' or more in height, as measured from the bottom of footing to top of wall, or supporting a surcharge, require a separate permit and engineering.)*
- ☐ Show location of all easements, right of way, streets, alleys, sidewalks, ramps, curbing, driveway approach, etc. adjacent to the site
- ☐ Location and type of BMPs for stormwater erosion control *(i.e., silt fence, straw waddles, etc.)*
- ☐ Indicate general direction ground stormwater will exit the site
- ☐ Show stormwater control location(s), type, and size *(i.e., drywells, infiltration trenches, rain gardens, swales, stormwater system connection, etc.)*
- ☐ Show location of sewer, water, and electrical stub outs and service line locations

☐ **Stormwater, Erosion and Sediment Control Plan Checklist (SMC 13.104)**

☐ **Footing/Foundation Plan**

- ☐ Engineering as required

Floor Plan

- ☐ Year/Make/Model
- ☐ Room identification

☐ **Fees: may include, but are not limited to:**

- ☐ Manufactured/modular home permit fee
- ☐ Planning site review
- ☐ Engineering site review
- ☐ GFCs – water & sewer
- ☐ Transportation impact
- ☐ Park impact