

A few Pointers for successfully submitting a Manufactured Home Permit application:

- Check with a Planner in our office to verify your setbacks, and to see if there are any restrictions on your property prior to submitting your application.
- Check with a building inspector if you have any particular design questions. They can't design it for you, but they can give you very good information. This could prevent any delays in the approval of your application.
- If you would like to have a pre-application meeting (suggested) – Contact a Planner at 509-524-2610 to set one up.
- Make sure all the blanks are filled in. They wouldn't be there if we didn't need the information. If you have a question about the application ask the Permit Coordinator, the Building Inspector, or the Planner and any one of them can assist you. We will not accept an incomplete application package.
- Your parcel number can be found on your property tax statement. It is 12 digits long. If you can't find it, call the Assessor's office at 509-524-2560 and they can find it for you.
- Check off the items on the checklist. It is there to help, if you don't include something that is on the checklist, it could hold up review and/or approval of your application.
- Make sure you have turned in your application for Addressing and Access (driveway) to Public Works at 990 Navion Lane. If you have questions, call 509-524-2710.
- Make sure you have turned in your application for septic to Environmental Health at 310 W Poplar St, Suite 114. If you have questions, call 509-524-2650.

**** Important** information regarding Building Permit Submittal Documents**

1. Site Plans: Pursuant to IRC Section 106.2 site plans shall be submitted with the construction documents drawn ".... to scale depicting the size and location of new construction and existing structures on the site, distances to lot lines" No smaller than 11"x 17" and include in such site plans the location of "critical areas" which are defined as wetlands, aquifer recharge areas, fish and wildlife habitat areas, frequently flooded areas and geologically hazardous areas (steep slopes).

2. Walla Walla County will not accept plans for a building permit application that contains any of the following or similarities: a) "Not for Construction", b) "Permit set only", c) Copyright Infringement (red ink vs. other colors), or d) Non-modified "stock plans" prepared for other states or countries.

3. Plans for a building permit shall be complete and intended for construction and shall include the **Type of Construction** and total square footage of each area (living space, covered porches, patios, decks, and garages).