



Factory Assembled Structures  
PO Box 44430  
Olympia WA 98504-4430

# Tiny House Plan Approval & Insignia Request Form

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

Mail this complete form, fees, 3 copies of your plans and other documents to the address listed above. For other shipping options and for instructions on completing this form see the next page. Also, see the Tiny Houses Plan Checklist for help (a completed copy of the checklist must accompany your application). We process plans based on the date received. We will notify you following the plan review.

## Applicant/Contact Information:

Company/Applicant Name		
Address		
City	State	Zip Code
Phone Number	Email Address	

Contact Person Name (If different than above)	
Phone Number	Email Address

## Tiny House Information:

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

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

## Fees:

- New Plan Design Fee      \$477.80
  - Insignia Fee                      \$379.80 (includes the NLEA fee)
  - Addendum or Resubmittal    \$172.20
- Total Fee Enclosed:**      \$ \_\_\_\_\_

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

# Instruction to complete the Tiny House 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 House Information

1. **Area of House:** This is the size of the house. Measure the area to the outside of the walls at the floor level. It must be no larger than 400 square feet.
2. **Roof Load:** This the snow load capacity of the roof in pounds per square foot (PSF).
3. **Wind Speed/Exposure:** This covers two areas – The strength of the house against wind (speed is measured in miles per hour); and the setting or exposure of the house, whether in the city, open plains, or other location.
4. **Seismic Category:** The answer should be a single letter, and may include a number, for example “D2.” This describes the level of earthquake resistance.
5. **Electrical Service (Amps):** This describes the capacity of the house's electrical connection to an electrical grid or power supply as measured in amperes (Amps).
6. **IRC Prescriptive Design:** Answer “Yes” if the plans use only the prescriptive International Residential Code (IRC) requirements. Prescriptive construction details – referencing specific code sections, wall-bracing methods, framing component sizing, and similar, are required on the plans. Note: Engineered trusses are accepted with a prescriptive design. For tiny houses with wheels, answer “No.”, - a licensed design is required (see next item).
7. **Engineering Included:** Check “Yes”, if there is engineering for any part of the house and a Washington licensed professional engineer, or architect stamped the applicable portions of the plans/documents. For tiny houses with wheels, a stamped design is required for all portions that you have not demonstrated/detailed as meeting the prescriptive design path.
8. **Climate Zone:** These are the two climate zones for Washington. Choose the one where you tiny house 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 house. 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 house. It can be a serial or identification (ID) number.

## Fees

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