



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

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

July 25, 2019

Dear Interested Builder,

"Tiny Homes" are popular, permanent residences 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) packet provides you with what you need to know before building.

This packet 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 Home is very detailed work. If you are unfamiliar with building codes or construction, we urge you to see 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 Home. We can, however, answer questions about our requirements. Feel free to contact us at FAS1@Lni.wa.gov, or 360-902-5218. Visit our [Tiny Homes website](#).

If you determine that you need L&I approval of your tiny home, the total cost for reviewing the plans and inspecting the home will be about \$1,500. Even with 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 Home.

Sincerely, Craig Sedlacek, manager

Factory Assembled Structures Program

Washington State Department of Labor & Industries

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

If you are building a tiny home or a tiny home 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 home/tiny home with wheels is a dwelling no larger than 400 square feet. The home 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 a Tiny Home/Tiny Home with wheels as defined in Washington State. Any other structure not built to the [Washington State Building Code](#) is not a Tiny Home.

What do I need to do?

- ❑ IF you are building a tiny home on the site where it will be 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 home somewhere OTHER than where it will be occupied, then **keep reading, the rest of this document is important to you**. The FAS program inspects all homes 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 homes 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 home, we will automatically issue a permit for the factory portion before we start inspecting your home.

Please consider your level of knowledge, skills, and abilities pertaining to the various aspects of building a tiny home. 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 home, 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 home. Please refer all questions about how to perform various aspects of designing and constructing a tiny home to your hired professionals.

Plan Review

Your tiny home 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](#).

The International Residential Code (IRC) is a “prescriptive” building code, meaning it provides a way to build a house without having to engineer it. To utilize the prescriptive path, you will need the knowledge, skills, and ability to design your building to the code requirements. With the applicable prescriptive construction details clearly identified on your plans - referencing the specific code sections, tables you are using, all required design elements (wall bracing, headers, roof framing components/methods, etc.) you may not need to have an engineer or architect stamp your plans.

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 home to your hired professionals.

Any parts of your tiny home not built to the prescriptive IRC require engineering. For example, a Tiny Home or Tiny Home with Wheels, not designed for attachment to a continuous foundation (see all IRC requirements, especially foundations, and wall bracing) will require stamping by a licensed design professional. Here are some examples drawings or documents that require stamping by a Washington licensed Professional Engineer and/or Architect

- All drawings prepared by or under the direction of a professional engineer or architect.
- All structural drawings not meeting the “prescriptive” construction requirements of the International Residential Code. This would include the permanent “chassis” or transportation frame for tiny home with wheels.
- All structural calculations.
- All Truss drawings

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 home inspected. You need to have the approved plan available for the inspector to use.

The inspector must inspect all parts of the home 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 home, 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 home inspections**” document lists all of the inspections that might be required for your home. 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 homes, 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 home 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 home. Please refer all questions about how to perform various aspects of designing and constructing a tiny home to your hired professionals.

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

The local building inspector, plumbing inspector and electrical inspector are responsible for all work done on site, including installation of the home on its foundation. The FAS program does not inspect work on site except when you make changes to the factory-approved units prior to 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 home. 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 home 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 home,
- Making sure it meets zoning regulations,
- The actual installation and completion of the tiny home on your property,
- Any other local requirements of the site you intend to locate the home on.

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

A word of caution; FAS does not review the shipping requirements for your home. 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 home must be structurally sound so it will not collapse, fall off the chassis or fail during transport. Please consult the [Washington State Patrol](#), and [Department of Transportation](#) regarding the movement of your home on Washington roadways.

Some Important notes about licensing requirements:

If you are going to build a tiny home 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 home, 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 home. Please [contact the plumbing program](#) and [the electrical program](#) to determine the licensing requirements for your situation.

Please see [our tiny home web site](#) for additional information, documents and forms.

Tiny Home Plan Checklist

Tiny home 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 box 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 \$745.10.
- Plan approval and Insignia request form. Completed form [F623-039-000](#) - see instructions.
- Tiny Home Plan Checklist. A copy of this checklist with each item checked.
- Notification to Local Enforcement agency form. Completed form [F623-013-000](#) - see instructions.

Next, provide three copies of 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 2015 Certificate). WSEC forms and resources are at the <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> website. Note: WSUenergy 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:

Following the documents above, include three sets of drawings. Drawings must be collated into separate sets and be in order. 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 home.

- 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.
- The design criteria used for the home, such as roof load, wind load, earthquake zone etc. Most building department publish the required minimum design criteria for their area on their web site.
- List any prescriptive designs used to build the home. 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 construction designs that are not prescriptive.
- 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 home. The plan needs to show:
 - The locations of the exterior and interior walls.
 - Overall home 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, lofts 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 home 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 home.
 - 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 (requires plan to be stamped by the engineer or architect).
- 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 home. These drawings may not be required if your framing is “prescriptive”. 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 (asneeded).
 - Provide section details to help explain how you are building your home, 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 home in a close up “detail” that explains how this part of a home is to be assembled. Section details are normally drawn at ¾” scale or larger.
- Stair Details (if applicable).
 - If the home 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 is reasonably suitable for the general home design. The local building department where your home 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 Homes 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 home 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 home 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 home. 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 home showing:
 - The size and type of conduits in to the home.
 - The size and type of conductors.
 - The location of the main service disconnecting means.
- An electrical load calculations for the tiny home 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 shut off 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 home.
 - 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.

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- 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.

Mail your plans to the L&I FAS program. Our mailing address is at the top left corner of the application form. 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.



Tiny Home Plan Approval & Insignia Request Form

Factory Assembled Structures
 PO Box 44430
 Olympia WA 98504-4430

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.

Mail this complete form, fees, 3 copies of your plans and other documents to the address listed above. For instructions on completing this form, see next page. Also, see the Tiny Homes Plan Checklist for help. We process plans based on the date received. We will notify you once the plans have been reviewed.

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 Home Information:

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

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

Fees:

- New Plan Design Fee \$422.40
- Insignia Fee \$322.70 (includes the NLEA fee)
- Addendum or Resubmittal \$146.00
- Total Fee Enclosed:** \$ _____

For Department Use Only		
Application ID	Transaction ID	Fee Ledger Sheet Number
Plan Approval Number	Date Approved	Expiration Date

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

If you are sending your plans via FedEx, UPS, or other overnight service, please use our street address:

Department of Labor & Industries
Factory Assembled Structures
7273 Linderson Way S.W.
Tumwater WA 98501-5414

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 Home Information

1. **Area of Home:** This is the size of the home. 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 home against wind (speed is measure in miles per hour); and the setting or exposure of the home, 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 home's electrical connection to an electrical grid or power supply as measured in amperes (Amps).
6. **IRC Prescriptive Design:** Answer “Yes” if the plans only use the prescriptive International Residential Code (IRC) requirements for tiny homes. For homes that are wholly or partially engineered, and for tiny homes with wheels, answer “No.”
7. **Engineering Included:** Check “Yes”, if there is engineering for all or part of the home and a professional engineer (PE) stamped the plans. For tiny homes with wheels, the wheeled portion below floor must be engineered. Engineering may be required for other parts, depending on the design.
8. **Climate Zone:** These are the two climate zones for Washington. Choose the one where you tiny home will be located. See the state Energy Code for further details.
9. **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.
10. **Number of Plumbing Fixtures:** This is the number of fixtures, such as sinks and toilets in your tiny home. See the Plumbing Code for information on how to determine the number of fixtures.
11. **Serial/ID Number:** This is your unique identifier for the planned tiny home. It can be a serial or identification (ID) number.

Fees

- **If this is your initial** application for your tiny home, 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.



Paid date	Column	Check	Fee \$
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NOTIFICATION TO LOCAL ENFORCEMENT AGENCY

www.wa.gov/lni/FAS/
 (case sensitive)

The Factory-Built unit identified below requires completion work at the site as specified.

Date M
Mfg

Owner's name	Mfgr's serial no.	Dept insignia no.
Installation address	Type of construction	Occupancy
ETA at site		
City	State	ZIP+4
County	Phone number	

Installation site is in: City County

DESCRIBE ITEMS REQUIRING COMPLETION WORK AT THE SITE

BUILDING DEPARTMENT www.wabo.org/ INSERT NAME AND ADDRESS IN SHADED AREA	ELECTRICAL DEPARTMENT www.wa.gov/lni/electrical/ INSERT NAME AND ADDRESS IN SHADED AREA
To:	To:

Inspector's name (print/type)	Phone: (8 am to 5 pm)	Manufacturer's name (print/type)
Office location	Date	Manufacturer's signature

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

To: Tiny Home Builders
From: Craig Sedlacek, 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 home 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:

2015 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)

2015 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.

2015 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.

2015 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 & 2017 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

Email: FAS1@lni.wa.gov

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



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

WAC 296-150F-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

1. The Manufacturer Number (M-) where the structure is being built: _____
2. Date of Inspection(s) at the Manufacturing Plant: _____
3. Time: AM: _____ or PM: _____
4. 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: _____
5. Is this the first inspection for this unit? YES / NO
6. The Date the Insignia(s) and NLEA was applied for, if final inspection: _____
7. The Manufacturers Building Serial Number: _____
8. The State Plan Approval Number: _____
9. Contact name and phone number of appropriate plant personnel
10. All the above information to be sent to: 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-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.

PLEASE NOTE THE FOURTEEN CALENDAR DAYS CAN BE WAIVED

1. The Manufacturer Number (M-) 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.
9. Contact name and phone number of appropriate plant personnel
10. All the above information to be sent to FAS1@lni.wa.gov

STATE OF WASHINGTON

TINY HOME REGULATIONS

Effective: July 28, 2019 to June 30, 2020
(Except as Noted)

Tiny Homes 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. Copies of the factory built structures WAC rules are enclosed. 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 12-4-2018) (Enclosed)
(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. *2015 International Residential Code (IRC) and Washington State amendments to the 2015 International Residential Code adopted by Chapter WAC 51-51* (WABO)
- B. *Appendix Q to the 2015 International Residential Code (IRC) when adopted by Chapter WAC 51-51* (WABO)
- C. *2015 International Building Code (IBC) and Washington State amendments to the 2015 International Building Code adopted by Chapter WAC 51-50* (WABO)
- D. *2015 Uniform Plumbing Code (UPC) and Washington State amendments to the 2015 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, 2015 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. **2017 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)
 - ~~A. Primary and Secondary Schools WAC 246-366 (HEALTH)~~
 - ~~B. Boarding Home Licensing Rules WAC 388-78A (DSHS)~~

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:

**(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 [Electrical Licensing](#)
P O Box 44460 (Mailing address)
Olympia, WA 98504-4460
Telephone: (360) 902-5244**

Chapter Listing

Chapter 296-150F WAC

Last Update: 12/4/18

FACTORY-BUILT HOUSING AND COMMERCIAL STRUCTURES

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- 296-150F-0610** Do you require the exit doors to be one-half the diagonal distance apart if ea own exit door?
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296-150F-3000 Factory-built housing and commercial structure fees.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS TITLE

296-150 F-0615 May the electrical disconnect required for mechanical equipment be inside of equipment? [Statutory Authority: RCW **43.22.340** and **43.22.480** . WSR 99-10615, filed 6/4/99, effective 7/5/99.] Repealed by WSR 05-01-102, filed 12/14 Statutory Authority: Chapter **43.22** RCW and 2003 c 291.

296-150F-0010

Authority, purpose, and scope.

(1) This chapter is authorized by RCW **43.22.420**, **43.22.434** and **43.22.450** through **43.22.490**, covering the construction and approval of factory-built housing and commercial structures before occupancy.

(2) This chapter applies to the approval:

- (a) Of factory-built structures used for residences or commercial purposes; and
- (b) After occupancy of a factory-built house or commercial structure, all inspections are done by the local enforcement agency.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0010, filed 10/23/96, effective 11/25/96.]

296-150F-0020

What definitions apply to this chapter?

"Approved" is approved by the department of labor and industries.

"Building site" is a tract, parcel, or subdivision of land on which a factory-built house or commercial structure will be installed.

"Component" is a part or element of another system as defined by the International Building Code, section 202, and is:

- Designed to be installed in a structure;
- Manufactured as a unit; and
- Designed for a particular function or group of functions.

A component may be a service core or other assembly that is a factory assembled section of a building. It may include mechanical, electrical, plumbing, and related systems. It may be a complete kitchen, bathroom, or utility room. Service cores are referred to as "wet boxes," "mechanical cores," or "utility cores."

Note: A roof truss is not considered a component.

"Damaged in transit" is damage that effects the integrity of the structural design or damage to any other system referenced in the codes required by the State Building Code, or other applicable codes.

"Department" is the department of labor and industries. The department may also be referred to as "we" or "us" in this chapter. Note: You may contact us at: Department of Labor and Industries, Specialty Compliance, P.O. Box 44440, Olympia, WA 98504-4440.

"Design plan" is a plan for the construction of factory-built housing, commercial structures, or components that includes floor plans, elevation drawings, specifications, engineering data, or test results necessary for a complete evaluation of the design.

"Design option" is a design that a manufacturer may use as an option to its design plan.

"Educational facility" is a building or portion of a building used primarily for educational purposes by six or more persons at one time for twelve hours per week or four hours in any one day. Educational occupancy includes: Schools (preschool through grade twelve), colleges, academies, universities, and trade schools.

"Equipment" is all material, appliances, devices, fixtures, fittings, or accessories used in the manufacture, assembly, installation, or alteration of factory-built housing, commercial structures, and components.

"Factory assembled structure (FAS) advisory board" is a board authorized to advise the director of the department regarding the issues and adoption of rules relating to factory-built housing, commercial structures and components. (See RCW [43.22.420](#).)

"Health or personal care facilities" are buildings or parts of buildings that contain, but are not limited to, facilities that are required to be licensed by the department of social and health services or the department of health (e.g., hospitals, nursing homes, private alcoholism hospitals, private psychiatric hospitals, boarding homes, alcoholism treatment facilities, maternity homes, birth centers or childbirth centers, residential treatment facilities for psychiatrically impaired children and youths, and renal hemodialysis clinics) and medical, dental or chiropractic offices or clinics, outpatient or ambulatory surgical clinics, and such other health care occupancies where patients who may be unable to provide for their own needs and safety without the assistance of another person are treated. (Further defined in WAC [296-46B-900](#).)

"Insignia" is a label that we attach to a structure to verify that a factory-built house or commercial structure meets the requirements of this chapter. It could also be a stamp or label attached to a component to verify that it meets the requirements of this chapter.

"Install" is to erect or set in place a structure at a building site. It may also be the construction or assembly of a component as part of a factory-built house or commercial structure.

"Institutional facility" is a building or portion of a building used primarily for detention and correctional occupancies where some degree of restraint or security is required for a time period of twenty-four or more hours. Such occupancies include, but are not restricted to: Penal institutions, reformatories, jails, detention centers, correctional centers, and residential-restrained care.

"Listing agency" is an organization whose business is approving equipment, components, or installations for publication.

"Local enforcement agency" is an agency of city or county government with power to enforce local regulations governing the installation of factory-built housing and commercial structures.

"Manufacturing" is making, fabricating, forming, or assembling a factory-built house, commercial structure, or component.

"Master design plan" is a design plan that expires when a new State Building Code has been adopted.

"One-year design plan" is a design plan that expires one year after approval or when a new State Building Code has been adopted.

"Repair" is the replacement, addition, modification, or removal of any construction, equipment, system, or installation to correct damage in transit or during on-site installation before occupancy.

"Temporary factory built structure" is a building not set on a permanent foundation, which is used for temporary occupancy such as an educational, commercial, or agricultural building. The building must meet the requirements of this chapter and the installation requirements. As required under RCW **43.22.480** all alterations to temporary factory built structures must be preapproved by the department.

"Unit" is a factory-built house, commercial structure, or component.

"Used structure" is a building as defined by section 202 of the International Building Code that has been given a certificate of occupancy by the local building department and has been occupied.

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0020, filed 7/17/12, effective 9/1/12; WSR 07-05-063, § 296-150F-0020, filed 2/20/07, effective 4/1/07; WSR 05-23-002, § 296-150F-0020, filed 11/3/05, effective 12/4/05; WSR 98-14-078, § 296-150F-0020, filed 6/30/98, effective 7/31/98. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0020, filed 10/23/96, effective 11/25/96.]

296-150F-0030

How is this chapter enforced?

(1) To enforce this chapter, we or another governmental inspection agency will inspect each factory-built house and commercial structure that is sited in Washington. Inspections will be conducted during normal work hours or at other reasonable times. (See WAC **296-150F-0070**.)

(2) We will inspect each unit as required by the codes. (See WAC **296-150F-0500**.)

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0030, filed 10/23/96, effective 11/25/96.]

296-150F-0040

Will you keep my manufacturing information confidential?

We will only release manufacturing information such as design plans, specifications, and test results according to the requirements of the Public Records Act (see RCW **42.17.310** (1)(h)) unless we are ordered to do so by a court or otherwise required by law.

[Statutory Authority: RCW **43.22.340** and **43.22.420**. WSR 97-16-043, § 296-150F-0040, filed 7/31/97, effective 12/1/97. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0040, filed 10/23/96, effective 11/25/96.]

296-150F-0050**Can you prohibit the installation of factory-built housing and commercial structures?**

(1) We may prohibit the installation of factory-built housing and commercial structures if they do not conform to the requirements of this chapter. (See RCW **43.22.465**.)

(2) If an inspection reveals that a factory-built home or commercial structure violates this chapter, we may obtain a temporary injunction enjoining the installation of any nonconforming structure. The injunction may be made permanent at the discretion of the court.

[Statutory Authority: RCW **43.22.340** and **43.22.480**. WSR 99-13-010, § 296-150F-0050, filed 6/4/99, effective 7/5/99.]

296-150F-0070**Do you have reciprocal agreements with other states to inspect factory-built housing and commercial structures, and components?**

(1) We have entered into reciprocal agreements with states who have construction standards that are equal to or greater than our standards for factory-built housing and commercial structures.

(2) When we have a reciprocal agreement with another state:

(a) The reciprocal state inspects factory-built housing, commercial structures, and components manufactured in that state before shipment into Washington to ensure compliance with our laws. After inspection, the reciprocal state applies our insignia.

(b) The department inspects factory-built housing, commercial structures, and components manufactured in Washington before shipment into the reciprocal state to ensure compliance with their laws. After inspection, we apply the insignia of the reciprocal state.

(3) We have reciprocal agreements on file.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0070, filed 10/23/96, effective 11/25/96.]

296-150F-0080**Do you allow a local enforcement agency to inspect factory-built housing, commercial structures, and components at the manufacturing location?**

(1) A local enforcement agency (city or county), under contract with us, can inspect factory-built housing, commercial structures, and components. In some cases their contract may be limited to specific portions of an inspection at specified manufacturing locations.

(2) After approving a unit, the local enforcement agency will attach the insignia, which indicates the unit has passed inspection.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0080, filed 10/23/96, effective 11/25/96.]

296-150F-0090

What are the requirements for certified plumbers and electricians?

Plumbers certified under chapter **18.106** RCW and electricians certified under chapter **19.28** RCW are required for units constructed in Washington. For the purposes of construction at the manufacturing facility, the manufacturer is not required to be a licensed electrical contractor under chapter **19.28** RCW or a registered contractor as required by chapter **18.27** RCW. Manufacturers may hire registered plumbing contractors or licensed electrical contractors to meet this requirement.

Work performed outside the manufacturer's facility must be performed by a registered contractor under chapter **18.27** RCW, electrical contractor and electricians under chapter **19.28** RCW, and certified plumbers under chapter **18.106** RCW.

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0090, filed 7/17/12, effective 9/1/12.]

296-150F-0100

What happens if I disagree with your decision regarding my compliance with this chapter?

(1) If we determine you are in violation of this chapter, you will receive a notice of noncompliance.

(2) If you disagree with our decision, you can send us a written request for a hearing, stating why you disagree.

(3) After we receive your hearing request, we will:

(a) Schedule a hearing within thirty days after we receive your request.

(b) Notify you of the time, date, and place for the hearing. If you fail to appear, your case will be dismissed.

(c) Hear your case.

(d) Send you written notice of our decision.

If you disagree with our decision, you may appeal it under the Administrative Procedure Act (chapter **34.05** RCW).

[Statutory Authority: RCW **43.22.340** and **43.22.420**. WSR 97-16-043, § 296-150F-0100, filed 7/31/97, effective 12/1/97. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0100, filed 10/23/96, effective 11/25/96.]

296-150F-0110**Do you have an advisory board to address factory-built housing and commercial structure issues?**

The factory assembled structures (FAS) board advises us on issues relating to structural, plumbing, mechanical, electrical, installation, inspections, and rules for factory-assembled structures. (See RCW [43.22.420](#).)

[Statutory Authority: RCW [43.22.340](#), [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0110, filed 10/23/96, effective 11/25/96.]

296-150F-0120**Where can I obtain technical assistance regarding factory-built housing and commercial structures?**

We provide field technical service to factory-built housing and commercial structure manufacturers for an hourly fee. Field technical service may include an evaluation, consultation, plan examination, interpretation, and clarification of technical data relating to the application of our rules. It does not include inspections.

[Statutory Authority: RCW [43.22.340](#), [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0120, filed 10/23/96, effective 11/25/96.]

296-150F-0130**How do I register a complaint?**

A person who believes that a structure or component does not meet the requirements of this chapter may register a complaint with the department. The complaint must be in writing and must specifically describe the alleged violations of this chapter. Upon receipt of the complaint, the department will forward a copy to the appropriate manufacturer and/or dealer and they shall have thirty days to respond to it. If the department determines that an inspection is necessary, the manufacturer/dealer shall pay the department for the cost of the inspection. The cost of the inspection is based upon the fee schedule in WAC [296-150F-3000](#) and includes the hourly inspection fee, travel costs and other expenses incurred as a result of the inspection.

[Statutory Authority: Chapter [43.22](#) RCW. WSR 98-14-078, § 296-150F-0130, filed 6/30/98, effective 7/31/98.]

296-150F-0140**Do you allow the use of alternate materials, alternate design and method of construction?**

An applicant may apply for the use of alternate materials, alternate design and methods of construction different from the requirements of this chapter by filing a written request with the department.

(1) Responsibilities of applicant. The applicant must submit in writing the following information and sign and date the request.

- (a) The applicant's name, address and phone number;
- (b) The specific requirement or requirements from which the alternate material, alternate design or method of construction is requested;
- (c) Justification that the requirements of this chapter cannot be met without using alternate materials, alternate design or method of construction;
- (d) How the use of alternate materials, alternate design or method of construction will achieve the same result as the requirement and any specific alternative measures to be taken to show the alternate provides the same level of protection to life, safety and health as the requirements.

The department has a form that you may use for your request. Contact the department at the address shown in the definition section.

(2) Responsibilities of the department. The department will provide a written response to the applicant within thirty days of receipt of the written request. The written response will state the acceptance or denial of the request, including the reasons for the department's decision. At a minimum the department will base its decision based on:

- (a) The applicant's request as described in subsection (1) of this section;
 - (b) Research into the request;
 - (c) Expert advice.
- (3) Applicant's response to denials. The applicant may appeal the departments decision by following the procedure in WAC **296-150F-0100**.

[Statutory Authority: RCW **43.22.340**, **43.22.350**, **43.22.355**, **43.22.360**, **43.22.400**, **43.22.432**, **43.22.433**, **43.22.434**, **43.22.450**, **43.22.480**, and **43.22.485**. WSR 00-17-148, § 296-150F-0140, filed 8/22/00, effective 9/30/00. Statutory Authority: RCW **43.22.340** and **43.22.480**. WSR 99-13-010, § 296-150F-0140, filed 6/4/99, effective 7/5/99.]

296-150F-0200**Who must purchase factory-built housing and commercial structure insignia?**

(1) You must obtain insignia from us for each factory-built house, commercial structure and component sited in Washington state.

(2) If you are a Washington state manufacturer, you do not need to purchase our insignia for your factory-built housing, commercial structures and components sold outside of Washington state.

(3) You must have an approved design plan and have passed inspection before an insignia can be attached to your factory-built home or commercial structure by us or our authorized agent.

(4) If a unit is damaged in transit after leaving the manufacturing location or during an on-site installation, and a repair is necessary, you must purchase an insignia from us. The insignia indicates that the unit was repaired.

[Statutory Authority: Chapter **43.22** RCW. WSR 98-14-078, § 296-150F-0200, filed 6/30/98, effective 7/31/98. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0200, filed 10/23/96, effective 11/25/96.]

296-150F-0210

What are the insignia requirements?

(1) If you are applying for insignia for factory-built housing, commercial structures and components you must have your design plan approved and your units and components inspected and approved by us.

(2) We will attach the insignia after:

- (a) We receive the required forms and fees from you (see WAC **296-150F-3000**); and
- (b) Your unit or component has passed final inspection. (See WAC **296-150F-0500**.)

[Statutory Authority: Chapter **43.22** RCW. WSR 98-14-078, § 296-150F-0210, filed 6/30/98, effective 7/31/98. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0210, filed 10/23/96, effective 11/25/96.]

296-150F-0220

How do I obtain insignia information and the required forms?

Upon request, we will provide you with a packet of information that includes the required forms.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0220, filed 10/23/96, effective 11/25/96.]

296-150F-0230

What are the insignia application requirements?

(1) If you are requesting insignia for units that you intend to manufacture under a *new design plan*, your completed application must include:

- (a) A completed design plan approval request form;

(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;

(c) At least one set of design plans must have an original wet stamp from a professional engineer or architect licensed in Washington state. We will retain the set with the original wet stamp; and

(d) A one-time initial filing fee, the design plan fee (if we approve your design plan) and the fee for each insignia. (See WAC **296-150F-3000**.)

(2) If you are requesting insignia under an *approved design plan*, your completed application must include:

(a) A completed application for insignia form; and

(b) The fee for each insignia requested. (See WAC **296-150F-3000**.)

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0230, filed 7/17/12, effective 9/1/12. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0230, filed 10/23/96, effective 11/25/96.]

296-150F-0250

How do I replace lost or damaged insignia?

(1) If an insignia is lost or damaged after it is attached to your factory-built house, commercial structure, or component, you may obtain a replacement insignia.

(2) You should contact us and provide the following information:

(a) Your name, address, and telephone number;

(b) The name of the manufacturer;

(c) The serial number;

(d) The manufacturer number (M#), if available;

(e) The insignia number, if available; and

(f) The required fee. (See WAC **296-150F-3000**.)

(3) If we can determine that your unit previously had an insignia, we will attach an insignia to your unit once we receive your insignia fee. (See WAC **296-150F-3000**.)

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0250, filed 10/23/96, effective 11/25/96.]

296-150F-0300

When is design plan approval required?

Design plans for factory-built housing and commercial structures prior to installation at the building site in Washington must be approved when:

(1) You build a new unit;

(2) You modify an approved design plan through an addendum; or

(3) You add options to an approved design plan through an addendum.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0300, filed 10/23/96, effective 11/25/96.]

296-150F-0310

Who can approve design plans?

(1) Design plans can be approved by us or by a licensed professional or firm authorized by us (see WAC **296-150F-0420** and **296-150F-0430**).

(2) All electrical design plans for new or altered electrical installations for educational, institutional, health care facilities, and other buildings (see WAC **296-46B-900**) must be reviewed and approved by us.

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0310, filed 7/17/12, effective 9/1/12. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0310, filed 10/23/96, effective 11/25/96.]

296-150F-0320

What must I provide with my request for design-plan approval by the department?

All requests for design-plan approval must include:

- (1) A completed design-plan approval request form;
- (2) 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 (see WAC **296-150F-0340** and **296-150F-0350**);
- (3) At least one set of design plans must have an original wet stamp from a professional engineer or architect licensed in Washington state. All new, renewed, and resubmitted plans, specifications, reports and structural calculations prepared by or prepared under his or her direct supervision shall be signed, dated and stamped with their seal. Specifications, reports, and structural calculations may be stamped only on the first sheet, provided this first sheet identifies all of the sheets that follow are included and identified in the same manner. Plans that have not been prepared by or under the engineer's or architect's supervision shall be reviewed by them and they shall prepare a report concerning the plans reviewed. This report shall:
 - (a) Identify which drawings have been reviewed by drawing number and date;
 - (b) Include a statement that the plans are in compliance with current Washington state regulations; and
 - (c) The report shall be stamped and signed by the reviewer.Any deficiencies shall be corrected on the drawings before submitting to the department or be included in the report and identify as to how they are to be corrected. This report shall be attached to the plan(s) that were reviewed. We will retain the set with the original wet stamp;
- (4) A one-time initial filing fee and the design-plan fee (see WAC **296-150F-3000**); and

(5) A "key drawing" to show the arrangement of modules if the plan covers three or more modules.

(6) Electrical plan review for educational, institutional or health care facilities and other buildings. Plan review is a part of the electrical inspection process; its primary purpose is to determine:

(a) That loads and service/feeder conductors are calculated and sized according to the proper NEC or WAC article or section;

(b) The classification of hazardous locations; and

(c) The proper design of emergency and standby systems.

(7) All electrical plans for new or altered electrical installations in educational, institutional, and health or personal care occupancies classified or defined in this chapter must be reviewed and approved before the electrical installation or alteration is started. Approved plans must be available for use during the electrical installation or alteration and for use by the electrical inspector.

(8) All electrical plans for educational facilities, hospitals and nursing homes must be prepared by, or under the direction of, a consulting engineer registered under chapter **18.43 RCW** in compliance with chapters **246-320** and **388-97 WAC** as applicable and stamped with the engineer's mark and signature.

(9) Plans to be reviewed by the department must be legible, identify the name and classification of the facility, clearly indicate the scope and nature of the installation and the person or firm responsible for the electrical plans. The plans must clearly show the electrical installation or alteration in floor plan view, include switchboard and/or panel board schedules and when a service or feeder is to be installed or altered, must include a riser diagram, load calculation, fault current calculation and interrupting rating of equipment. Where existing electrical systems are to supply additional loads, the plans must include documentation that proves adequate capacity and ratings. The plans must be submitted with a plan review submittal form available from the department.

[Statutory Authority: Chapter **43.22 RCW**. WSR 12-15-061, § 296-150F-0320, filed 7/17/12, effective 9/1/12; WSR 07-05-063, § 296-150F-0320, filed 2/20/07, effective 4/1/07; WSR 05-23-002, § 296-150F-0320, filed 11/3/05, effective 12/4/05. Statutory Authority: RCW **43.22.340** and **43.22.480**. WSR 99-13-010, § 296-150F-0320, filed 6/4/99, effective 7/5/99. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0320, filed 10/23/96, effective 11/25/96.]

296-150F-0325

What are the requirements for temporary built structures?

Structures built for temporary use must meet all the requirements of this chapter.

[Statutory Authority: Chapter **43.22 RCW**. WSR 12-15-061, § 296-150F-0325, filed 7/17/12, effective 9/1/12.]

296-150F-0340**What must an engineering analysis for design plans include?**

(1) The engineering analysis must show that the structural design meets the requirements of this chapter.

(2) An engineering analysis must be conducted according to accepted engineering practices and must be signed by a professional engineer or architect licensed in Washington state.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0340, filed 10/23/96, effective 11/25/96.]

296-150F-0350**What must the test procedures and results for design plans include?**

(1) Tests to a design for a factory-built home or commercial structure must be witnessed by a professional engineer or architect licensed in Washington state.

(2) Test reports must contain the following items:

(a) A description of the methods or standards that applied to the test;

(b) Drawings and a description of the item tested;

(c) A description of the test setup;

(d) The procedure used to verify the correct load;

(e) The procedure used to measure each condition;

(f) Test data, including applicable graphs and observations of the characteristics and behavior of the item tested; and

(g) Analysis, comments, and conclusion.

(3) The written test procedures, results and conclusions must reference the applicable design plan.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0350, filed 10/23/96, effective 11/25/96.]

296-150F-0380**What happens if you approve my design plan?**

(1) Your design plan will be approved if it meets the requirements of this chapter.

(2) We will send you an approved copy of the design plan with the design-plan approval number.

(3) You must keep copies of the approved design plan at each location where a factory-built house, commercial structure, or component is built.

(4) If your design plan is not approved, you will be notified in writing of plan deficiencies. You may send a corrected design plan to us. (See WAC **296-150F-3000**.)

[Statutory Authority: RCW [43.22.340](#), [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0380, filed 10/23/96, effective 11/25/96.]

296-150F-0390

If my design plan is not approved, how much time do I have to submit a corrected design plan?

(1) You have ninety days to correct and resubmit your original design plan and send us the resubmittal fee after we notify you of plan deficiencies. After ninety days, your initial design plan is returned to you.

(2) If you submit your corrected design plan after ninety days, you must send the initial design plan fee instead of the resubmittal fee. (See WAC [296-150F-3000](#).)

[Statutory Authority: RCW [43.22.340](#), [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0390, filed 10/23/96, effective 11/25/96.]

296-150F-0400

What happens after my design plan is approved?

Once your design plan is approved, we will inspect each related factory-built house, commercial structure, or component.

[Statutory Authority: RCW [43.22.340](#), [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0400, filed 10/23/96, effective 11/25/96.]

296-150F-0410

When does my design plan expire?

Master design plan:

(1) Your master design plan expires when there is a code change. You must submit new design plans for approval when there is a State Building Code cycle change. You may use your approved master design plans to order insignia as long as they comply with the applicable codes.

One-year design plan:

(2) Your factory-built home or commercial structure one-year design plan expires either one year after approval or when there is a code change. You must submit new design plans for approval when there is a State Building Code cycle change. You may use your design plan to order insignia as long as they comply with the applicable codes.

(3) All National Electrical Code amendments may be incorporated by an addendum to your design plan.

Note: The State Building Code is on a three-year code cycle which coincides with the State Building Code council amendment cycle. The National Electrical Code (NEC) cycle, however, does not coincide with the other code cycles.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0410, filed 10/23/96, effective 11/25/96.]

296-150F-0415

Who approves addendums to design plans approved by the department?

You must have us approve an addendum to a design plan, if we initially approved your design plan.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0415, filed 10/23/96, effective 11/25/96.]

296-150F-0420

Who can be authorized to approve design plans?

(1) A professional engineer, architect or firm licensed by the state of Washington according to the Engineers Registration Act, chapter **18.43** RCW and/or the Architects Registration Act, chapter **18.08** RCW; or

(2) A professional engineer, architect or firm licensed in another state that has licensing or certification requirements that meet or exceed Washington requirements.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0420, filed 10/23/96, effective 11/25/96.]

296-150F-0430

What information must a professional or firm provide to be authorized to approve design plans?

(1) Name, a copy of your certificate of registration, and address of the professional engineer or architect; or

(2) Name, a copy of your certificate of authority, and address of the firm; and

(3) A description of the services the professional engineer, architect, or firm will provide; and

(4) A description of the professional's area(s) of expertise and qualifications which include:

(a) A summary of the professional's or firm's experience; and

(b) Verification of experience in your area of expertise such as structural, mechanical, plumbing, energy, electrical, fire and life safety, and ventilation and indoor air quality.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0430, filed 10/23/96, effective 11/25/96.]

296-150F-0440**How will I know whether I am authorized to approve design plans?**

Within sixty days after you submit the information requested in WAC **296-150F-0430**, we will send you a letter either approving or denying your authorization request.

(1) If we approve your request, your name is added to the list of licensed professionals and firms authorized to approve design plans.

(a) We will authorize a professional to approve portions of a design plan within his or her area of expertise; and

(b) We will authorize an engineering or architectural firm to approve plans if the firm employs or contracts with professionals within the area of expertise necessary for the design plan.

(2) If we do not approve your request, we will notify you in writing why we are denying your request for authorization. If you disagree with our decision, you can send us a written request for a hearing, stating why you disagree. (See WAC **296-150F-0100**.)

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0440, filed 10/23/96, effective 11/25/96.]

296-150F-0450**How long is a licensed professional or firms authorization effective?**

Your authorization to approve design plans is effective until your license expires, is revoked or is suspended.

(1) You must notify us of your license renewal at least fifteen days before your license expires, to prevent your name from being removed from our licensed professional and firm list.

(2) You must notify us immediately if your license is revoked or suspended. Your name is then removed from the list of licensed professionals and firms authorized to approve design plans.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0450, filed 10/23/96, effective 11/25/96.]

296-150F-0460**What information must a manufacturer provide when a professional or firm does the design plan approval?**

You must provide the following information with your approved design plan:

(1) A completed departmental design plan approval request form;

(2) Two or more sets of the design plans plus elevation drawings, specifications, engineering analysis, and test results and procedures necessary for a complete evaluation of

the design. These design plans must have an original wet stamp, be signed, and dated by the approving professional(s) (see WAC **296-150F-0340** and **296-150F-0350**);

(3) A cover sheet on the design plan noting which professional approved each portion of the design plan;

(4) A copy of the authorization letter from us;

(5) The design plan fee for design plans approved by professionals or firms (see WAC **296-150F-3000**);

(6) A professional who designs and certifies that the factory-built home or commercial structure design meets state requirements cannot also approve the design plan in the plan approval process;

(7) A professional cannot approve those electrical designs listed in WAC **296-150F-0310(2)**; and

(8) A professional cannot approve plans submitted under a reciprocal agreement.

[Statutory Authority: Chapter **43.22** RCW. WSR 98-14-078, § 296-150F-0460, filed 6/30/98, effective 7/31/98. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0460, filed 10/23/96, effective 11/25/96.]

296-150F-0470

What happens after we receive the professional or firm approved design plan and information?

(1) After we receive your approved design plans and information, we will review the information and assign a plan approval number. We will send a copy of the design plan with the plan approval number to the manufacturer.

(2) We may periodically audit design plans approved by a professional engineer, architect, or firm to ensure compliance with design plan requirements. The department's periodic audit should not be construed as certifying that the plans are safe.

(3) If the audit reveals that the design plans approved by the professionals and firms do not comply with this chapter, you will be notified and required to pay our fees for review and approval of the design plans. (See WAC **296-150F-3000**.)

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0470, filed 10/23/96, effective 11/25/96.]

296-150F-0480

Do you have a list of professionals or firms that are authorized to submit design plans?

We will maintain a list of the licensed professionals and firms that are authorized to approve design plans for factory-built housing and commercial structures.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0480, filed 10/23/96, effective 11/25/96.]

296-150F-0490

Who approves addendums to design plans approved by a professional or firm?

(1) You must have the professional or firm approve an addendum to a design plan, if they initially approved your design plan.

(2) If the professional or firm who approved your design plan is no longer on the department list you may have us approve your addendum.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0490, filed 10/23/96, effective 11/25/96.]

296-150F-0495

Contractor deposit accounts.

Manufacturers are required to open and maintain, for the purpose of inspection payments, a deposit account. Funds, for the purpose of inspections performed by the department, must be withdrawn from the account and all inspections paid in full prior to an insignia being placed on the manufactured unit.

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0495, filed 7/17/12, effective 9/1/12.]

296-150F-0500

When is an inspection required?

(1) Before we issue an insignia, each factory-built house, commercial structure, and component must be inspected at the manufacturing location as many times as are required by the codes. (See WAC **296-150F-0600**.) Inspections may include:

- (a) A "cover" inspection during construction of the unit before the electrical, plumbing, mechanical, and structural systems are covered;
- (b) Insulation and vapor barrier inspection, if required;
- (c) Other required code inspections;
- (d) A final inspection after the factory-built house, commercial structure, or component is complete;

Note: Each factory-built house, commercial structure, and component must have a serial number to enable us to track inspections.

(2) If we discover a violation during inspection, we will issue a notice of noncompliance. You can correct the violation during the inspection. If you cannot correct the

violation during inspection, you must leave the item uncovered until we approve your correction.

(3) After a unit is manufactured but before occupancy, we must inspect a factory-built house or commercial structure if it is damaged in transit to the building site or during on-site installation. This is considered a repair inspection. (See WAC **296-150F-0540**.)

(4) Approved design plans must be available in compliance with the applicable sections of adopted state codes.

(5) Once your unit is inspected and approved we will attach the insignia.

(6) Components shall be identified as having been approved by attaching an insignia to the first component and all additional components for one job site shall have a label issued by the department as having been approved.

Note: We only inspect factory-built housing and commercial structures before occupancy. After occupancy, the local enforcement agency is the inspection agency.

[Statutory Authority: RCW **43.22.340**, **43.22.350**, **43.22.355**, **43.22.360**, **43.22.400**, **43.22.432**, **43.22.433**, **43.22.434**, **43.22.450**, **43.22.480**, and **43.22.485**. WSR 00-17-148, § 296-150F-0500, filed 8/22/00, effective 9/30/00. Statutory Authority: Chapter **43.22** RCW. WSR 98-14-078, § 296-150F-0500, filed 6/30/98, effective 7/31/98. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0500, filed 10/23/96, effective 11/25/96.]

296-150F-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.

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

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

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0510, filed 10/23/96, effective 11/25/96.]

296-150F-0520

What happens if my factory-built house or commercial structure passes inspection?

(1) If your factory-built house or commercial structure passes inspection and you have met the other requirements of this chapter, we will attach the insignia.

(2) After our final inspection, we will send a notice to the local enforcement agency (NLEA) indicating whether further inspection is necessary. (See WAC **296-150F-0550**.)

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0520, filed 10/23/96, effective 11/25/96.]

296-150F-0530

Am I charged if I request an inspection but I am not prepared?

(1) If you ask us to inspect a factory-built house or commercial structure within Washington state but you are not prepared when we arrive, you must pay the minimum inspection fee and travel. (See WAC **296-150F-3000**.)

(2) If you ask us to inspect a factory-built home, commercial structure, or component outside Washington state but you are not prepared when we arrive, you must pay the minimum inspection fee, travel, and per diem expenses. (See WAC **296-150F-3000**.)

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0530, filed 10/23/96, effective 11/25/96.]

296-150F-0540

Who inspects factory-built housing and commercial structures for installation at the building site?

(1) The local enforcement agency (city or county) must approve the installation.

(2) The local enforcement agency may also request a set of design plans and specifications for the unit from you.

(3) After the unit is manufactured but before occupancy, we must inspect a factory-built house or commercial structure if it is damaged in transit to the building site or during on-site installation. This is considered a repair inspection.

Note: The local enforcement agency may not open the concealed construction of a factory-built house or commercial structure to inspect if our insignia is attached.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0540, filed 10/23/96, effective 11/25/96.]

296-150F-0550

Do you notify the local enforcement agency after your final inspection of factory-built structures at a manufacturing location?

After we perform a final inspection of a factory-built, commercial structure, or component, we 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.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0550, filed 10/23/96, effective 11/25/96.]

296-150F-0580

Must I obtain an insignia for used factory-built structures?

All used factory-built housing and commercial structures that are to be installed on a building site in Washington state must have an insignia of approval from the department prior to being installed on a building site or it must be approved by the local building official as a moved building or structure as allowed by section 3410 of the International Building Code.

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0580, filed 7/17/12, effective 9/1/12; WSR 07-05-063, § 296-150F-0580, filed 2/20/07, effective 4/1/07. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0580, filed 10/23/96, effective 11/25/96.]

296-150F-0590

How do I obtain insignia for used factory-built structures?

We consider used factory-built housing and commercial structures as new structures for purposes of insignia approval. To obtain insignia, you must:

- (1) Have the design plan approved by us (see WAC **296-150F-0300** through **296-150F-0480**);
- (2) Purchase insignia (see WAC **296-150F-0200** through **296-150F-0230**); and
- (3) Pass a unit inspection (see WAC **296-150F-0500** through **296-150F-0550**).

Note: You will be required to open up as much of the construction of the unit as is necessary for inspection to show compliance with your approved design plan.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0590, filed 10/23/96, effective 11/25/96.]

296-150F-0600

What manufacturing codes apply to factory-built housing and commercial structures?

(1) All design, construction, installations, and alterations of factory-built housing, commercial structures, and components must conform with the following codes and the requirements of this chapter:

- (a) The State Building Code, chapter **19.27** RCW;

Note: The International Building Code reference to "building official" means the chief prefabricated building specialist or authorized representative at the department of labor and industries.

- (b) The Energy Related Building Standards, chapter **19.27A** RCW;

(c) The National Electrical Code as referenced in chapter **19.28** RCW and chapter **296-46 B** WAC.

(2) All construction methods and installations must use accepted engineering practices, provide minimum health and safety to the occupants of factory-built structures and the public, and demonstrate journeyman quality of work of the various trades.

(3) Requirements for any size, weight, or quality of material modified by the terms "minimum," "not less than," "at least," and similar expressions are minimum standards. The manufacturer may exceed these standards, provided the deviation does not result in inferior installation or defeat the purpose and intent of the standard.

Note: The codes, RCW's, and WAC's referenced in this rule are available for reference at the Washington State Library, the Washington State Law Library, and may be available at your local library.

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0600, filed 7/17/12, effective 9/1/12. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0600, filed 10/23/96, effective 11/25/96.]

296-150F-0605

May the required toilet facilities be located in an adjacent building?

Under the following conditions, the department will allow the required toilet facilities to be located in adjacent building(s):

(1) The manufacturer shall note in the plan submittal that the requirements of IBC Chapter 29, Section 2902.1 and Section 2902.2, as amended by the state building code must be verified by the building official; and

(2) A Notification to Local Enforcement Agency (NLEA) must accompany each unit so that the requirements of IBC Chapter 29, Section 2902.1 and Section 2902.2 as amended by the state building code can be verified by the building official.

[Statutory Authority: Chapter **43.22** RCW. WSR 12-15-061, § 296-150F-0605, filed 7/17/12, effective 9/1/12. Statutory Authority: Chapter **43.22** RCW and 2003 c 291. WSR 05-01-102, § 296-150F-0605, filed 12/14/04, effective 2/1/05. Statutory Authority: RCW **43.22.340** and **43.22.480**. WSR 99-13-010, § 296-150F-0605, filed 6/4/99, effective 7/5/99.]

296-150F-0610

Do you require the exit doors to be one-half the diagonal distance apart if each area served has its own exit door?

If the area served has an occupant load requiring only one exit and a building contains more than one area where each area is served by individual exits, and a personnel door is added between adjoining rooms, a personnel door in the partition wall will not be construed to create a larger area served. The exits will not be required to be one-half of the diagonal apart.

[Statutory Authority: RCW [43.22.340](#) and [43.22.480](#). WSR 99-13-010, § 296-150F-0610, filed 6/4/99, effective 7/5/99.]

296-150F-0620

Does the department require a water system expansion tank be installed?

The department will only require that a tee be installed in an accessible location for the future addition of an expansion tank where one may be installed if required.

[Statutory Authority: RCW [43.22.340](#) and [43.22.480](#). WSR 99-13-010, § 296-150F-0620, filed 6/4/99, effective 7/5/99.]

296-150F-0625

Are there any special requirements for portable school classrooms?

In addition to the requirements in the state building code, the department of health has rules regulating primary and secondary schools in chapter [246-366](#) WAC. One of those requirements is that "Instructional areas shall have a minimum average ceiling height of 8 feet."

[Statutory Authority: RCW [43.22.340](#) and [43.22.480](#). WSR 99-13-010, § 296-150F-0625, filed 6/4/99, effective 7/5/99.]

296-150F-0630

When HVAC equipment is supplied with more than one CFM rating, which rating do I use?

Where HVAC equipment manufacturers show multiple cubic feet per minute (CFM) ratings and/or multiple water gauge ratings, you must use the highest rated capacity.

[Statutory Authority: RCW [43.22.340](#), [43.22.350](#), [43.22.355](#), [43.22.360](#), [43.22.400](#), [43.22.432](#), [43.22.433](#), [43.22.434](#), [43.22.450](#), [43.22.480](#), and [43.22.485](#). WSR 00-17-148, § 296-150F-0630, filed 8/22/00, effective 9/30/00.]

296-150F-0700

Must manufacturers of factory-built housing and commercial structures notify you if they manufacture at more than one location?

(1) If you are manufacturing factory-built housing and commercial structures at more than one location, approved design plans must be available at each manufacturing location.

(2) You are required to send us the following information for each manufacturing location:

- (a) Company name;
 - (b) Mailing and physical address; and
 - (c) Phone and fax number if available.
- (3) You must update this information as it changes.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0700, filed 10/23/96, effective 11/25/96.]

296-150F-0710

Must manufacturers of factory-built housing and commercial structures notify you of a change in business name or address?

(1) If you are moving, notify us in writing prior to a change of business name or address.

(2) Your notice must include the change of name and address.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0710, filed 10/23/96, effective 11/25/96.]

296-150F-0720

Must manufacturers of factory-built housing and commercial structures notify you of a change in business ownership?

(1) When a manufacturer changes ownership, the new owner must notify us in writing immediately.

(2) A new owner may continue to manufacture the units according to a prior approved design plan if the prior owner releases the design plan.

[Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-0720, filed 10/23/96, effective 11/25/96.]

296-150F-3000

Factory-built housing and commercial structure fees.

GENERAL INFORMATION	
Manufacture:	Manufacturer #
1. Building use:	2. Building occupancy:
3. Type of construction:	4. Square footage of building:
5. Valuation of the building shall be based on the following:	

	• Square footage of the building multiplied by the amount in the BVD valuation table	\$
6.	Total valuation:	\$
PERMIT FEE		
7.	Calculate from building permit fee table using the total valuation	\$
STRUCTURAL PLAN REVIEW FEE*		
8.	One year design (Valid for one year) multiply the total on line 7 review: by 0.364	\$
9.	Master plan review: (Valid for the code cycle) multiply the total on line 7 by 0.52	\$
	* Minimum plan review fee is 2 1/2 hours x \$88.90 per hour	
FIRE AND LIFE-SAFETY PLAN REVIEW FEE (if required)		
10.	Fire and life-safety plan review:	
a.	One year design—Multiply the total on line 7 by 0.156	\$
b.	Master plan design—Multiply the total on line 7 by 0.26	\$
	• Required for all structures that are more than 4,000 square feet and for all A, I, and H occupancy	
PLUMBING PLAN-REVIEW FEE		
11.	Plumbing \$18.70 + \$6.20 per fixture	\$
12.	Medical gas \$18.70 + \$6.20 per gas outlet	\$
DESIGN RENEWAL OR ADDENDUM		
13.	10.4% of building permit + \$88.90	\$
RESUBMITTAL		
14.	10.4% of building permit + \$88.90	\$
ELECTRICAL PLAN-REVIEW FEE		
15.	See WAC 296-46B-906 (9) for electrical review fees	
NOTIFICATION TO LOCAL ENFORCEMENT AGENCY (NLEA)		
16.	Notification to local enforcement agency fee:	\$ 38.40
INSIGNIA FEES		
17.	FIRST SECTION	\$ 284.30
18.	EACH ADDITIONAL SECTION	\$ 25.50
TOTAL FEES		
19.	Total plan review fees: Add lines 8 or 9 and 10 through 15	\$
20.	Total fees due: Includes plan fees, insignia fees, and NLEA fees	\$
21.	Total amount paid.	\$

Square Foot Construction Costs (BVD Table)^{a, b, c, and d}

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	V
A-1 Assembly, theaters, with stage	211.15	203.98	198.73	190.05	178.25	173.30	183.31	162.97	156
A-1 Assembly,	193.16	185.99	180.74	172.06	160.31	155.36	165.32	145.04	138

theaters, without stage									
A-2 Assembly, nightclubs	163.22	158.56	154.17	148.00	138.96	135.24	142.52	126.06	121
A-2 Assembly, restaurants, bars, banquet halls	162.22	157.56	152.17	147.00	136.96	134.24	141.52	124.06	120
A-3 Assembly, churches	195.10	187.93	182.68	174.00	162.21	157.26	167.26	146.94	140
A-3 Assembly, general, community halls, libraries, museums	163.81	156.64	150.39	142.71	129.91	125.96	135.97	114.63	108
A-4 Assembly, arenas	192.16	184.99	178.74	171.06	158.31	154.36	164.32	143.04	137
B Business	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110
E Educational	176.97	170.85	165.64	158.05	146.37	138.98	152.61	127.91	123
F-1 Factory and industrial, moderate hazard	97.87	93.28	87.66	84.46	75.44	72.26	80.79	62.17	58.
F-2 Factory and industrial, low hazard	96.87	92.28	87.66	83.46	75.44	71.26	79.79	62.17	57.
H-1 High hazard, explosives	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	N.
H-2, 3, 4 High hazard	91.74	87.15	82.53	78.33	70.49	66.31	74.66	57.22	52.
H-5 HPM	164.76	158.78	153.49	145.97	132.45	127.63	139.92	116.43	110
I-1 Institutional, supervised environment	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117
I-2 Institutional, hospitals	277.07	271.09	265.80	258.28	243.90	N.P.	252.23	227.88	N.
I-2 Institutional, nursing homes	193.00	187.02	181.74	174.22	160.98	N.P.	168.16	144.96	N.
	187.72	181.73	176.45	168.93	156.64	150.82	162.87	140.63	133

I-3 Institutional, restrained										
I-4 Institutional, day care facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	117	
M Mercantile	121.57	116.92	111.53	106.36	96.96	94.25	100.88	84.07	<u>80.</u>	
R-1 Residential, hotels	166.21	160.43	155.99	149.29	137.39	133.80	145.70	123.43	<u>119</u>	
R-2 Residential, multiple family	139.39	133.61	129.17	122.47	111.23	107.64	119.54	97.27	<u>92.</u>	
R-3 Residential, one and two family	131.18	127.60	124.36	121.27	116.43	113.53	117.42	108.79	<u>101</u>	
R-4 Residential, care/assisted living facilities	164.82	159.04	154.60	147.90	135.84	132.25	144.15	121.88	<u>117</u>	
S-1 Storage, moderate hazard	90.74	86.15	80.53	77.33	68.49	65.31	73.66	55.22	<u>51.</u>	
S-2 Storage, low hazard	89.74	85.15	80.53	76.33	68.49	64.31	<u>72.66</u>	<u>55.22</u>	<u>50.</u>	
U Utility, miscellaneous	71.03	67.02	62.71	59.30	52.86	49.43	56.33	41.00	<u>39.</u>	
^a Private garages use utility, miscellaneous										
^b Unfinished basements (all use group) = \$15.00 per sq. ft.										
^c For shell only buildings deduct 20 percent										
^d N.P. = not permitted										

Table 1-A - Building Permit Fees

Total Valuation	Fee
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00

\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof	
INITIAL FILING FEE (first time applicants)		\$69.40
DESIGN PLAN FEES:		
INITIAL FEE - MASTER DESIGN (code cycle), 50% of permit fee x 1.04*		
INITIAL FEE - ONE YEAR DESIGN, 35% of permit fee x 1.04*		
RENEWAL FEE - 10% of permit fee x 1.04 +		\$88.90
RESUBMIT FEE - 10% of permit fee x 1.04 +		\$88.90
ADDENDUM (approval expires on same date as original plan) - 10% of permit fee x 1.04 +		\$88.90
ELECTRONIC PLAN SUBMITTAL FEE \$5.60 per page for the first set of plans and \$1.00 per page for each additional set of plans. These fees are in addition to any applicable design plan fees required under this section.		
PLUMBING PLAN FEE, \$18.70 + PER FIXTURE FEE of		\$6.20
MEDICAL GAS PLAN FEE, \$18.70 + PER OUTLET FEE of		\$6.20
Note: Mechanical systems are included in the primary plan fee		
FIRE SAFETY PLAN REVIEW AS REQUIRED (Required for all structures that are more than 4,000 square feet and for all A, I, and H occupancy)		
MASTER DESIGN - 25% of permit fee x 1.04		
One year design - 15% of the permit fee x 1.04		
ELECTRICAL PLAN REVIEW - Find fees @ http://apps.leg.wa.gov/wac/default.aspx?cite= 296-46B-906		
RECIPROCAL PLAN REVIEW:		
INITIAL FEE-MASTER DESIGN (minimum 3 hours)		\$88.90 per hour
INITIAL FEE-ONE YEAR DESIGN (minimum 2 hours)		\$88.90 per hour
RENEWAL FEE (minimum 1 hour)		\$88.90
ADDENDUM (minimum 1 hour)		\$88.90 per hour
PLANS APPROVED BY DESIGN PROFESSIONALS - 10% of permit fee x 1.04 +		\$88.90
APPROVAL OF EACH SET OF DESIGN PLANS BEYOND FIRST THREE SETS - 5% of permit fee x 1.04 +		\$88.90
DEPARTMENT INSPECTION FEES		
INSPECTION/REINSPECTION (Per hour** plus travel time** and mileage***)		\$88.90
TRAVEL (Per hour**)		\$88.90
PER DIEM***		
HOTEL****		
MILEAGE***		
RENTAL CAR****		
PARKING****		
AIRFARE****		
DEPARTMENT AUDIT FEES:		
AUDIT (Per hour**)		\$88.90
TRAVEL (Per hour**)		\$88.90
PER DIEM***		
HOTEL****		

MILEAGE***	
RENTAL CAR****	
PARKING****	
AIRFARE****	
INSIGNIA FEES:	
FIRST SECTION	\$284.30
EACH ADDITIONAL SECTION	\$25.50
REISSUED-LOST/DAMAGED	\$69.40
OTHER FEES:	
FIELD TECHNICAL SERVICE (Per hour** plus travel time** and mileage***)	\$88.90
NOTIFICATION TO LOCAL ENFORCEMENT AGENCY (NLEA)	\$38.40
PUBLICATION PRINTING AND DISTRIBUTION OF RCWs AND WACs (One free copy per year upon request)	\$14.20
REFUND FEE	\$26.00

* Minimum plan review fee is 2 1/2 hours at the field technical service rate.

** Minimum charge of 1 hour; time spent greater than 1 hour is charged in 1/2 hour increments.

*** Per state guidelines.

**** Actual charges incurred.

[Statutory Authority: Chapters **18.27**, 70.87, 43.22, and **43.22A** RCW. WSR 18-24-102, § 296-150F-3000, filed 12/4/18, effective 1/4/19. Statutory Authority: Chapter **43.22** RCW and 2011 1st sp.s. c 50. WSR 12-06-069, § 296-150F-3000, filed 3/6/12, effective 4/30/12. Statutory Authority: Chapters **18.106**, **43.22** RCW, 2008 c 285 and c 329. WSR 08-12-042, § 296-150F-3000, filed 5/30/08, effective 6/30/08. Statutory Authority: Chapters **18.27**, 18.106, 43.22, and **70.87** RCW. WSR 07-11-128, § 296-150F-3000, filed 5/22/07, effective 6/30/07. Statutory Authority: Chapter **43.22** RCW. WSR 07-05-063, § 296-150F-3000, filed 2/20/07, effective 4/1/07. Statutory Authority: Chapters **18.106**, 43.22, and **70.87** RCW. WSR 06-10-066, § 296-150F-3000, filed 5/2/06, effective 6/30/06. Statutory Authority: Chapter **43.22** RCW. WSR 05-23-002, § 296-150F-3000, filed 11/3/05, effective 12/4/05. Statutory Authority: Chapters **18.27**, 43.22, and **70.87** RCW. WSR 05-12-032, § 296-150F-3000, filed 5/24/05, effective 6/30/05. Statutory Authority: Chapter **43.22** RCW and 2003 c 291. WSR 05-01-102, § 296-150F-3000, filed 12/14/04, effective 2/1/05. Statutory Authority: Chapters **18.27** and **43.22** RCW. WSR 04-12-048, § 296-150F-3000, filed 5/28/04, effective 6/30/04. Statutory Authority: RCW **43.22.340**, **43.22.400**, **43.22.432**, **43.22.433**, **43.22.434**, **43.22.480**, and **43.22.485**, 2002 c 268, and chapter **43.22** RCW. WSR 03-12-044, § 296-150F-3000, filed 5/30/03, effective 5/30/03. Statutory Authority: RCW **43.22.350**, **43.22.434**, **43.22.480**, **43.22.500**, **18.27.070**, **18.27.075**, **70.87.030**, **19.28.041**, **19.28.051**, **19.28.101**, **19.28.121**, **19.28.161**, **19.28.201**, **19.28.211**, **19.28.341**, 2001 c 159, and chapters **43.22**, 19.28, 18.27, and **70.87** RCW. WSR 01-12-035, § 296-150F-3000, filed 5/29/01, effective 6/29/01. Statutory Authority: Chapters **43.22**, 18.27, 70.87 and **19.28** RCW. WSR 99-12-080, § 296-150F-3000, filed 5/28/99, effective 6/28/99. Statutory Authority: Chapters **18.106**, 18.27 and **43.22** RCW. WSR 98-12-041, § 296-150F-3000, filed 5/29/98, effective 6/30/98. Statutory Authority: RCW **70.87.030**, **18.27.070**, [18.27.]075, **43.22.350**, [43.22.]355, [43.22.]434 and [43.22.]480(2). WSR 97-11-053, § 296-150F-3000, filed 5/20/97, effective 6/30/97. Statutory Authority: RCW **43.22.340**, [43.22.]355, [43.22.]360, [43.22.]432, [43.22.]440 and [43.22.]480. WSR 96-21-146, § 296-150F-3000, filed 10/23/96, effective 11/25/96.]