



City of Manzanita

P.O. Box 129
Manzanita, OR 97130-0129
Phone (503) 368-5343
Fax (503) 368-4145
building@ci.manzanita.or.us

MANUFACTURED HOME PERMIT APPLICATION DEPARTMENT USE ONLY	
Permit No:	
Date Issued:	By:

WORK SITE LOCATION:

STREET ADDRESS OF WORK SITE:
LOT NUMBER AND SUBDIVISION NAME:
TYPE OF WORK:
New (separate residential permit application required for garage/carport) Replacing
PROJECT DESCRIPTION:
PROJECT INFORMATION:
Inside park Outside park

FEES:

Permit fees (paid at issuance)	
A) Manufactured dwelling placement permit fee	
B) Manufactured dwelling fee required by State	
C) State Surcharge (12% of Line A)	
D) Technology Fee (5% of Line A)	
Total Fees \$	

* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits. All decks 30" above ground, carports, garages, porches, and patios are based on valuation and may also require separate permits .

PEOPLE INFORMATION:

APPLICANT:		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
PROPERTY OWNER:		
Same as applicant? Yes No		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
CONTRACTOR INSTALLATION		
Same as applicant? Yes No		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CCB license no.:		City Lic No.:
REQUIRED DOCUMENTS FOR APPLICATION		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
SUBMITTAL METHOD FOR PLANS AND DOCS		
Paper (2 copies)	Electronic	Not applicable

Notices

Expiration of application: This application is valid for 180 days after it has been accepted as complete.

Inspections required: Approved city inspections must be completed before the work performed is enclosed.

Terms and conditions

Correct information: I hereby certify 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.

Copyright release for government entities: I hereby grant permission to the City of Manzanita to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Indemnity: I, the permit applicant, shall indemnify, defend and hold harmless the City of Manzanita, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

Owner installation: This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. OAR 479.540(1) and 479.560(1).

Owner permission: I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

I agree (initials): _____

Authorized Signature: _____ **Print Name:** _____ **Date:** _____



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MANUFACTURED HOME SUBMITTAL INTAKE CHECKLIST

OAR 918-090-0320

2 Complete sets of legible plans drawn to scale, showing conformance to the applicable state or local building codes. Lateral wall design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.

Site Plan drawn to scale. The plan must show: frontage street name; lot dimensions and building setback dimensions; property corner elevations (+ for high point, - for low point); location of easements and driveway; driveway apron width; footprint of all structures (new & existing); all utility lines – indicate if above/below ground; any known fill sites; direction of drainage from structure; downspouts; and new & existing retaining walls.

Manufactured Home. Footings and construction details for exterior porches, decks, roofs (res. Decay). Floor plan with options indicated. If the home includes gas appliances, a separate mechanical permit is required. Skirting details and skirting material to be used. Foundation: runners, slab pier block detail plan.

Garage/Carport. Foundation/floor framing plan each floor, (slab, post & beam or joists w/size and spacing). Ceiling/roof framing plan or truss layout with reactions. MFH manufacturer's cut sheet for garage roof attachment. Floor plan with room I.D.'s to include location and size of under-floor and attic access. Window sizes, heard sizes. Electric layout. Complete building sections-special sections. Construction details (i.e.; structural members, sheathing, roofing, bracing, dimension, etc.). Engineering for special conditions.

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***