



# Title Elimination Inspection Request

(Supplemental Application)

## Form Information

The Title Elimination Inspection Request form certifies a manufactured/mobile home was installed per state law WAC 296-150I-0310. This form shall only be used if the Thurston County Building Development Center has no record of a placement permit in their tracking system. This form is not a Manufactured/Mobile Home Placement Permit and does not substitute for one. Future development proposals may require permits. **Do not use this form for homes installed after December 31, 2002.** Homes installed after this date must have obtained a Manufactured Home Placement Permit with Thurston County.

## Staff Intake Section For staff use only.

<div>LABEL</div>	<div>Date Stamp/Staff Initials</div>
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## Manufactured/Mobile Home Information

Tax ID Number		Serial Number	
Make/Model		Date of Installation	
Year/Dimensions	/ X	Number of Bedrooms	

## Location of Manufactured/Mobile Home

Street Address		City	
State		Zip Code	
Property Tax Parcel Number			

**Thurston County Building Development Center (BDC) |** Thurston County Community Planning & Economic Development  
3000 Pacific Ave SE, Suite 100, Olympia, WA 98501 | 360-786-5490 / FAX 360-754-2939 / TDY-TDD 711 or 1-800-833-6388

# Title Elimination Inspection Request - Page 2

**Date of Mobile Home Installation** Installations before June 1, 1983 do not need to comply with Thurston County Code Title 14, Chapter 14.44.020(b) until they are moved or replaced.

Below are two Title Elimination Inspection Request options. Select the option that applies. Application and submittal instructions are referenced below the selected option.

## Option 1

☐ **BEFORE June 1, 1983**

### APPLICATION INSTRUCTIONS & FEE

1. Complete and submit this form with the other forms and fee listed below.
2. Submit completed **Master Application**.
3. Submit **Manufactured Home Application form** from Dept. of Licensing (DOL). Complete sections 1-3.
4. Submit documentation demonstrating the home was placed before June 1, 1983.  
(A tax assessor's statement will work).
5. Thurston County's Building Development Center staff will sign DOL's Manufactured Home Application form after installation date is verified.
6. Pay a \$50 processing fee when you apply.
7. Allow up to three business days for the County to process the paperwork and fee.
8. The person listed as the Point of Contact on the Master Application will be notified when this process is complete.

## Option 2

☐ **BETWEEN June 1, 1983 - Dec. 31, 2002**

### APPLICATION INSTRUCTIONS & FEE

1. Complete and submit this form with the other forms and fee listed below.
2. Submit completed **Master Application**.
3. Submit **Manufactured Home Application form** from Dept. of Licensing (DOL). Complete sections 1-3.
4. Choose **one** inspection option below. Required information and fee for the selected option shall be submitted at the time of application.

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#### Option A: Engineer Certification

- a. Hire an engineer at your expense to inspect the home.
- b. Submit the **Code Compliance Verification Certification form and Supplemental Manufactured and Mobile Home Certification List** completed and signed by the engineer you hire.
- c. Pay a \$50 processing fee when you apply.

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#### Option B: County Building Inspector Certification – No additional form required, but you must prepare for and be ready for the County inspection at the time of application.

- a. Understanding that a portion of home's skirting shall be removed for inspection.
- b. Having correct manufactured/mobile home instructions on site when the County building inspector arrives to inspect the home.
- c. Understanding that the County building inspector will verify that items in the **Homeowner Check List** are complete.
- d. Pay a \$220 special inspection fee when you apply.

**Signature of Building Inspector** Only for use with Option 2B above.

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Thurston County Building Inspector

Date