



MANUFACTURED HOME PLAN SUBMITTAL CHECKLIST

Clear Button for Digital Files

	The words that have highlights are the information that is often missed and the application will not be accepted unless everything applicable on this list has been submitted.	Yes	No	N/A
1	2 (Two) Complete sets (One extra floor plan) of all the required plans listed below and showing conformance to the Oregon Manufactured Dwelling Installation Specialty Code (OMDS).			
2	2 (Two) Site/Plot plans drawn to scale and the scale used noted on the plot plan. The plan must show: North arrow, lot and building setback dimensions; property corner elevations (if there is more than 1-ft. elevation differential, the site plan must show contour lines at 2-ft. intervals for a distance away from the building); location of easements and driveway, street names, footprint of structure (including decks), location of wells/septic systems, utility locations, any known fill sites or landslide hazard areas, direction indicator, lot area, impervious area, existing structures on site, and surface drainage. Please provide the percentage of the slope and if the slope is a north facing or south facing slope. If canyon rim property, provide and meet requirements of the Redmond Development Code Section 8.0335 development standard along the perimeter of the canyon. If driveway cut or sidewalk permits will be issued, show location(s) and dimensions on plot plans. Driveway approaches should include wings (minimum cut width is 20', maximum is 33' - see back of this form for details).			
6	Elevation view. Provide elevations for manufactured home North, South, East and West Elevation. Exterior elevations must reflect the actual grade if the change is greater than 1-ft. at building envelope. Skirting See Manufactured Dwelling Placement Checklist on the back of the application.			
7	NEW Planning Article I Zoning Standards Minimum Residential Design Standards Section Architectural Design Standards Section 8.0141, Fence Standards Section 8.0340 and Street Trees Section 8.3035 and 8.0375 Manufactured Home Placement Standards.			

I hereby certify that I have read and examined this checklist and know that if the information that is applicable to my application is not submitted, my building permit will be deemed incomplete and the plan review will not be completed until all the information is received by the Building Department. I understand that once the plan review is complete, I am responsible for all plan review fees. By signing below, I agree to pay any additional plan review fees not covered by my deposit, whether this permit is issued or not.

Signature of Owner or Applicant _____ Date _____

MANUFACTURED HOME PLAN SUBMITTAL CHECKLIST

8.0141 Architectural Design Standards for Single Family Dwelling and Duplexes only a portion of this code section applies to the Manufactured Home Placement so we will only address that part of the section below.

8.0141 Architectural Design Standards for Single Family Dwellings and Duplexes

1. Purpose. The purpose of the Architectural Design Standards for Single Family Dwellings and Duplexes is to promote and sustain:
 - A. High quality development throughout a variety of housing choices;
 - B. A diversity of individual styles that incorporate positive design characteristics throughout the City; and,
 - C. Excellence in architectural design that:
 1. Enhances the visual environment and character of the community;
 2. Preserves and protects property values, as well as public and private infrastructure investment;
 3. Conveys a sense of balance, integrity and character among all neighborhoods throughout the City; and,
 4. Elevates the attractiveness and quality of life in Redmond.
2. Intent. The intent of the Architectural Design Standards for Single Family Dwellings and Duplexes is to:
 - A. Maintain flexibility for a variety of architectural style to be developed throughout the City;
 - B. Establish a basis for architectural character for each dwelling, regardless of architectural style;
 - C. Continue to allow innovations in design that recognize emerging technologies such as solar and wind power, telecommunications, and environmentally conscious construction methods;
 - D. Provide an integral relationship between the quality of the dwelling and the quality of the public and private infrastructure of the neighborhood; and,
 - E. Promote quality design characteristics that will enhance the long-term desirability of the dwelling, neighborhood and community as an attractive place to live.
3. Procedure. New single family dwellings and duplexes shall be reviewed for conformance with the requirements listed in this Section, subject to the procedures outlined below:
 - C. Design Review for Manufactured and Mobile Homes not within approved mobile home parks: Some manufactured homes and mobile homes may not be able to fully comply with the requirements above. In those cases the following features are required.
 1. At least one covered porch;
 2. Changes in wall siding material on 3 sides;
 3. Band courses on 3 sides; and,
 4. One additional tree.These applications are reviewed administratively by City, unless it is determined a public hearing is necessary, in which case the application will be reviewed by the Hearings Body.

MANUFACTURED HOME PLAN SUBMITTAL CHECKLIST

Is there at least one covered porch; Circle one (Yes / No)

Is there changes in wall siding material on 3 sides; Circle one (Yes / No)

Is there band courses on 3 sides; Circle one (Yes / No)

- a. (1) Band course, band molding, bellyband, belt course or similar horizontal element that runs the entire width of the front façade of relatively slight projection;
- (2) A line made by the lower roofline at the gable end except when single wall panel systems are used;



LANDSCAPING AND STREET TREES

<p>Circle One (Yes or No)</p>	<p>Landscaping Plan</p> <p>Landscaping. All lots on which new Manufactured home is being located which abut a public or private street, not including an alley, shall be landscaped between the corresponding façade of the structure and the edge of the street, for the entire length of the street frontage(s).</p> <p>Landscaping can include grass, shrubs, trees, bark mulch, decorative rock, etc.</p> <p>Street trees are required to be installed on all residential lots fronting on public or private streets, including on lots already platted. Manufactured homes requiring design review must install one additional tree in addition to the number required in 8.3035.</p> <p>Location of Trees. Street trees shall be planted within existing and proposed planting strips. If no planter strip exists, street trees shall be planted within 5-10 feet of the front property line.</p> <p>* Timing of Improvements. <u>The street tree shall be installed prior to final inspection.</u></p>
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MANUFACTURED HOME PLAN SUBMITTAL CHECKLIST

HOUSE REPETITION REVIEW

In order to meet code requirements, repeating the same house plan in close proximity is not allowed.

Is this house design replication near this property? Circle one (Yes / No)

Did you provide photo evidence of non-replication? Circle one (Yes / No)

Please provide photos of the 1 houses to the Left of the House (A)
Please provide photos of the 1 houses to the Right of the House (B)
Please provide photo of house across the street (C)

		A		B		
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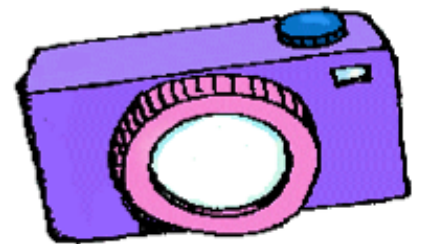
Street

			C			
--	--	--	---	--	--	--

A- _____
Address

B- _____
Address

C- _____
Address



Provide Photo Evidence

MANUFACTURED HOME PLAN SUBMITTAL CHECKLIST

8.0375 Manufactured Home Placement Standards.

1. The manufactured home shall be multi-sectional and enclose a space of not less than 1,000 square feet.
2. The manufactured home shall be placed on an excavated and back-filled foundation and enclosed at the perimeter such that the manufactured home is located not more than 12 inches above grade.
3. The manufactured home shall have a pitched roof, except that no standard shall require a slope of greater than a nominal three feet in height for each 12 feet in width.
4. The manufactured home shall have exterior siding and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community or which is comparable to the predominant materials used on surrounding dwellings as determined by the local permit approval authority.
5. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards, which reduce levels equivalent to the performance standards required of single-family dwellings constructed under the state building code as defined in ORS 455.010.
6. The manufactured home shall have a garage or carport constructed of like materials. A jurisdiction may require an attached or detached garage in lieu of a carport where such is consistent with the predominant construction of immediately surrounding dwellings.
7. In addition to the provisions in paragraphs (1) to (6) of this subsection, a city or county may subject a manufactured home and the lot upon which it is sited to any development standard, architectural requirement and minimum size requirement to which a conventional single-family residential dwelling on the same lot would be subject.

Your Manufactured Dwelling Placement Checklist

440-2669 (11/00/COM)
CONSUMER BUSINESS SERVICES DEPARTMENT OF

General information

New and used manufactured dwellings must be sited, installed, altered, repaired, and occupied in accordance with the 2010 Oregon Manufactured Dwelling Standard (OMDS). Oregon law requires that installers work under a current Construction Contractors Board (CCB) registration and be licensed as a manufactured dwelling installer (MDI).

Use this checklist to ensure your new or used manufactured dwelling is installed legally and safely.

Permits

- Obtain a placement permit for a setup inspection from your local jurisdiction office.
- Obtain a water or sewer permit from your local jurisdiction office.
- Obtain an electrical permit for an electrical service inspection from your local jurisdiction office.

Site preparation

- Site preparation must be in accordance with the OMDS.
- Be sure that soil is undisturbed or compacted to meet the OMDS.
- Remove all vegetation under the home.
- Be sure that drainage of surface water is adequate and that water drains away from the home.
- Install an approved vapor barrier of 6-mil polyethylene.

Foundation system

- Footings should be installed per the OMDS.
- Footings and piers must be constructed of approved materials.
- There must be a minimum of 18 inches of clearance from the bottom of the I-beam to the ground under 75 percent of the home.
- Footing and piers must be located along each I-beam and on center line(s) if the home has more than one section and around the perimeter if the house section exceeds 11 feet in width.
- Piers: The single-stack concrete pier maximum is 36 inches. The double-stack maximum is 80 inches. From 80-144 inches the blocks must be filled with concrete. Nineteen blocks or more must be approved by an Oregon-licensed architect or engineer. Prefabricated metal piers are restricted in height by their listing.

Anchoring system

- The system must be installed when required by the OMDS for wind or flood protection.
- The system must be installed to the requirements of the OMDS.

Assembly of multiple section homes

- The sections must be secured per the 1997 OMDS along the roof, end walls, and floor.
- Electrical and plumbing connections must be installed according to the OMDS.
- The heat duct crossover must be a minimum of 1 inch off the ground and insulated.

Skirting

- Oregon law requires skirting to be installed by the homeowner or a licensed manufactured dwelling installer or a licensed limited manufactured dwelling skirting installer.
- Wood skirting must be 6 inches above ground unless separated by 3 inches of pressure-treated wood, metal, concrete, etc.
- Underfloor venting must be installed with at least 1 square foot of free air for every 150 square feet of floor area.
- Underfloor venting must be as close as is practical to corners and must provide cross ventilation and be equally spaced along each side.

Miscellaneous

- Provide installation manual at inspector's request.
- Clothes dryer vents must be extended to the exterior of the home's foundation fascia or skirting.

Inspections required

- 1) Installation: Water/sewer hook-up, footings (runners), electrical service, crossovers (plumbing, electrical, mechanical connections), anchoring
- 2) Final: Permanent steps, decks, grading, skirting

The OMDS is available for \$25 from:
Oregon Manufactured Housing Association
(503) 364-2470

Download of code also available on website
www.oregon.bcd.org

For additional information contact:
**State of Oregon Department of
Consumer & Business Services**

Building Codes Division • 1535 Edgewater NW, Salem
Mailing address: P.O. Box 14470, Salem OR 97309-0404
(503) 378-4133
www.oregonbcd.org

Manufactured Home Installation Permit Application



City of Redmond
 411 SW 9th St
 Redmond, OR 97756
 Ph: (541) 923-7721
 Fax: (541) 548-0706
 website:
www.ci.redmond.or.us

FOR OFFICE USE ONLY	
Received Date/By:	Permit No:
Plan Review Date/By:	Other Permits:
Date ready/By:	
Notified/Method:	

TYPE OF WORK	
<input type="checkbox"/> New	
<input type="checkbox"/> Move	
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Manufactured Dwelling	
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/Zip:	
Project name:	
Cross street/directions to job site:	
Subdivision/MH Park:	Space:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/Zip:	
Phone: ()	Email:
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone: ()	Fax: ()
E-mail:	
CONTRACTOR/INSTALLER:	
Address:	
City/State/Zip:	
Phone: ()	Fax: ()
Email:	
CCB License:	

Authorized signature:

REQUIRED DATA: Manufactured Home Install	
Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation: \$	
Manufacturer:	
Height (original grade to highest point):	
Size:	Length: Width:
PLOT PLANS AND FLOOR PLANS ARE REQUIRED (2 copies including set back dimensions). Buildings such as garage and storage buildings require a separate building permit with submitted plans.	
REQUIRED INSPECTIONS	
Manufacturers Installation Instructions Must Be At The Job Site. Call for the following inspections when work is completed, but prior to covering up work which is to be inspected:	
FIRST INSPECTION: Set-backs, foundation (strip footings)	
SECOND INSPECTION: Blocking, water, sewer, electrical service, mechanical cross-over, vapor barriers, hold downs (if required). BEFORE SKIRTING.	
FINAL INSPECTION: Skirting, storm water drainage, landings and steps, woodstove, accessory structures. BEFORE OCCUPANCY.	
NOTICE	
<i>I agree to install the Manufactured Home in accordance with Oregon Revised Statutes 446.003 to 444.280 and 446.990, Oregon Administrative Rule 918-500-0000 and the installation instructions as supplied by 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>	
MANUFACTURED HOME INSTALL PERMIT FEES	
Set up Permit:	\$192.00
State Manufactured Home Fee:	\$30.00
Code Compliance Fee % of Valuation*:	
Long Range Planning Fee % of Permit Fee:	\$13.44
State Surcharge (12% of permit fee):	\$23.04
Total:	

* First 30 feet included in permit. Additional systems over 30 feet require a separate permit.

Attention: Call 1-800-332-2344 at least 48 hours before you dig. Oregon Law requires you to follow OAR 952-001-0010 thru 952-001-0090. Copies are available at the Oregon Utility Notification Center (503) 232-1987.



CITY OF REDMOND
Public Works Department

SYSTEM DEVELOPMENT CHARGE PAYMENT OPTIONS

Effective since August 1, 2008, the City of Redmond has offered three payment options for System Development Charges (SDCs).

Note: Owners that are currently in default, or have previously defaulted within the past 24 months, on any SDC Collection Point Deferral Agreement or Payment Plan are only allowed Option 1.

Please check one of the following:

Option #1: Payment at time of Building Permit

If paid at time of Building Permit issuance, the SDCs will be reduced by 2.75% (effective July 1, 2019 to June 30, 2020) from the Council approved SDC rates.

Option #2: SDC Deferral

Payment of SDCs (full rate) may be deferred to the earlier of the following:

- Final Inspection
- 9 months (from date of agreement)

Under this scenario, the **owner of the property** will be required to enter into an SDC Collection Point Deferral Agreement and a lien will be placed upon the property (City lien docket).

Note:

- Preparation of the SDC Collection Point Deferral Agreement and ownership verification may take up to a week and will require a notarized signature of the property owner.
- It is recommended that the owner disclose the agreement to their lender **prior** to signing the agreement. Some lenders may require SDCs to be paid upon first draw.

Option #3: Payment Plan

Per City Code Section 4.725, the City of Redmond offers a Payment Plan option for payment of SDCs. Payments are made in twenty semi-annual installments and interest is charged at prime plus 2.5%. The application for the SDC Payment Plan (\$150 fee) must be made at the City of Redmond Finance Department. The Payment Plan option will require a lien to be placed upon the property.

Owner's Signature

Date