



STATE OF WASHINGTON
**DEPARTMENT OF LABOR AND
INDUSTRIES**

Factory Assembled Structures
PO Box 44430 • Olympia, Washington 98504-4430

December 1, 2023

Dear Interested Builder,

"Tiny Houses/Tiny Houses with Wheels" are small dwelling units no larger than 400 square feet and are often built somewhere other than where they will be used. This Washington State Department of Labor & Industries (L&I) information provides you with some things you need to know before building.

The information includes the following:

- Review of requirements including a list of state laws, rules, and building codes;
- Whether you need to go to L&I or your local building official for approvals;
- L&I plan application and checklist, and;
- L&I inspection request application.

Please be aware designing and building a Tiny House is very detailed work. If you are unfamiliar with building codes or construction, we urge you to seek a licensed architect or engineer, or a registered building contractor before starting any work.

L&I staff cannot advise or help with the design and construction of your Tiny House. We can, however, answer questions about our requirements. Feel free to contact us at FAS1@Lni.wa.gov , or 1-800-705-1411 Option 3. Visit our [Tiny House website](#).

If you determine that you need L&I approval of your Tiny House, the total cost for reviewing the plans and inspecting the house will be about \$1,500. Please note that including L&I approval, local building permits are still required at an additional cost.

We look forward to working with you as you go through the process to build your Tiny House.

Sincerely,

Chris Rarig, Program Chief

Factory Assembled Structures Program

Washington State Department of Labor & Industries

What you need to know about building a Tiny House or a Tiny House With Wheels

If you are building a tiny house or a tiny house with wheels, you may need to have it inspected and approved by the Factory Assembled Structures (FAS) program at the Department of Labor & Industries (LNI).

What it is:

A tiny house/tiny house with wheels is a dwelling no larger than 400 square feet. The house must be built to the [Washington State Building Code](#).

What it is not:

[Recreational vehicles \(RVs\)](#), [Park Model Recreational Vehicles \(PMRV's\)](#), and [Manufactured Homes \(MH's\)](#) are not tiny houses/tiny houses with wheels as defined in Washington State. Any other structure not built to the [Washington State Building Code](#) is not a Tiny House.

What do I need to do?

- IF you are building a tiny house/tiny house with wheels on the site where it will be first occupied and used, then you do not need to read any further, [contact your local building department](#). You may also need an [L&I electrical inspection](#).
- IF you are building a tiny house/tiny house with wheels somewhere OTHER than where it will be first occupied, then **keep reading, the rest of this document is important to you**. The FAS program inspects all houses constructed off site. We will treat your “off site location” as the “factory” for the factory built housing unit.

Key Steps - Plan Review, Inspections, Insignia and Delivery/Installation

You will need to submit [appropriate fees](#) and have your plans approved by us before we can inspect any of your work. The fees for inspections are based on time and travel costs. The cost for L&I approval of tiny houses will be around \$1500 if the plans and inspections pass first time. There are additional charges for re-inspections and resubmittal of plans. You do not need to purchase a specific L&I permit for your off-site tiny house, we will automatically issue a permit for the factory portion before we start inspecting your house.

Please consider your level of knowledge, skills, and abilities pertaining to the various aspects of building a tiny house. All construction work must meet the requirements of the [applicable codes](#). You will need to purchase or have access to these codes and to any [amendments or changes that Washington State Building Code Council has made to them](#).

If you are unfamiliar with construction, electrical wiring, plumbing, mechanical work or with designing and preparing plans for your house, you will need to engage the help of professionals who are. Depending on your knowledge, skills, and the design complexity of the structure, this might be engineers, architects, plumbers, electricians and contractors. For legal reasons, L&I staff cannot advise

you on, or help you with, the design and construction of your tiny house. Please refer all questions about how to perform various aspects of designing and constructing a tiny house to your hired professionals.

Plan Review

Your tiny house must meet the requirements of the International Residential Code, the Washington State Energy Code, the Uniform Plumbing Code and the National Electrical Code. These codes apply statewide and often there are changes or amendments made to them. Please see the [Washington State Building Code Council web site](#) for information on the current statewide building codes and amendments. Information on the current National Electrical Code is on the [L&I Electrical Program website](#).

L&I staff cannot “consult” on building design and will not “correct” items during the L&I review process. Please refer all questions about how to perform various aspects of designing and constructing a tiny house to your hired professionals.

Your plans will require stamping by a Washington licensed Professional Engineer and/or Architect in accordance with [WAC 296-150F-0320](#) (3). For your convenience here is a link to the [Plan Stamping Guidelines](#).

You can draft your plans by hand or on a computer. The drawings must be neat, legible, and drawn to a recognized architectural “scale”. The minimum scale is ¼” per foot.

Upon receipt of your plans, they are assigned a plan number. We review plans on a first come, first served basis. Normally it will be several weeks before we can start the actual review. We will notify you of the status after the review. If we need anything else, or the drawings require correction, we will email you a written list so you will know what is required for resubmittal. Once approved we will send you a set of plans with our approval stamp on it. We will also send a set of the approved plans to the local building department.

Inspections:

Once you have received your approved plan from us, you can have your tiny house inspected. You need to have the approved plan available for the inspector to use.

The inspector must inspect all parts of the house before you cover any construction. Covered construction, which has not been inspected and approved, must be opened up for inspection, so please do not proceed with work until the inspector has given you approval to do so.

To request an inspection for your house, complete either the “in state inspection request” form or the “out of state inspection request” form and send it to us using the instructions at the bottom of the form.

The inspector will invoice you for the inspection trip. If you request an inspection and you are not ready, you will still be charged for the trip. See [WAC 296-150F-3000](#) for a list of inspection fees. The inspection fee will include the time for travel and inspection and for mileage. Additionally, for out of state inspections the invoice will include travel expenses such as airfare, car rental, per diem, lodging etc. Most inspection trips within Washington State are about \$250 each. Payment is due upon receipt. Payment can be on line by credit card or by mailing a copy of the invoice along with your check or money order.

The “**required tiny house inspections**” document lists all of the inspections that might be required for your house. You are responsible for knowing which inspections you need and for being sure that you request inspections in a timely manner. Some inspections on this list might not apply and many times several inspections can be done on the same trip. For most tiny houses, the inspector will need to make three inspection trips.

- The first inspection trip will be for the “floor” and will include the floor framing and insulation and any wiring or piping located there. It will also include the chassis (for units with wheels).
- The second inspection trip is a “cover” inspection and includes the framing in the walls and roof, and the insulation, wiring and plumbing in those locations.
- The third inspection trip will be a “final” inspection when the tiny house is complete and ready to ship to site.

At the end of each inspection, the inspector will either approve the construction, or provide you with a report of what must be corrected. For legal reasons, L&I staff cannot advise you on, or help you with, the construction of your tiny house. Please refer all questions about how to perform various aspects of designing and constructing a tiny house to your hired professionals.

Once all corrections have been made and the house passes the final FAS factory inspection, the FAS insignia of approval (gold seal) is applied to the house.

The local building inspector, plumbing inspector and electrical inspector are responsible for all work done on site, including installation of the house on its foundation. The FAS program does not inspect work on site except when you make changes to the factory-approved units prior to an approved final inspection, or issuance of the certificate of occupancy, by the local building official.

Insignia and Delivery/Installation:

Once we have approved the construction at your factory location, the inspector will put an “insignia” of approval on your house. The local building department will look for the insignia to verify LNI inspections. You will need to apply for the insignia, and pay the applicable fees, prior to requesting the final inspection. It can take a number of weeks to process an insignia application, so plan accordingly. It is strongly recommended that you submit the application, and fees, with the plan approval request.

You will need all the applicable permits from [the local building department](#) (where the house will be located), before you can ship it to site.

The local building department is responsible for the following:

- ☐ Approving the foundation of the tiny house,
- ☐ Making sure it meets zoning regulations,
- ☐ The actual installation and completion of the tiny house on your property,
- ☐ Any other local requirements of the site you intend to locate the house on.

You will also need a [permit from the LNI electrical program](#) or [your city electrical program](#) to connect your tiny house to power.

A word of caution; FAS does not review the shipping requirements for your house. You are responsible for safe and legal transport over the roads and highways. This includes both size and weight restrictions and the requirements that all loads must be secure. Your house must be structurally sound so it will not collapse, fall off the chassis or fail during transport. Please consult your licensed design professional to ensure your configuration is safe for transport. Please consult the [Washington State Patrol](#), and [Department of Transportation](#) regarding the movement of your house on Washington roadways.

Some Important notes about licensing requirements:

If you are going to build a tiny house there are several registration, and licensing, issues you need to be aware of and consider.

- ☐ You may need to be a registered general contractor depending where you are going to work on a tiny house, and what duties you are performing. Please [contact the LNI Contractors Program](#) to find out the requirements for your situation.
- ☐ All plumbing must be installed by a Washington State licensed residential or commercial plumber.
- ☐ All electrical work must be performed by a Washington State licensed electrical contractor and licensed electricians.
- ☐ There are exceptions for homeowners doing electrical and plumbing work on their own house. Please [contact the plumbing program](#) and [the electrical program](#) to determine the licensing requirements for your situation.

Please see [our tiny house website](#) for additional information, documents and forms.

Tiny House Plan Checklist

Tiny house construction plans must include the following drawings and information. Use this checklist to be sure your plans are complete. Incomplete plans will be returned without review. Include a copy of this checklist with your plans and applications.

Please check the circle next to each document to show that it is included, or it is not applicable (N/A). If you indicate N/A, you must include an explanation. For all of the drawing items you will need to fill in the primary sheet numbers where the information can be found.

Documents and associated items:

At the front of your package, include the following:

- The combined Plan and Insignia fee of \$900.70
- Plan approval and Insignia request form. Completed form [F623-039-000](#) - see instructions.
- Tiny House Plan Checklist. A copy of this checklist with each item verified.
- Notification to Local Enforcement agency form. Completed form [F623-013-000](#) - see instructions.

Next, provide each of these:

- A completed set of Washington State Energy Code (WSEC) forms including; prescriptive or UA component worksheets, glazing schedule, heat sizing worksheet, and a compliance certificate (WSEC 2018 Certificate). WSEC forms and resources are at the <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> website. Note: WSU energy offers a hotline number on their website if you need assistance with filling out the forms.
- Engineering calculations (if applicable). Engineering calculations are required for any structural designs that do not meet the prescriptive construction requirements in the International Residential Code (IRC). A Washington State registered professional engineer (PE) or a Washington State registered Architect must stamp all engineering calculations. Calculation pages must be numbered and the professional stamp must be on each page or it can be on the title page and the index page.
- Truss drawings (if you are using trusses). Each type of roof or floor truss must include an engineered drawing stamped by a Washington PE. The company who is building the trusses for you provides truss drawings.

Plan sheets and associated items:

Please email FAS1@lni.wa.gov to request electronic submittal instructions. You can draft your plans by hand or on a computer. The drawings must be neat, legible, and drawn to a recognized architectural "scale". The minimum scale is ¼" per foot. Each page of the drawing set needs to have a drawing name, for example; "floor plan", "details", "plumbing", etc. A drawing number and the date prepared or last revised is also required.

- Cover drawing with:

- Information identifying the person or company submitting the plans with mailing address, phone and email contact information. Also, include the factory address. The “factory address” is the off-site location where you will be building your tiny house.
- A list of any design professionals, such as engineers and architects for the project.
- A drawing index listing all pages in the drawing set by page title and drawing number. You can choose the drawing numbers as long as each page has a unique number.
- A statement as to the codes used to design the plan. These must include the version year of each code. See the WA State Building Code Council for current information: <https://sbcc.wa.gov/state-codes-regulations-guidelines>
- The design criteria used for the house, such as roof load, wind load, earthquake zone etc. Most building departments publish the required minimum design criteria for their area on their web site.
- List any prescriptive designs used to build the house. This would be specific code sections and table numbers from the IRC and would include but not limited to floor joists, wall studs, braced walls, wall headers, roof joists. An engineer or architect must stamp your plans in accordance with [WAC 296-150F-0320](#) (3).
- Other pertinent information, such as general notes, may be included.
- Floor Plan of the main floor, and plan of any other floor levels (including lofts) in the house. The plan needs to show:
 - The locations of the exterior and interior walls.
 - Overall house dimensions and the interior dimensions for rooms and width of hallways.
 - Label each room showing its use (e.g. bedroom, living room etc...).
 - Locations and sizes of doors and windows. Identify which windows are for emergency escape (you can add “esc” to the window size callout).
 - Location of any safety glazing.
 - Cabinets, equipment, appliances and fixture locations.
 - Interior stairs, location, orientation and run.
 - Exterior porches, decks, stairs, awnings.
 - Locations of handrails and guardrails at stairs, porches, loft etc...
- Outside Elevations showing:
 - Siding and roofing materials (call out types or products)
 - Window and door configurations and swings
 - Roof eaves and overhangs.
 - Exterior porches, decks, awnings, and guardrails.
- Cross Section(s) – a major transverse section through the house showing:
 - The main material components of the floor, wall and roof assemblies including: framing materials, sheathing type exterior coverings, type of insulation in each assembly, location/type of vapor retarder, interior finish, etc
 - Vertical and horizontal dimensions showing overall width and height and the finished floor to ceiling dimensions for all areas. Multiple sections may be required if there are areas of varying ceiling height, etc.
 - Roof eave and overhangs.
 - Locations of roof vents, baffles, etc. (including a calculation of the venting per square foot.

- Foundation or chassis support locations under the floor of the house.
 - Cross sections should be drawn at 1/2" scale or larger.
- Framing Plans (as applicable).
 - Types, locations and lengths of prescriptive braced walls (see IRC 602.10) or engineered shear-walls.
 - Connection details for all brace walls to upper framing (roof/ceiling), and to the floor framing.
 - If you are using trusses in a roof or floor, then provide a truss plan (framing drawing) showing the location of each type of truss in the assembly. These may be part of the engineered truss drawings from the truss manufacturer.
 - Provide a plan view drawing for roof and floor framing, and wall framing elevations to help explain how you are building your house. Framing drawings must show the size and material grade of each type of joist, stud and rafter, and identify the same information for other major members such as beams, rims, headers and plates.
- Construction/Section Details (as needed).
 - Provide section details to help explain how you are building your house, and comply with the applicable code sections. A few examples of typical section details include; how a roof is connected to walls, walls to the floor system/foundation, flashing at door/window heads and deck ledgers, etc. They are also used to show other specially built portions of the house in a close up "detail" that explains how this part of a house is to be assembled. Section details are normally drawn at 3/4" scale or larger.
- Stair Details (if applicable).
 - If the house has an interior stair, provide a section drawing through the long dimension showing the rise and run overall and of the steps along with any landing dimensions.
 - Indicate guard, and handrail, locations either on a "stair plan" or on the main floor plan.
- Foundation - Note: L&I only reviews the foundation plan to be sure it appears reasonably suitable for the general house design. The local building department where your house will be installed must approve your foundation plans.
 - Foundation wall locations with dimensions.
 - Pier and blocking locations with spacing dimensions.
 - Point load locations corresponding with the framing plans
 - Hold down/strap connection points (if applicable) corresponding to framing (brace/shear wall) plans.
 - Tie-down or special connection locations.
- Chassis (for Tiny Houses with Wheels) this drawing(s) will require an engineer's stamp and supporting calculations.
 - All frame components such as steel beams, axles, cross-members, outriggers headboard and towing hitch.
 - Welding callouts showing how each of the chassis components is welded together. The welding callouts need to show the location, type and length of each weld.
 - Additional documents showing welding procedures, welder certification and welding inspector certifications.
 - A detail or details showing how the tiny house is connected to the chassis.

- A detail or details showing how the chassis is connected to the foundation system.
- Electrical Plan Drawing or layout of the house showing the locations of:
 - Appliances.
 - Electrical equipment such as the electrical panel.
 - Heaters and water heaters.
 - Smoke alarms.
 - Carbon monoxide detectors.
 - Receptacles, lights and switches. Indicate the proper type for all damp/wet/outdoor locations. NOTE: label all devices with a circuit number matching a circuit in the panel.
 - Show the type and location of any equipment disconnects for mini split heaters, etc.
 - The electrical plan needs to indicate the “wiring method” used in the house. Chapter 3 of the National Electrical Code describes wiring methods.
- Electrical panel layout showing:
 - The circuits in the panel including the size of the circuit breakers and the size of the wiring for each circuit. Please number the circuits for verification of devices served.
 - Label circuit breakers that are AFCI or GFCI rated.
 - The location and size of the main breaker or other main disconnecting means.
- A “one line service/feeder” diagram detailing how power is connected to the house showing:
 - The size and type of conduits in to the house.
 - The size and type of conductors.
 - The location of the main service disconnecting means.
- An electrical load calculations for the house showing:
 - The full electrical load on the service or feeder in KVA.
- Potable water line drawing in plan or isometric view. Indicate:
 - The type of piping material.
 - All fixture locations.
 - Pipe size and locations along with changes in direction.
 - Indicate where the water service and the water heater connect along with shutoff valves required in these locations.
 - Indicate the size, and type, of the water heater
 - Note seismic strapping for tank-type water heaters.
 - The pressure relief valve (PRV) with the overflow pipe discharging to the exterior of the house.
 - A tee must be installed for an expansion tank.
- Drain/waste/vent (DWV) piping system shown in isometric view. Indicate:
 - Type of pipe material.
 - The sewer connection location
 - All fixture locations.
 - All pipe runs with the pipe size, changes in direction.
 - Locations of clean-outs, traps and vents through the roof.
- Gas System. In plan or isometric view. Indicate:
 - List the type (propane or natural gas), and pressure of the gas piping system.
 - The type of pipe material.

- Locations, length and size of each part of the gas piping system along with changes in direction.
- Label the points where gas appliances connect to the system.
- List the BTU input rating of each appliance connected to the system.
- Indicate where the gas service connects to the system.
- Indicate where all shut off valves are located where required at the service and at each appliance.
- Mechanical drawing showing
 - The location of all equipment such as furnaces, heaters, heat pumps, mini-split HVAC system components. List the make, model and size of equipment.
 - Locations, type and size of ductwork and registers that are part of a forced air heating system.
 - Locations, make, model of spot ventilation fans, and the whole house fan. Show the method of control for the whole house fan –intermittent, or continuous.
 - Information on special equipment required for energy credits
 - Show termination locations of all exhausts and condensate drains.

When plans are received, they are logged in and assigned a plan number. Normally it will be several weeks before the review of the plans starts. Once your plans are reviewed we will send you an approved plan set or we will notify you via email of what you need to do so the plans can be approved.

STATE OF WASHINGTON

TINY HOUSE REGULATIONS

Effective: February 1, 2021 to March 14, 2024
(Except as Noted)

Tiny Houses that are built off site are a type of factory built housing, and when built to be sited in Washington State are inspected by the Department of Labor and Industries, Field Services and Public Safety Division and are to be constructed to comply with the codes listed below. Factory built structures WAC rules can be found at the website below. Washington State amendments and Washington State stand alone codes are available as shown in brackets ().

1. Rules for Factory Built Structures

Chapter 296-150F WAC (Dated 10-17-2023) (Website)
(Note: As new rules become effective they will be published on our website)

2. International and Uniform Codes as Adopted per the Washington State Building Code RCW 19.27

- A. *2018 International Residential Code (IRC) and Washington State amendments to the 2018 International Residential Code adopted by Chapter WAC 51-51* (WABO)
- B. *Appendix Q to the 2018 International Residential Code (IRC) when adopted by Chapter WAC 51-51* (WABO)
- C. *2018 International Building Code (IBC) and Washington State amendments to the 2018 International Building Code adopted by Chapter WAC 51-50* (WABO)
- D. *2018 Uniform Plumbing Code (UPC) and Washington State amendments to the 2018 Uniform Plumbing Code as adopted by Chapter WAC 51-56* (WABO)

3. Washington State stand alone codes as adopted under the Washington State Building Code RCW 19.27 and 19.27A

- A. *Washington State Energy Code, 2018 Edition as adopted by Chapter 51-11R WAC* (WABO)

4. **Washington State Electrical Laws, Rules and Regulations:**
 - A. **RCW 19.28; WAC 296-46B (current edition)** (L&I Elect.)
 - B. **2020 National Electrical Code (NEC) as adopted by RCW 19.28 and WAC 296-46B**
5. **Other state agency rules that may be applicable:**
(NOTE: List may not be all inclusive)
6. **Also enclosed for your use are:**
 - A. **“Plan Approval Request” form and instructions for completing.**
 - B. **“Application for Insignia” form and instructions for completing.**
 - C. **“Notification to Local Enforcement Agency” form and instructions.**

Copies of Codes are available as follows:

(SBCC) **Washington State Building Code Council**
1500 Jefferson Avenue SE
Post Office Box 41449
Olympia, Washington 98504-1449
360-407-9277
Web Site <https://sbcc.wa.gov/state-codes-regulations-guidelines>

(WABO) **The Washington Association of Building Officials**
P. O. Box 7310
Olympia, WA 98507-7310
Telephone: (360) 628-8669
Web Site www.wabo.org

(L&I Elect.) Department of Labor and Industries

Field Services & Public Safety Division
Electrical Section
7273 Linderson Way SW ms: 4460
Tumwater, WA. 98501
Web Site <https://lni.wa.gov/licensing-permits/electrical/laws-rules-policies>
P O Box 44460 (Mailing address)
Olympia, WA 98504-4460
Telephone: (360) 902-5244



Washington State Department of
Labor & Industries

Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430

Tiny House Plan Approval & Insignia Request Form

If you are unfamiliar with building codes or construction, we urge you to see a licensed architect, engineer, or a registered building contractor before submitting plans or starting any work.

Please email FAS1@Lni.wa.gov to request electronic submittal instructions. Also, see the Tiny Houses Plan Checklist for help (a completed copy of the checklist must accompany your application). We process plans based on the date received. We will notify you following the plan review.

Applicant/Contact Information:

Company/Applicant Name		
Address		
City	State	Zip Code
Phone Number	Email Address	
Contact Person Name (If different than above)		
Phone Number	Email Address	

Tiny House Information:

Area of House (sq. feet)	Roof Load (PSF Snow)	Wind Speed/Exposure	Seismic Category
Electrical Service (Amps)		Climate Zone <input type="checkbox"/> 4C <input type="checkbox"/> 5B	
Type of Heating System		No. of Plumbing Fixtures	
Serial/ID Number			

Note: This form is for a single module house only. For a multi-section house, contact L&I for assistance.

Fees:

- | | | |
|----------------------------|-------------------------|----------------------------------|
| <input type="checkbox"/> | New Plan Design Fee | \$497.40 |
| <input type="checkbox"/> | Insignia Fee | \$403.30 (includes the NLEA fee) |
| <input type="checkbox"/> | Addendum or Resubmittal | \$182.90 |
| Total Fee Enclosed: | | \$ _____ |

For Department Use Only		
Application ID	Transaction ID	Check No.
Plan Approval Number	Date Approved	Expiration Date

Instruction to complete the Tiny House Plan Approval & Insignia Request Form

Note: If you are unfamiliar with building codes or construction, we urge you to see a licensed architect, engineer, or a registered building contractor before submitting plans or starting any work.

Applicant/Contact Information

Include your or your company's name and contact information such as mailing address, phone number, and email address. If the contact person information differs from the applicant, please provide it also.

Tiny House Information

1. **Area of House:** This is the size of the house. Measure the area to the outside of the walls at the floor level. It must be no larger than 400 square feet.
2. **Roof Load:** This the snow load capacity of the roof in pounds per square foot (PSF).
3. **Wind Speed/Exposure:** This covers two areas – The strength of the house against wind (speed is measured in miles per hour); and the setting or exposure of the house, whether in the city, open plains, or other location.
4. **Seismic Category:** The answer should be a single letter, and may include a number, for example “D2.” This describes the level of earthquake resistance.
5. **Electrical Service (Amps):** This describes the capacity of the house's electrical connection to an electrical grid or power supply as measured in amperes (Amps).
6. **Climate Zone:** These are the two climate zones for Washington. Choose the one where your tiny house will be located. See the state Energy Code for further details.
7. **Type of Heating System:** Please show the primary type. Example answers can include, “Gas,” “Electric,” “Split,” or similar. Note: a woodstove cannot be a primary source of heat.
8. **Number of Plumbing Fixtures:** This is the number of fixtures, such as sinks and toilets in your tiny house. See the Plumbing Code for information on how to determine the number of fixtures.
9. **Serial/ID Number:** This is your unique identifier for the planned tiny house. It can be a serial or identification (ID) number.

Fees

- **If this is your initial** application for your tiny house, please check the boxes “New Plan Design Fee” and “Insignia Fee” and include the total with your plans.
- **If this is a resubmittal** of your plans, then **only** check the “Addendum or Resubmittal” box and include that fee with your plans.

Specialty Compliance Services

Department of Labor and Industries



Section: **FASProcedure**

Procedure: 99-7 RI

Subject: Notification of Local
Enforcement Agencies
(NLEA)

Effective Date: December 15, 1999

Contact: Chief, Factory Assembled Structures

PROCEDURE:

The department will notify the local enforcement agency after the final inspection of factory built structures at a manufacturing location. After a final inspection is performed on a factory built, commercial structures, or component, the department will send a notice to the local enforcement agency (NLEA) that:

- (1) Specifies what connections, standards, and incomplete items the local enforcement agency must check when the unit is installed; and/or
- (2) Estimates the expected time of arrival of the factory built house or commercial structure to the site.

A photocopy of the NLEA must be placed (taped) in a window closest to the electrical panel box so it may be read from the exterior of the building. If the building has no windows, then the photocopy of the NLEA must be placed (taped) on the electrical panel box cover.

NOTE: A COMPLETED NLEA AND FEE MUST ACCOMPANY THE APPLICATION FOR INSIGNIA.
ADDITIONAL ITEMS MAY BE ADDED AT FINAL INSPECTION.

EXCEPTION: For stocker units the installation address or the building department address will not need to be filled out when the insignia is placed on the structure. The NLEA will be placed on the window closest to the electrical service. When the structure leaves the yard to be sited, the installation address and building department address will need to be completed. Place a photocopy of the completed NLEA back in the window and return the originals to the Department of Labor and Industries, State of Washington.

WHAT ARE THE INSIGNIA APPLICATION REQUIREMENTS?

1. If the manufacturer is requesting insignia for units they are intending to manufacture under a *new design plan*, the completed application must include:
 - a. A complete design plan approval request form; and
 - b. Two complete sets of design plans, specifications, engineering analysis, test procedures and results, plus one additional set for each manufacturing location where the design plan will be used; and
 - c. At least one set of design plans must have an original wet stamp from a professional engineer or architect licensed in Washington. The department will retain the set with the original wet stamp; and
 - d. A one-time initial filing fee, the design plan fee, if the department approves the design plan for fees (See [WAC 296-150F-3000](#)); and
 - e. A completed application for insignia form; and
 - f. A completed Notice to Local Enforcement Agency (NLEA) form. NOTE: Items may be added to the NLEA at final inspection; and
 - g. The fees for each insignia and NLEA requested. (See [WAC 296-150F-3000](#))

2. If the insignia is being requested under an *approved design plan*, the completed application must include:
 - a. A completed application for insignia form; and
 - b. A completed Notice to Local Enforcement Agency (NLEA) form (*NOTE: Items may be added to the NLEA at the final inspection*) and
 - c. The fees for each insignia and NLEA requested (See [WAC 296-150F-3000](#)).

Approved By: _____



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Field Services & Public Safety
Factory Assembled Structures
PO Box 44430 Olympia, Washington 98504-4430

To: Tiny House Builders
From: Chris Rarig, FAS Program Manager

Subject: Required Inspections

[WAC 296-150F-0500](#) When Is an inspection required? (1) Before we issue an insignia, each factory-built residential structure and tiny house must be inspected at the off-site location as many times as are required by the codes. (See [WAC 296-150F-0600](#))

NOTE: Approved design plans; specifications, engineering analysis and test results must be available during the inspections.

Inspection may include but not be limited to the following codes:

2018 International Building Code: section 110.3

110.3.9 Special inspection. To be made as required by section 1704. (Welding inspections are required for steel chassis, steel framing and other steel construction)

2018 International Residential Code: section R109

R109.1 General. Construction for which a building permit is required shall not be covered or concealed without first obtaining the approval of the building official.

R109.1.2 Plumbing, mechanical, gas and electrical rough-in. Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment.

R109.1.4 Frame inspection. To be made after the roof, all framing, fire blocking and bracing is in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating wires, pipes and ducts are approved.

R109.1.5 Other inspection. In addition to the listed inspections specified above, the building official may make or require other inspections of any construction work to ascertain compliance with the provision of this code and other laws which are enforced by the code enforcement agency.

R109.1.6 Final inspection. To be made after the building is completed and ready for shipment.

2018 Uniform Plumbing Code

105.1 General. Plumbing systems for which a permit is required by this code shall be inspected by the Authority Having Jurisdiction. No portion of any plumbing system shall be concealed until inspected and approved. Neither the Authority Having Jurisdiction nor the jurisdiction shall be liable for expense entailed in the removal or replacement of material required to permit inspection. When the installation of a plumbing system is complete, an additional and final inspection shall be made. Plumbing systems regulated

by this code shall not be connected to the water, the energy fuel supply, or the sewer system until authorized by the Authority Having Jurisdiction.

2018 Washington State Energy Code: section R104

104.1 General. All construction or work for which a permit is required shall be subject to inspection by the building official and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the building official.

104.2 Approvals Required: No work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the building official.

104.2.1 Wall Insulation Inspection: To be made after all wall insulation and vapor retarder sheet or film materials are in place, but before any wall covering is placed.

104.2.1 Final Inspection: The building shall have a final inspection.

RCW 19.28.101 & 2020 National Electrical Code

No electrical wiring or Equipment subject to this chapter may be concealed until the inspector making the inspection has approved it. If the electrical system exceeds 200 amps or single phase, the manufacturer must advise the department so that appropriate inspection personnel can be provided.

[WAC 296-150F-0510](#) How do I request an inspection? (1) You need to contact us, and we will let you know where your request for inspection should be submitted. Our address is noted in the definition of department.

(2) We need to receive IN-STATE inspection request at least seven calendar days prior to the date that you want the inspection.

(3) We need to receive OUT-OF-STATE inspection requests at least fourteen calendar days in WRITING prior to the date that you want the inspection. With your request please submit a map and directions from the closest commercial airport to your facility. Please include on your map and directions, your manufacturers name, physical address, city, area code, phone number and contact person.

To request an out-of state inspection you need to contact:

Physical Address: Plan Review Supervisor
Department of Labor and Industries
7273 Linderson Way SW (MS: 4430)
Tumwater, WA. 98501

Mailing Address: PO Box 44430
Olympia, WA 98504-4430

Phone: 1-800-705-1411 Option 3

Fax: 360-902-5229

Email: FAS1@lni.wa.gov

NOTE: The inspector will apply an insignia(s) on the tiny house at the manufacturing location after the final inspection.

If you have any question about the inspection process please call the Factory Assembled Structures Department at 1-800-705-1411 Option 3, Fax at 360-902-5229 or Email at FAS1@lni.wa.gov.



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures
PO Box 44430 Olympia, WA. 98506-4430

WAC 296-150F/C-0510 How do I request an inspection? (1) You must contact us, and we will let you know where your request for inspection should be submitted. Our address is noted in the definition of department.

We must receive in-state inspection requests at least seven calendar days prior to the date that you want the inspection.

PLEASE NOTE THE SEVEN CALENDAR DAYS CAN BE WAIVED UPON APPROVAL BY THE DEPARTMENT

1. The Manufacturer Number (M-) or (CC-) where the structure is being built: _____

2. Date of Inspection(s) at the Manufacturing Plant: _____

3. The type of Inspection(s) needed. Please check the appropriate inspection(s):

Floor Cover: _____

Frame Cover: _____

Plumbing Cover: _____

Mechanical Cover: _____

Electrical Cover: _____

Energy Code Cover: _____

Electrical Final: _____

Final Inspection: _____

4. Is this the first inspection for this unit? YES / NO

5. The Date the Insignia(s) and NLEA was applied for, if final inspection: _____

6. The Manufacturers Building Serial Number: _____

7. The State Plan Approval Number: _____

8. Map and or Direction to the Manufacturing Plant Location where the Audit is to be done. Contact information of the individual(s) to be present for the inspection:

Name: _____ Phone: _____

Email: _____

Physical address of the place of inspection: _____

9. Contact name, phone number and email address of the appropriate plant personnel: _____

10. All the above information is to be emailed to following contact for scheduling:

FAS Plan Review (FAS1@LNI.WA.GOV) or FAX (360) 902-5229

If we may be of any assistance please contact us at 1-800-705-1411 Option 3.



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures
PO Box 44430 Olympia, WA. 98506-4430

WAC 296-150F/C-0510 How do I request an inspection? (1) You must contact us, and we will let you know where your request for inspection should be submitted. Our address is noted in the definition of department.

We must receive out-of-state inspection requests at least fourteen calendar days prior to the date that you want the inspection.

NOTE: Manufacturers are responsible for 100% of the inspection and associated travel fees including delays due to inclement weather and airline mechanical issues. Invoiced fees must be paid in full prior to requesting additional inspections.

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2. Date of Inspection(s) at the Manufacturing Plant: _____

3. The type of Inspection(s) needed. Please check the appropriate inspection(s):

Floor Cover: _____

Frame Cover: _____

Plumbing Cover: _____

Mechanical Cover: _____

Electrical Cover: _____

Energy Code Cover: _____

Electrical Final: _____

Final Inspection: _____

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