



# PLANNING & DEVELOPMENT SERVICES

DALE PERNULA, AICP, DIRECTOR

JACK MOORE, CBO  
Building Official & Floodplain Manager

---

## Manufactured Home Title Elimination Requirements

### General:

The elimination of a title to a manufactured or mobile home is a process initiated most often by a lender during the loan process. Signing off on a Department of Licensing Title Elimination Form requires a building permit number and a department official's signature. The fee is \$50.00 regardless of the amount of research necessary to locate building permit records.

The following is the policy of this Department for title eliminations.

1. If the home was placed prior to July 1, 1989 (according to Assessor's records), a building permit **is not** required but a site inspection **is** required, for which we will assess a \$75.00 fee.
2. If the home was placed on or after July 1, 1989, a building permit is required and at a minimum, the footing/tie down inspection must be approved.
  - A. If the home was placed on or after January 1, 1992, a water source review is required.
  - B. If the home was placed on or after June 13, 1996, a critical area review is required.
  - C. If the home was placed on or after June 1, 1997, school impact fees is required.
3. If a permit was issued but has now expired, a blocking/tie down inspection is required, for which we will assess a \$75.00 fee, and a record of the inspection will be placed in the permit.
4. The "building permit office certification" block on the DOL application includes a space for a building permit number. Where a building permit has been issued, the permit number is provided in this space regardless of whether the permit is finalized or not. If a building permit has not been issued (see item 1 above), the space is left blank.

Building permit fees shall be the current rate for Manufactured/Mobile homes plus any fees associated with additional reviews.



