

# Manufactured Homes: Certified Installer Form

Applicants must provide the building division with the name and certification number of the installer(s) of the manufactured home to be placed. **Homeowners are exempted from this requirement if they are doing the work themselves.**

State Law, Chapter 43.63B RCW requires that one certified installer with a certification number must be on site whenever installation work is being done. Installation work includes:

1. Assembling forms for concrete
2. Installing supports, piers, anchors, and tie-downs
3. Setup
4. Skirting
5. Connection to onsite sewer and water, and/or
6. Extending the hot water pressure relief valve/drain

If there are different certified installers for these different stages of installation, you must provide us with the name and certification number of each person.

Due to this law, **a permit will NOT be issued until the certification name(s) and number(s) have been provided to our office.**

Please use the bottom of this form to list your certified installers for each portion of the project and return to our offices as soon as possible.

List name, certification number, and portion of setup being done. (If one person is doing the whole setup, state "all work".)

Name	Certification Number	Portion of Setup

*Lincoln County Land Services: Building Division  
27234 State Route 25 N, Davenport, WA 99122  
509-725-7911 Fax 509-725-4467  
Please call if you have any questions.*

# Manufactured Home Owners: Certified Installer Law

Building permits for installing manufactured homes in Washington State must contain the name and certification number of the installer.

Ask your dealer for this information.

State Law, Chapter 43.63B RCW requires that one certified installer with a certification number must be on site whenever installation work is being done.

Installation work includes:

- Assembling forms for concrete
- Installing supports, piers, anchors, and tie-downs
- Setup
- Skirting
- Connection to onsite sewer and water, and/or
- Extending the hot water pressure relief valve/drain

If several certified installers are involved in the installation, all their names and certification numbers must be on the building permit.

A certified installer is not required to be present for:

- Site preparation (excavating, grading, etc.);
- Plumbing (you will need a licensed plumber for more than simple connections);
- Electrical work (you will need a licensed electrician);
- Accessory decks, carports and garages (you will need a permit from the local Building Department)
- Pouring concrete into forms;
- Dry wall, painting, finishing trim; and/or
- Carpet installation

If the home is being altered from its original factory condition, an alteration permit from the Washington State Department of Labor and Industries is required. A homeowner may personally install their own home without being certified.

The maximum fine for noncompliance with the new certification requirement is \$1,000.

Questions? Ask the local building department at 509-725-7911 or call the Office of Mobile/Manufactured Housing at 800-964-0852.

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[WACs](#) > [Title 296](#) > [Chapter 296-150I](#) > [Section 296-150I-0140](#)

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**WAC 296-150I-0140**

[Agency filings affecting this section](#)

## ***Manufactured home installation — Installer certification tags required.***

Prior to installing, performing on-site work or equipment installation work on a manufactured home, certified manufactured home installers or the retailers by whom they are employed must obtain an "installer certification tag" from the department or from the local enforcement agency who participates in tag sales. The installer certification tag shall be in the form approved by the department. No manufactured home may be installed by a certified installer without an installer certification tag affixed thereto. Only currently certified manufactured home installers shall be issued installer certification tags.

Homeowners performing the installation, on-site work or equipment installation work on their own manufactured home are not required to acquire and affix an installer certification tag.

(1) Installer certification tags may only be purchased by a certified manufactured home installer or by a manufactured home retailer licensed by Washington state department of licensing.

(a) The certified manufactured home installer or manufactured home retailer purchasing the installer certification tag is responsible for complying with the security, use, and reporting requirements of this chapter.

(b) Manufactured home retailers may purchase installer certification tags in bulk and issue them to certified manufactured home installers employed by the manufactured home retailer.

(2) In order to purchase installer certification tags, the certified manufactured home installer or manufactured home retailer shall submit an application to the department or local enforcement agency on a form approved by the department. The application shall be accompanied by the appropriate installer certification tag fee as set forth in WAC [296-150I-3000](#).

(3) The department or manufactured home retailer may issue a maximum of thirty certification tags to a certified manufactured home installer. A certified manufactured home installer may not have more than thirty installer certification tags issued at any one time for which the reporting requirements of this section have not been met.

(4) Installer certification tags cannot be transferred or assigned without the written approval of the department. Fees paid for installer certification tags are not refundable.

(a) If a certified manufactured home installer's certification is suspended, revoked, or expires, all unused installer certification tags assigned to the certified manufactured home installer must be returned to the department.

(b) If a certified manufactured home installer or manufactured home retailer ceases to do business, all unused installer certification tags must be returned to the department.

(c) If a manufactured home retailer changes ownership, unused installer certification tags may be transferred to the new ownership if the department approves the transfer following receipt of a written request for transfer from the manufactured home retailer.

(5) Issuance of installer certification tags may be denied if:

(a) The certified manufactured home installer's certification has been revoked or suspended pursuant to chapter [43.22A](#) RCW;

(b) The certified manufactured home installer has failed to comply with the reporting requirements of this chapter;

(c) The department has evidence that the certified manufactured home installer has misused the installer certification tag by not complying with the requirements of this chapter;

(d) The certified manufactured home installer possesses installer certification tags in excess of the quantity authorized by subsection (3) of this section for which the reporting requirements of this chapter have not been met; or

(e) The certified manufactured home installer is not an active registered contractor or an employee of a manufactured home retailer or active registered contractor licensed in Washington.

[Statutory Authority: Chapter 43.22A RCW and 2009 c 464 [564]. 10-06-043, § 296-150I-0140, filed 2/23/10, effective 4/1/10. Statutory Authority: Chapter 43.22A RCW and 2007 c 432. 08-12-040, § 296-150I-0140, filed 5/30/08, effective 6/30/08.]