

THOW ADU: Certification of Port Townsend Design Standards

Per PTMC 17.58, a Tiny House on Wheels (THOW) proposed for use as an ADU in Port Townsend must meet **both** of the following design and construction standards:

Design or construction standard requirements	How the City evaluates the standard was met
American National Standards Institute requirements for Park Model RVs (ANSI 119.5) and the National Electrical Code, NFPA 70, Article 552.	As evidenced by a blue Park Model insignia from the State Department of Labor and Industries (L&I) affixed to the Park Model unit and as noted in the manufacturers plans.
Port Townsend specific design/construction criteria (see checklist on page 2)	There are two options for verifying that the Port Townsend specific construction standards were met (choose one): A. The City's Building Official reviews the THOW plans submitted with your application to verify that Port Townsend construction standards were met. <i>This is a new option added with the 2025 code changes to streamline the application process and reduce costs.</i> • Please work with your manufacturer to ensure their plans reflect that the Port Townsend standards were met. If the plans lack those details, the Building Official cannot determine if the standards were met. B. Alternatively, the applicant can hire a licensed Washington design professional, architect, or engineer to inspect and/or conduct plan review to certify the unit meets Port Townsend requirements. • If you choose this option, the certification form on page 2 of this handout is required with your application. • The city may require this option if you are unable to provide sufficient construction plans under option A.

For more details on THOW requirements, please view the **THOW FAQ** online:
<https://cityofpt.us/planning-community-development/page/forms-documents>

Information for property owners/applicants:

The form on page 2 is only required to be submitted with your permit application if following option B in the table above. If following option A, do not submit this form but you can use it as a checklist for the required construction standards that should be shown in the manufacturer's plans.

Information for architects and engineers licensed in the State of Washington:

This is only a plan review for the Park Model RV to verify that the plans meet the construction standards listed on page 2, and/or an inspection if required for certification.

Plan Review Certification Form for THOW ADUs

This form is only required to be submitted with your permit application if following option B in the table on page 1. If following option A, do not submit this form but you can use it as a checklist for the required standards that should be shown in the manufacturer's plans. The form must be completed by a design professional, architect or engineer licensed to practice in the State of Washington.

Property Owner: _____ Phone: _____

Primary Address: _____

THOW manufacturer/model: _____

Plan review certification completed by:

Licensed Washington State Design Professional: _____

License #: _____ Phone: _____

Please indicate whether the minimum standard was met as determined by your review of the manufacturer's plans for the above proposed THOW.

- | Yes | No | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | 1. Is the insulation a minimum of R-13 in walls and floors, and R-19 in the ceiling? |
| ☐ | ☐ | 2. Are the doors and windows residential grade and insulated, and are the windows a minimum of double-pane? |
| ☐ | ☐ | 3. Are the roofing materials of 20-year asphalt composite shingles? |
| ☐ | ☐ | 4. Does the electrical system meet NFPA 70 NEW, Article 551 or 552, as applicable? |
| ☐ | ☐ | 5. Do the low voltage electrical systems meet ANSI/RVIA Low Voltage Standard, current edition? |
| ☐ | ☐ | 6. Are the wall framing studs 24" on center maximum, minimum 2x4 wood, metal studs or equivalent structural insulated panel? |

I certify that I have reviewed the plans of the above referenced THOW for the requirements listed above:

Date: _____

WA State Licensed Design Professional's Signature