

Office of Mobile/Manufactured Home
Relocation Assistance
Post Office Box 42525
Olympia, WA 98504-2525

**Office of Mobile/Manufactured
Home Relocation Assistance**

For more information, please call:

1-800-964-0852

Toll-free in Washington

or

(360) 725-2971

Or visit our website at

www.commerce.wa.gov/omh

TIPS TO HELP
BUY • SELL • MOVE
A MOBILE/MANUFACTURED HOME

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Department of Commerce
Innovation is in our nature.

TIPS TO HELP
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A MOBILE/MANUFACTURED HOME

Each city or county within Washington State has requirements that a homeowner must complete when they buy, sell, or move a mobile or manufactured home. Since each city or county can establish their own regulations, the following lists will vary from jurisdiction to jurisdiction.

Homeowners must contact the local governments in both current and future home locations before moving the home to ensure they are aware of all requirements.

To find a qualified, insured, bonded transporter start with referrals from friends or relations that have had their home moved successfully.

Mobile/Manufactured Home Transporters are also listed in the yellow pages of your telephone directory or on the internet. Obtain written bids from several transporters that you can work with. Have each transporter provide references and contact them. Moving a mobile/manufactured home requires certain permits. Many transporters include obtaining these permits, and their associated fees, in the cost of moving a home. A homeowner must verify what costs are included in the transporter's estimate before signing a contract. It may be appropriate to add to the contract "*All work required for transportation (and/or installation) is included and no additional costs will be allowed.*" Often the transportation and the installation of a home are accomplished by the same contractor.

A Washington State certified installer must be on site to supervise all phases of installation. Please contact the Department of Labor & Industries at 1-800-647-0982 or <http://www.lni.wa.gov/TradesLicensing/FAS/> for more information.

All mobile/manufactured housing installations must be inspected by your local building inspector. Contact the government offices listed in parenthesis below for information regarding specific documentation and requirements for buying, selling,

or moving your home. The numbers are in your telephone directory or on the internet under local or state government.

**IF YOU PURCHASE A NEW
MANUFACTURED HOME**

- Parcel number (Assessor)
- Title (Assessor)
- Sales Tax (Auditor)
- Tax I.D. number (Assessor)
- Over-width Moving Permit (WA State Department of Transportation)
- Installation Permit (Bldg. Code/Fire Safety)
- Building permits are required for most accessory structures. (Bldg. Code/Fire Safety)
- Health Permit (Health Department)
Health review is required to determine if the new unit location complies with health code.
- Encroachment Permit (WA State Department of Transportation)

**IF YOU PURCHASE A PRE-OWNED
MOBILE/MANUFACTURED HOME**

Home will not be moved:

- Title (Assessor)
- All taxes must be current (Treasurer)
- Sales Tax (Auditor)
- Excise tax paid (Treasurer)

Home will be moved Within-the-County:

- Title (Assessor)
- Excise Tax Affidavit (Treasurer)
- All taxes must be current (Treasurer)
- Tax certificate for manufactured home movement (Treasurer)
- Sales Tax (Auditor)
- Installation Permit (Bldg. Codes/Fire Safety)

- Building permits are required for most accessory structures. (Bldg. Codes/Fire Safety)
- Over-width Moving Permit (WA State Department of Transportation)

Home will be moved Out-of-County:

- Title (Assessor)
- All taxes must be paid (Treasurer)
- Tax certificate for manufactured home movement (Treasurer)
- Sales Tax (Auditor)
- Over-width Moving Permit (WA State Department of Transportation)
- Installation Permit (Bldg. Code/Fire Safety)
- Building permits are required for most accessory structures (Bldg. Code/Fire Safety)
- Health Permit (Health Department)
Health review is required to determine if the new unit location complies with health code.
- Encroachment Permit (WA State Department of Transportation)
- Verify with destination county for local requirements

Home will be moved Out-of-State:

- Title (Assessor)
- Excise Tax Affidavit (Treasurer)
- All taxes must be current (Treasurer)
- Tax certificate for manufactured home movement (Treasurer)
- Over-width Moving Permit (WA State Department of Transportation)
- Sales Tax (Auditor)
- Verify with destination state for local requirements