



MANUFACTURED HOME PLACEMENT

When Do I Need A Permit?

A manufactured home placement permit is required to place a new or used manufactured home on property in Thurston County and Urban Growth Areas.

How Do I Apply?

The following items are required to be submitted at the time of application:

1. Master Application.
2. Manufactured Home Placement Permit Application.
3. Site plan meeting site plan submittal requirements.
4. If connecting to an existing septic system, submit a satisfactory pumper report dated within three years from the time of application.
5. State Mandated Well Form & fee of \$500. The fee is not required for wells constructed prior to January 19, 2018, if a manufactured home placement permit application is submitted within five years from the date the well was constructed.
6. Application fee.

The following items are required to be submitted prior to issuance of the permit. These forms can be obtained in the Building Development Center (BDC).

1. Mobile Home Data Sheet obtained from the Thurston County Assessor's office.
2. Certificate of Water Availability (COWA) Form.
 - a. If connecting to a single family water supply, the following shall accompany the COWA form.
 - Well construction report
 - Satisfactory Bacteriological Analysis
 - Satisfactory Nitrate Analysis
 - b. If connecting to a public water supply, the public water system COWA form must be completed and signed by the water system purveyor.
3. Well Affidavit. The affidavit must be signed by the property owner, notarized, and recorded with the Thurston County Auditor's Office. A copy of the recorded document shall be provided to the Building Development Center (BDC).

How to Complete the Applications

Applications must be typed or neatly printed using black/blue ink. Applications may be completed online and then printed. Original signatures are required on the application.

Do I need an Appointment?

Appointments are not required to submit an application. Applications are processed on a first come first serve basis.

Where Do I Submit My Application?

A complete application can be submitted in person at the BDC or by mail. It is recommended that the application be submitted in person to ensure the application package is complete and to obtain a tracking number for the project. Applications received by mail that are incomplete will not be processed therefore delaying review of the project.

What Form of Payment is Accepted?

The BDC accepts check, credit card, or cash. Payments made by credit card will be charged a transaction fee of 2.35% of the total transaction amount.

Review Process and Timing

If the application is complete, a project tracking number is assigned and the project is routed to all applicable departments for review. Timelines vary depending on the proposal.

Hours of Operation

The BDC is open Monday through Friday from 8 a.m. to 4 p.m. Arrive no later than 3:30 p.m. if submitting an application.

Expiration of Applications

The manufactured home placement permit must be issued within 180 days from the date of application or the application will expire.

I Still Have Questions...

For additional information, you may contact the BDC. Contact information is noted at the bottom of this page.

Thurston County Building Development Center
3000 Pacific Avenue SE, Suite 100, Olympia, Washington 98501-2043
(360) 786-5490/FAX (360) 754-2939
TTY/TDD call 711 or 1-800-833-6388 Website: <https://www.thurstoncountywa.gov/departments/community-planning-and-economic-development>