

Factory Assembled Structures  
PO Box 44430  
Olympia WA 98504-4430

1. Create the permit in PAIRS with the fee line items for structural alteration, alteration insignia and the plan review.
2. Only **accept** money for the structural item and insignia.
3. **DO NOT** accept any money for plan review. If plans are left, mail those to plan review **Do Not Fax**. (Please be sure the plans are identified with the FP #).
4. Fax the questionnaire to Craig Sedlacek/Plan Review, then place permit with insignia and questionnaire in a secured pending file. Remember do not put the plans in the pending file, mail to plan review. (**note; all questionnaire faxed to Plan Review must be associated with an alteration permit and contain an FP #**)
5. We are asking that you point out to the person taking out the permit. To the top of the questionnaire where it asks them to contact plan review at 360-902-5218 to discuss your structural alteration and expedite the process.
6. Craig will put a note in PAIRS whether an actual plan review is needed or not and will remove or leave the fee for plan review depending on his answer. He will also send an email to the creator of the permit with the outcome of his decision, i.e. plan review **not** needed, pull the paperwork from the pending file and forward to the inspector.
7. If you receive calls from the contractor or consumer on the structural questionnaire after they have applied for a structural alteration. Please refer them to plan review at 360-902-5218 so we may expedite the process and get their questionnaire or plans approved.
8. If a plan review is required, Craig will have the customer send the plan review fee and a set of plans to his office. If the customer comes to the service location to submit the plans and pay the fee, accept the payment and mail (**do not fax**) the plans to Craig. (Please be sure the plans are identified with the FP #) Note in the comments area the date the plans are mailed to Craig. (Ensure customer keeps a copy of the plan they give to us for Plan Review.) He will use mobile inspection to put his plan review information into PAIRS for the inspectors.
9. The customer would then call the local L&I inspector when it's ready for inspection.
10. A request for inspection would be done by either the front counter staff or the inspector in PAIRS
11. The inspector would then download the inspection request into mobile inspection and process the inspection. The inspector will be able to see some detail regarding the plan review in Mobile.

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Process for submitting Inspection Request Questionnaire:

- Prior to faxing to plan review, you must have the FAS Alteration Permit.
- Fax questionnaire to, 360-902-5229 or email [Craig.Sedlacek@Lni.wa.gov](mailto:Craig.Sedlacek@Lni.wa.gov).
- Contact plan review at 360-902-5218 to discuss your structural alteration to expedite the process.

Name: \_\_\_\_\_  
*(The contractor or person doing the work)*

Site Address and City: \_\_\_\_\_  
*(The physical address where the alteration is done)*

Daytime Phone: \_\_\_\_\_  
*(The contractor or person doing the work)*

FAS Alteration Permit #: **FP#** \_\_\_\_\_  
*(You will find this # on the permit that you are to post on jobsite prior to beginning work)*

Who is manufacturer of the manufactured home? \_\_\_\_\_  
*(You will find this on the compliance certificate in the manufactured home)*

What year was the home manufactured? \_\_\_\_\_  
*(You will find this on the compliance certificate in the manufactured home)*

What is the roof load of your home? \_\_\_\_\_  
*(You will find this on the compliance certificate in the manufactured home)*

What is the structural alteration you want to perform? *(Be very specific)*

What other types of alterations are you making? *(Be very specific)*