

THE BUILDING DEPARTMENT, LLC

APPLICATION FOR MOBILE HOME/MANUFACTURED HOME INSTALLATION

City of _____

Permit # _____

JOB SITE INFORMATION	
Address: _____	
City: _____	
Name of Park: _____	Space #: _____
Lot: _____	
Block: _____	
Subdivision: _____	

OWNER INFORMATION	
Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Phone: () _____	Fax: () _____

LOCAL GOVERNMENT APPROVALS		
Zoning/City Checked by:	Flood plain	Sanitation
Information verified? ___yes ___no	___yes ___no Req. Elev. _____	Information verified? ___yes ___no
Signature: _____	Signature: _____	Signature: _____

APPLICATION REQUIREMENTS		
		Prior to 1st Provided - Inspection
1. Provide site plan drawn to scale, indicating:		
Property lines, easements, and elevations. Provide contour lines @ 2' o.c. if > than 12" elev. change.	<input type="checkbox"/>	<input type="checkbox"/>
All accessory buildings or structures (existing or proposed.)	<input type="checkbox"/>	<input type="checkbox"/>
All utilities including storm water drainage, septic & leach lines, wells and natural waterways.	<input type="checkbox"/>	<input type="checkbox"/>
Proposed decks, steps, walkways, and driveways etc.	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide a floor plan	<input type="checkbox"/>	<input type="checkbox"/>

FEES	
1. Set Up Permit	
2. Permanent Steps & Skirting	
3. Plumbing Permit	
4. Electrical Permit	
5. State MH Fee	
6. State Surcharge (___% of #1 - 4)	
City Systems Charge	
Total	
Approved for Issuance By: _____	Date: _____

NOTICE
I agree to install the Manufactured Home in accordance with Oregon Revised Statutes 446.003 to 446.280 and 446.990, Oregon Administrative Rules 918-515-0005 through 918-520-0110, and the installation instructions as supplied by the manufacturer. I will provide a copy of the manufacturer's installation instructions for inspector's use at the time of required installation inspection. If no instructions are provided, inspection will be based on minimum Oregon State installation requirements. The inspecting authority takes no responsibility for the accuracy of Oregon Building Codes Agency Rules or manufacturer's instructions.
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction
I have read and reviewed the local ordinances and laws pertaining to the installation of manufactured homes and mobile homes in this jurisdiction. I agree to install this home according to these specifications.

INSTALLER INFORMATION	
<input type="checkbox"/> I am the property owner doing my own work.	
<input type="checkbox"/> I am licensed with the Building Codes Division. License No.:	Expires: _____
<input type="checkbox"/> I am registered with the Construction Contractors Board. Registration No.:	Expires: _____
Contractor Name: _____	
Contractor Address: _____	
Signature: _____	Date: _____