



## Moving a Manufactured Home –

### A checklist of things to do.

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A document prepared by the Offices of Yakima County Public Services Development Services Center,

County Auditor, County Treasurer and County Assessor

128 North Second Street, Yakima, Washington 98901

This checklist has been prepared to provide information about the requirements for movement and placement of a manufactured home in Yakima County.

#### **Step 1:**

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### **YAKIMA COUNTY PUBLIC SERVICES DEPARTMENT DEVELOPMENT SERVICES CENTER**

Your first visit should be to the Yakima County Development Services Center located on the 4<sup>th</sup> floor of the Yakima County Courthouse to learn if you can obtain an installation permit for the manufactured home.

Does a person who installs a manufactured home need an installation permit?

WAC 296-150I-0360 states that (1) A dealer, owner or agent must not deliver a manufactured home to its site without verifying that an installation permit has been obtained; and, (2) Any permit fees set by the local enforcement agency must be paid in full and included with the permit application.

This permit is valid for six months from the date of issuance and fees are subject to change.

Any questions you have concerning the availability of placement permits and the cost associated to their issuance should be directed to the Development Services Center at 509-574-2300.

The Development Services Center can also provide you with several handouts available that will assist you in obtaining and complying with the placement permit:

- “Where Do You Start?” explains the permitting process for manufactured housing. You will also want to obtain the “Manufactured Housing Submittal Checklist” that provides information on the placement permit requirements.
- “Mobile Home Installation Requirements” relates to homes manufactured prior to June 15, 1976 and for relocated homes.
- “Site Plan Minimum Requirements” explains how to prepare your site plan for project submittal.
- “Alteration Fire Safety Pre-Inspection Checklist” is a document provided by the Washington State Department of Labor & Industries that provides upgrade information for pre-HUD homes.

You will also need to ensure that the transporter who will be moving your manufactured home has obtained a “Special Motor Vehicle Permit” from the Yakima County Development Services Center. This permit, commonly referred to as a moving permit from Public Services, is a requirement for the vehicle being used to transport the manufactured home and is valid for three days from date of issue.

## **Step 2:**

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### **Yakima County Treasurer’s Office:**

No more than 14 days prior to actually moving the manufactured home, is for you to obtain a “Property Tax Certificate for Mobile Home Movement” (four part form) from the Yakima County Treasurer’s Office, located on the 1<sup>st</sup> Floor of the County Courthouse in Room 115. You will also be issued a “Mobile Home Movement Decal” that is required to be on the mover’s equipment during the actual movement. These items are commonly referred to as a moving permit.

According to state law, RCW 46.44.170, the property taxes for the manufactured home must be paid in full at the time of obtaining this certificate and decal. Also, if the home is being moved out of Yakima County into another county in Washington State, the property taxes for the next year will be required to be paid at that time, in advance.

If the mobile home is being sold and moved but the movement is not a condition of the sale, a Mobile Home Real Estate Excise Tax Affidavit must be completed and excise tax paid on the sale price.

The completion of the “Property Tax Certificate for Mobile Home Movement” is required to include the mobile home parcel number (usually prefaced with 300000-\_\_\_\_), the real property parcel number and the location address from where the mobile home is moving from and the location address of its destination. The real property parcel number will be cross referenced against your placement permit to assure compliance.

Upon completion of this form, you will be given two copies of the tax certificate, one for your records and another to take to the next department on the checklist, the Yakima County Auditor, Auto License Department.

## **Yakima County Department of Property Assessment:**

Need assistance with obtaining your parcel number(s)? Please feel free to contact the Yakima County Department of Assessment (Assessor's Office) at 509-574-1100 or you may visit that office on the 1<sup>st</sup> Floor of the Yakima County Courthouse, Room 112.

### **Step 3:**

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## **Yakima County Auditor, Auto License Department:**

After obtaining the "Property Tax Certificate of Mobile Home Movement" which certifies that the property taxes have been paid in full for the mobile home, your next stop is in the Auto License Department of the Yakima County Auditor's Office located on the 1<sup>st</sup> Floor of the Yakima County Courthouse in Room 117.

You will be required to submit one of the pages from the four- part "Property Tax Certificate for Mobile Home Movement" that you obtained in the County Treasurer's Office. The Auto License Department is required to provide proof that the property taxes were collected when they submit the title transfer to the Washington State Department of Licensing. That department is also required to collect state sales tax at that time if the mobile home is being transferred to a new owner.

The Auto License Department will collect not only sales tax but also a title transfer fee based upon the following criteria:

Pursuant to RCW 46.17.155, the purchaser of a manufactured/mobile home located in a mobile home park is required to pay a \$100.00 relocation fee when the home is one year old or older and the sales price is five thousand dollars (\$5,000.00) or more plus an additional title transfer fee that is collected by Yakima County for \$34.00

If the manufactured/mobile home is not located in a mobile home park or if it is located in a mobile home park and sells for less than \$5,000.00 the title transfer fee is \$24.00. You can obtain more information regarding these fees and relocation assistance funds that might be available to you by contacting the Washington State Department of Commerce at 1-800-964-0852.

In order to complete the transfer of the mobile home you will need the title to the mobile home. If you are trying to transfer a mobile home and do not have the title you will need to provide the Auto License Department with the serial number of the mobile home along with a Bill of Sale. If you cannot locate the serial number either the Yakima County Assessor or Treasurer's Office can provide that information to you. Whoever the last registered and legal owner of title would be required to sign an Affidavit in Lieu of title in front of a notary public.

For further information on transferring titles, please contact the Department of Licensing, Yakima County Auditor's Office at 509-574-1370.

## **The Final Step:**

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### **Yakima County Development Services Center:**

The final step to actually moving a manufactured home is to ensure that the transporter has obtained a "Special Motor Vehicle Permit" commonly referred to as a moving permit from Public Services. This permit is for the truck that is transporting the manufactured home and is only good for three days from the date of issue. This permit is obtained from the Yakima County Development Services Center (DSC) located on the fourth floor of the courthouse. The phone number is 509-574-2300.

A transporter and/or dealer may obtain a monthly or yearly Special Motor Vehicle Permit at no cost if they have obtained a "Special Motor Vehicle, Oversize/Overweight Permit from the Washington State Department of Transportation and provide a copy for our files. (The transporter must have the Movement Permit (orange decal) from the Treasurer's Office for display.) As a condition of this permit, the transporter is responsible for notifying the Yakima County Development Services Center with the following information, prior to each move:

- Date of the mobile home movement
- The Manufactured Home Permit Number (placement permit)
- The size of the manufactured home
- The names of the County roads that the mobile home will be transported upon.

If the transporter and/or dealer do not have a monthly or yearly Special Motor Vehicle Permit from the Yakima County Development Services Center, the owner of the mobile home may purchase one on their behalf. The permit fee is \$3.00 per section of the mobile home being transported (i.e. a double wide would be purchased for \$6.00 because it required two permits). The mobile home owner is required to show the Manufactured Home Permit (placement permit), Treasurer's Certificate indicating taxes are paid, and the Title Transfer if the mobile home is used.

#### **Permit fees are subject to change.**

When issuing a Special Motor Vehicle Permit we will need the name, address, phone number, and license plate number of the transport vehicle. If the transporter is someone other than a bonded and licensed mover, they must provide a copy of their Proof of Insurance. The transporting equipment must be street legal and comply with the Washington State Department of Transportation rules and regulations. Those rules and regulations may be obtained by contacting the local office of the Department of Transportation at 509-577-1602.