

City of Poulsbo

Planning and Building Department



MANUFACTURED/MODULAR PERMIT

Please be advised that authorization is required from the City of Poulsbo's Building Department prior to commencing work that is not consistent with your approved building permit. If for any reason, construction occurs in a manner that is not in accord with plans approved by the City the site will be posted with a Stop Work Order. This order shall remain in effect until revised plans are submitted and subsequently approved by the City of Poulsbo. During this time no on-site work of any nature will be permitted. If work continues during the time the stop work is in effect the City may turn the matter over to the Prosecuting Attorney's Office for criminal action or any other available remedy under the law.

Dated

Signature/Owner/Representative

Print Name

Dated

Signature/Contractor/Representative

Print Name

*****MUST BE SIGNED AND RETURNED WITH APPLICATION*****

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1. Completed City of Poulsbo building permit application packet.
2. Plot Plan - to scale – 1”-20” lines preferable
 - Lot (*with dimensions*)
 - Setbacks from property boundaries
 - Existing structures on the property (showing building separations if there are any)
 - All access, utility and drainage easements (if any)
3. A copy of the manufactures installations manual is required for all H.U.D. approved homes built after 1974.
4. Complete building site application, if on a septic system. (*Approved by Kitsap County District of Health*).

All permits are handled as quickly as possible; however, processing time is dependent upon completeness and clarity of submitted plans.

NOTE: CITY OF POULSBO BUSINESS LICENSE IS REQUIRED FOR ALL CONTRACTOR’S AND SUB-CONTRACTOR’S PERFORMING WORK WITHIN THE POULSBO CITY LIMITS PRIOR TO BUILDING PERMIT ISSUANCE. SUBMITTAL LIST MUST BE FILLED OUT WITH EACH APPLICATION SUBMITTED.

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REC'D BY _____
\$150 _____

DATE _____
PERMIT # _____

Owner's Name _____ Phone # _____

Email _____

Present Mailing Address _____

Site Address:

_____ Poulsbo MH Park, 1800 NE Lincoln, 132601-3-031-20007, space # _____

_____ Seabird MH Park, 600 NE Lincoln, 2329601-2-139-2008, space# _____

_____ Viking MH Park, 1754 NE Mesford, 132601-3-032-2006, space# _____

Assessor # _____

(if not in one of the above parks)

Installer/Contractor _____

Address _____ City, State, Zip _____

Phone _____ Email _____

Contractor' License # _____ Exp. Date ____/____/____

Value of Home _____ Home Dimensions _____

Make/Mdl _____ Year _____ Type of Heating: Gas _____ Elec _____

No. of Bedrooms _____ No. of Bathrooms _____

I understand that I must have the HUD installation manual for the home at the site. I also understand that I must have the home placed on said parcel of land and inspected within 30 days from the date of issuance.

ADDITIONAL STRUCTURES REQUIRE SEPARATE PERMITS.

OWNER/AGENTS SIGNATURE _____ DATE _____

OWNER/AGENT PRINTED _____ DATE _____

CONTACT # _____ EMAIL _____

NOTE: All electrical inspections, additions, modifications and burning appliances require a separate permit from the State of Washington Department of Labor & Industries in Bremerton, 360-415-4000

200 Moe Street ♦ Poulsbo, Washington 98370-7347

(360) 779.4078 ♦ fax (360) 697-8269

www.cityofpoulsbo.com