

918-500-0063**Installation Permit Requirements**

(1) Manufactured dwelling installation permits shall be obtained using application forms furnished by the authority having jurisdiction before installing manufactured dwelling or manufactured dwelling accessory buildings, accessory structures, anchoring devices, earthquake-resistant bracing systems or perimeter enclosures.

EXCEPTION: See Section 201(a)(3) of the Oregon Manufactured Dwelling Standard.

(2) Persons applying for a manufactured dwelling installation permit shall submit with the permit application a plot plan showing the following information. This plan is not required to be prepared by an engineer:

- (a) Approximate elevations at each corner of the lot;
- (b) Location of all cuts and fills on the lot (does not include up to six inches of gravel);
- (c) Location of the manufactured dwelling and all accessory buildings and structures including retaining walls;
- (d) Set-backs from property lines, lot lines, streets, public sidewalks, easements of record and structures on the same lot or lots adjacent to the manufactured dwellings, accessory buildings and accessory structures being installed;
- (e) Intended finish grade around the manufactured dwelling and all accessory buildings and structures;
- (f) Location and type of all site drainage including rain drains; and
- (g) Where there is more than a 12-inch difference in elevation between two adjacent corners of a site, the plot plan shall include contour lines or shall be submitted with a cross-sectional drawing of the lot showing the approximate elevations of the lot. This drawing is not required to be prepared by an engineer.



CITY OF PENDLETON BUILDING DEPARTMENT

Permit No: _____

APPLICATION FOR MANUFACTURED DWELLING PLACEMENT PERMIT

Applicant to complete numbered spaces only

Address of proposed manufactured dwelling installation: 1. _____			
Directions to manufactured dwelling installation: 2. _____		Legal description: 3. _____	
Is manufactured dwelling within city limits? 4. Yes _____ No _____		Please check one: 5. Private property _____ Manufactured dwelling park _____	
Owner 6. _____	Address _____	City, State _____	Phone No. _____
Dealer/Installer 7. _____	Address _____	City, State _____	Phone No. _____ City Business License No. _____
Manufacturer of manufactured dwelling 8. _____	<u>Model No.</u> _____	<u>Year</u> _____	Size _____
<p>9. Placement permit to be obtained only by homeowner or Oregon licensed manufactured dwelling installer. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not give authority to violate or cancel the provisions of any other state or local law regulating manufactured dwelling installations.</p>			
_____ Signature of Owner		_____ Signature of Dealer/Installer	
_____ Date		_____ Date	
FOR OFFICE USE ONLY:			
Zoning approval: _____ Required _____ yes _____ no		Received _____ (Date)	
Sanitation approval: _____ Required _____ yes _____ no		Received _____ (Date)	
Park License No. _____		Number of approved spaces: _____ Job location space no: _____	
Tiedowns required: _____ yes _____ no			
SPECIAL CONDITIONS: _____ _____ _____ _____			
<p><i>I hereby certify that the information below is true and correct. All work to be performed shall be in accordance with all governing laws and rules.</i></p> <p>___ I am the property owner doing my own work</p> <p>___ I am the property owner hiring a licensed manufactured dwelling installer. License no.: _____ Expires: _____</p> <p>___ Building Codes Division license no.: _____ PB _____ EL _____ MDI _____ LSI Expires: _____</p> <p>___ Contractors Board registration no.: _____ Expires: _____</p>			
Manufactured dwelling installation fee:	\$	160.00	
State Administrative fee:	\$		
State 7% Surcharge 12%	\$	19.20	
TOTAL	\$	_____	Paid _____ (Date) Check Cash
Comments: 			