



HOMEOWNER'S MANUFACTURED/MOBILE HOME VARIANCE REQUEST

Guidelines for investigating homeowner's manufactured/mobile home variance request

Homeowner submits to central office or local field office

A completed F622-054-000 Homeowner's Manufactured/Mobile Home Variance Request form
The inspection fee (Variance inspection fee as shown in WAC 296-150M-3000)

Note: When a request form and permit is taken at a local field office please fax a copy to the FAS plan review section at (360) 902-5229.

Central office

1. Deposits the fee if not taken at a local field office
2. Assigns a number (sequential by year)
3. Logs in the request (eventually on a computer program which will show status)
4. Assigns the request to a regional supervisor to have an inspector do an inspection, a return date due will be shown on the variance request application
5. The supervisor will assign an inspector to do an investigation
6. The **inspector** will do the investigation and return to central office by or before the due date (NOTE: if an inspector is doing an alteration inspection and the customer needs to do a variance request, **the inspector** will:
 - do the investigation while at the home and send the investigation report to central office; and
 - give a blank variance request form to the customer to complete and send in.
7. **Central office** will:
 - note the date received;
 - review the investigation;
 - review the customers comments;
 - seek information from other sources if appropriate; and
8. Approve or deny the variance request and send back to the customer. If denied, central office will explain its reason for denial.

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[Applies only to the installations performed by a previous owner(s) and does not apply to any home during the warranty period]

Owner		
Location		
City	State	ZIP
Phone	FAX	Email
Contact address if different from location		

Fee _____ See WAC 296-150M-3000. Includes processing and inspection.

Reason for Variance: (Additional pages may be attached)

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Why Requirements Cannot Be or Were Not Met:

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How the Alternate Method Achieves a Reasonable Level of Conformance:

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Send this form and the fee to L&I at the address on the first page of this form.

Date	Signature
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L&I Use Only

Date Received at L&I	Assigned to	Date Assigned to
Date Return Due	Date Received	Variance # Alteration Application #

Variance is Approved Disapproved

Reason for Denial:

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Date	Signature of Chief, Factory Assembled Structures
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