



**ISLAND COUNTY
PLANNING & COMMUNITY DEVELOPMENT**

PHONE: 360.679.7339 ■ from Camano 360.629.4522, Ext. 7339 ■ from S. Whidbey 360.321.5111 x 7339
FAX: 360.679.7306 ■ 1 NE 6th Street, P. O. Box 5000, Coupeville, WA 98239-5000
Internet Home Page: <http://www.islandcountywa.gov/planning>

OFFICIAL USE ONLY

MTE: _____

Application Date: _____

Date complete: _____

Mobile Title Elimination Research Request Form

CONTACT INFORMATION

Owner _____ Phone _____

Site Address _____ City, State, Zip _____

Parcel Number _____

Applicant Name _____ Phone _____

Company Name _____

Mailing Address _____ City, State, Zip _____

MOBILE HOME INFORMATION

Was the Manufactured/Mobile home placed under a Temporary Use Permit? Yes _____ No _____

- Note: Manufactured/Mobile Homes placed under Temporary Use Permit cannot be eliminated

Year _____ Make _____ Dimensions _____ X _____

Year of Installation _____ Permit Number _____

Final inspection Date _____

Owner Name at time of installation _____

Has the Mobile/ Manufactured Home been altered? If so, explain _____

Mobile Title Elimination Process

1. Complete research Request Form and return to Island County Building Department along with the MTE form. The fees for processing is \$186.00 and is due at time of submittal. The MTE must be completed and recorded within 1 year of MTE issuance or will be subject to another application and all applicable fees.
2. If a final inspection cannot be verified by Island County Building Department records, the applicant is subject to requesting for a final inspection and a \$102.00 fee to be paid before inspection.
Please note that if corrections have not been completed after a 3rd inspection, the applicant is subject to another \$102.00 inspection fee.
 - Inspections can be requested via our online portal at <https://co-island-wa.smartgovcommunity.com/ApplicationPublic/ApplicationHome>
 - Note inspection type as "MTE Final"
 - Typical Inspection items:
 - Installation manual on site for all inspections, verification of set up
 - Plumbing and ducts off ground and insulated per code
 - Hot water tank pressure relief valve to the outside
 - Dryer vented to the outside
 - 6-mil vapor barrier installed
 - Access to crawl
3. If there is no record of a building permit existing for the Mobile/Manufactured home, a full review of the application will be required and applicant will be subject to all applicable fees.
 - Complete a Manufactured Home Application and provide the following additional information
 - Provide a copy of Water Availability Verification approved by Island County Health Department
 - Provide a copy of septic permit or as-built approved by Island County Health Department
 - Provide a copy of Access Permit approved by Island County Public Works Department (required only when accessing off a County road)
 - Site Plan drawn to an engineer's scale
 - Floor Plan drawn to scale
 - Copy of installation manual
4. If the Mobile/Manufactured home has been altered, Washington State Department of Labor and Industries must label the changes and be provided to the Building Department.

Once the Mobile/Manufactured home has a passing final inspection or verification of final inspection, the MTE will be signed. Our office will contact you with notice of completion.

The applicant warrants that all information is truthful and complete. Permits may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any provision of the code. I have read and understand instructions provided in this application.

Applicant Signature _____ Date _____