CITY OF COVINGTON
Permit Services
16720 SE 271st Street, Suite 100
Covington, WA 98042

Phone: (253) 638-1110
Fax: (253) 638-1122
www.ci.covington.wa.us

MANUFACTURED HOME SUBMITTAL CHECKLIST

A complete and thorough application packet is the most important thing you can do to help facilitate a timely review of your project. Please compare this checklist with the information you are submitting. If you think that an item on the checklist is not applicable to your project please inform the person accepting your application that the piece or pieces of information are not included in your submittal.

☐ **Site Plan - Four (4) copies.** A site plan needs to be completed any time a new structure is being placed on a site. Since so many people review your site plan it is essential that it includes all of the information requested on the **Residential Site Plan Requirements** handout. Please double check for all requested information.

☐ Copy of Manufactured Home Installation manual

☐ Foundation Plan **(show the location of all footings, piers and perimeter blocking)**

☐ Tie down specifications stamped by a Washington State Licensed engineer - Two (2) copies.

☐ Declaration of Easement and Right-of-way Conditions. This form needs to be filled out any time a site plan is required.

☐ Copy of current Washington State Contractor's Registration is required when a contractor will be performing the work **(required prior to permit issuance).**

☐ Copy of current Manufactured Home Installer's Certification **(required prior to permit issuance).**

☐ Certificate of Water Availability:
Contact Covington Water District (253) 631-0565.
OR
Private Well - King County Health Department approval required (206) 296-4932.

☐ Certificate of Sewer Availability:
Contact Soos Creek Water & Sewer District (253) 630-9900.
OR
Septic Tank – King County Health Department approval required (206) 296-4932.

☐ Completed Building Permit application.

Plan review fees and Technology Surcharge are due at time of submittal. All remaining fees shall be paid at issuance.