



Checklist for a Manufactured Home Placement Permit Application:

The following must be included with your application.

- Completed Application: *incomplete applications will not be accepted.*
- Permission to Enter (PTE) Form
- Lewis County Assessor's Map (current): www.lewiscountywa.gov
- Site Plan (current) must include the following:
 - Indicate North Arrow
 - Property dimensions and boundary lines
 - Proposed structure dimensions and setbacks (front, side, and rear – marked in feet)
 - Type of structure
 - Existing structure(s) with paved and graveled surfaces (patios, etc.)
 - Driveway location
 - Street(s) or alley's (if applicable)
 - Major feature(s) of property (ravines, seasonal creeks, wetlands, etc.)
 - Existing well or sytem system location
- One (1) Set of Electronic Plans (complete) OR Two Sets of Hard Copy Plans (complete)
 - ALL plans must include an engineer's stamp.
- New Construction Utility Service Application: *hookup fees must be paid at the time permit is issued*
 - Note: **call for inspection before back-filling ditch for water and/or sewer lines is required**
- Signed & Dated* L&I Inspection
- Cross Connection Compliance
- A site inspection must be completed prior to the start of construction.**
 - *To request an inspection, call **24 hours in advance** 360-785-3811 ext. 203.*
 - *It is the applicant's responsibility to call at the appropriate stages of the permitted project to request the required inspections.*
 - Re-inspection fees will apply if applicant fails to call for inspections.
- Plans and Inspection Record MUST BE posted and kept dry at the job site.**

NOTE: *we are going paperless.* If you have hard copies to submit, you may either drop off at city hall during regular business hours. Copies can also be made at city hall (fee applies).

City of Winlock



Community Development Department Manufactured Home Placement Application

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

MUST BE FILLED OUT COMPLETELY – INCOMPLETE APPLICATIONS WILL BE NOT BE ACCEPTED

PROPERTY INFORMATION

Site Address: _____ Parcel #: _____

Legal Description: _____

PROPERTY OWNER INFORMATION

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

APPLICANT INFORMATION (if different than property owner)

Contractor Authorized Agent

Name(s): _____

Mailing Address: _____ City/St/Zip: _____

Phone #: _____ Email: _____

CONTACT (when permit is ready or if additional information required)

Owner Contractor

Phone #: _____

PROJECT INFORMATION

Self-Installed

Contractor Name: _____ Phone #: _____

L&I License #: _____ Expiration Date: _____

Home Purchased From: _____

Installer's Name: _____

WAINS #: _____ WAINS Expiration Date: _____

MOBILE HOME INFORMATION

Placement Type: New Replacement Other: _____

Make: _____ Model: _____ Year: _____

Serial No: _____ Price: \$ _____ # of Bedrooms: _____

I/we certify that all plans, specifications, and other submissions required in support of this application conform to the requirements of all federal/state, and local codes and applicable laws and ordinances; and I certify that I am either the current legal owner of this property or their authorized representative. With this document, I take full responsibility for the lawful action that this document allows.

I certify that I have read and understand the limitations and conditions of the Winlock Code and agree to comply with all conditions of approval. I understand that any permits issued by the City of Winlock, consistent with the attached site plan, are valid ONLY if construction is in accordance to this plan and all other conditions of the permit are followed. By my signature below, I affirm that all the information and documents provided with this application are true and accurate to the best of my knowledge.

Signature

Date

FOR OFFICIAL USE ONLY

Minimum Requirements	Date Req'd	Initial Rec	Additional Applications	Date Req'd	Initial Rec
Completed Application			Building Permit (for decks/porches)		
PTE Form			Fire Permit (propane tank, firework display/stands)		
Assessor's Map			Flood Permit (JARPA)		
Site Plan			Grading Permit (50+ cf fill/grade)		
Engineer Plans (2 complete sets)			Shoreline Permit (exemption or substantial development)		
Utility Service Application			Other:		
Planning Review					
L&I Safety Inspection					
Cross Connection Compliance					
Zoning:			Zoning Comments:		
In Urban Growth Area (UGA):	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

SEWER	WATER	BUILDING FEES	AMOUNT
Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Building Permit	\$
Hookup Fee: \$	Hookup Fee: \$	Plan Review	\$
Facility Imp Fee: \$	Facility Imp Fee: \$	TOTAL BUILDING FEE:	\$
Date Issued:	Date Issued:		
Permit #:	Water System ID #:	SPECIAL CONDITIONS:	
TOTAL HOOKUP FEE:	TOTAL HOOK UP FEE:		
Facility Imp Fee: \$	Facility Imp Fee: \$		

OTHER PERMIT FEES	AMOUNT
application fee	\$
grading permit	\$
meter fee	\$
water deposit	\$
flood permit	\$
shoreline permit	\$
other permit fees	\$
TOTAL OTHER FEES:	\$

Date Received:	
Received By:	
Date Approved:	
Permit #:	
TOTAL Fees Due:	
Date Paid:	
Rct #:	

City Official Signature: _____

City of Winlock



Community Development Department Permission to Enter Form

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

Date: _____ Permit #: _____

Owner/Agent: _____

Mailing Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Site Address: _____

Parcel #: _____

I understand that the City of Winlock requires owner permission for city personnel to enter private property to conduct permit processing, review, and inspections. I also understand that my failure to grant permission to enter or an inability to contact me for prior notification of the time and date of inspection entries may result in denial or withdrawal of a permit or approval.

Applications have been submitted for the following services:

1. _____
2. _____
3. _____

Which may require onsite permit processing, review, and inspection by employees of the Community Development Department and/or Public Works Department for the property state above.

By my signature below, permission is granted for representative(s) of the Community Development Department and Public Works Department to enter and remain on and about the property for the sole purpose of processing such permits and performing required inspections and/or reviews.

By my signature below, I certify that I am either the current legal owner of this property or their authorized representative. With this document I take full responsibility for the lawful action that this document allows.

Signature of Owner or Authorized Representative

Prior notification of the date and time of inspection is: NOT Required Required

If required, a contact number where applicant can be reached between the hours of 8:00am to 5:00pm, Monday through Friday, must be provided. Phone: _____

For Official Use ONLY

Date Received:	_____
Received By:	_____



Community Development Department Manufactured Home INSPECTION CARD

PO Box 777 • 323 N.E. First Street
Winlock, WA 98596-0777
360.785.3811 • fax 360.785.4378
winplan@cityofwinlock.com

NOTICE

To request an inspection call (360) 785-3811, ext. 203 **at least 24 hours in advance**. It is the applicant's responsibility to call at the appropriate stages of the permitted project to request the required inspections noted below.

To avoid costly re-inspection fees: **CALL ONLY WHEN READY FOR INSPECTION.**

PERMIT #: _____

ISSUED DATE: _____

EXPIRATION DATE: _____

SITE ADDRESS: _____

PARCEL #: _____

MAKE: _____

MODEL #: _____

SQUARE FOOTAGE: _____

HUD #: _____

PROJECT DESCRIPTION: _____

APPLICANT NAME: _____

PHONE #: _____

PROPERTY OWNER: _____

PHONE #: _____

CONTRACTOR NAME: _____

PHONE #: _____

Setback Certification: Initials: _____ Date: _____

Occupancy Notification: Group: _____ Initials: _____

INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS	INSPECTION LIST	REQ. X	DATE APPROVED	INITIALS
Runners				Other:			
Pier Blocks							
Tie Downs				Conditions of Approval:			
Rough in Plumbing							
Water Meter Connection/RC							
Sewer Connection/RC							
Stormwater//RC							
Water/Sewer/Storm							
DVAC Backflow Preventer				L&I Final Inspection			
Setbacks				Final Inspection			

FINAL - Occupancy APPROVED: _____ Date: _____

When final inspection is signed, this is your Certificate of Occupancy.

INSPECTION RECORD AND PLANS

****MUST BE POSTED AND KEPT DRY AT THE JOB SITE.****

Community Development Fee Schedule**REFUND POLICY FOR COMMUNITY DEVELOPMENT PERMIT AND REVIEW FEES ON THIS SCHEDULE:**

- All refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.

PLANNING ACTIVITIES

- For any application that has been reviewed and granted approval (preliminary to final), there will be *NO-refund if the application is withdrawn by the applicant.*
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, *NO fees associated with the publicatoin will be refunded.*
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, *NO fees associated with SEPA will be refunded.*
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, *the maximum allowable refund will be 50% of the fee.*
- *NO Hearing Examiner fees will be refunded once the material hs been submitted to the Hearing Examiner.*
- *The maximum allowable refund for any submitted application will be 80% of the fees.*

BUILDING ACTIVITIES**For applications/permits withdrawn by the owner or applicant the following shall apply:**

- For any permit application that has been submitted, but no reviews completed, *the maximum allowable refund will be 80% of the permit fees.*
- If a plan review has been completed and construction plans approved, *there will be NO refund allowed for plan review fees.*
- If a plan review has been initiated but not completed and construction plans have not been approved, *the maximum allowable refund will be 50% of the plan review fees.*
- For any permit application that has been issued and inspections completed, *there will be NO refund allowed.*
- For any permit application that has been issued and no inspections completed, *the maximum allowable refund will be 50% of the permit fee.*
- **For applications that have been reviewed and DENIED, NO refund will be allowed for applicable fees.**