



Manufactured Home Application Packet COMMUNITY DEVELOPMENT

601 STATE STREET HOOD RIVER, OR 97031

www.hoodrivercounty.gov

PLANNING

541-387-6840 Fax: 541-387-6873

Email: planning@hoodrivercounty.gov

BUILDING

541-386-1306 Fax: 541-387-6878

Email: building@hoodrivercounty.gov

Planning & Building functions are co-located and part of the Community Development Department.

- ◆ Contact Planning to confirm the zoning, setbacks and agency sign offs for the area of proposed construction and proper application. If a new residence is proposed outside of the City Sewer service, contact the Environmental Health Department (541)387-6885 or mike.matthews@hoodrivercounty.gov
- ◆ If a physical address is needed, contact the Building Department.
- ◆ City of Cascade Locks property? Contact Cascade Locks for setbacks, zoning and addresses (541)374-8484, Website: www.cascade-locks.or.us or email: kwoosley@cascade-locks.or.us
- ◆ *An accurate site plan must be provided (see attached specifications). Obtain applicable required approvals from the service districts in your area. Signatures are required from the various service districts that you contact. Questions regarding the applications procedures? Please contact the Community Development Dept. (541)387-6840.*
- ◆ Applicant is required to obtain sign-off's on application **prior** to submitting to Planning and Building.
- ◆ A new driveway access to a County road requires a review from the County Public Works (541)386-2616 or ROWPermits@hoodrivercounty.gov If a new driveway has access onto a state highway, a permit will be required from the State Highway Division. Questions? Call the Oregon Department of Transportation (ODOT) in Troutdale at 503-665-4006.
- ◆ Mechanical, Electrical and Plumbing permits may also be required for your project and can be obtained at the Hood River County Building office or on line: ***BuildingPermits.Oregon.gov***

Utility Notification

The Oregon Utility Notification Center (ONCE) is the Oregon state agency that administers Oregon's excavation laws. Anyone proposing to dig is required by law to call 48 hours before excavating.

For more information check out www.digsafelyoregon.com.



Call First
It's The
Law

Call: 811

Hazardous Materials

When remodeling the proper removal of hazardous materials is essential, whether residential or commercial. Questions regarding asbestos, underground fuel tanks, hazardous waste, water quality, used woodstoves, or dust problems should be directed to the Department of Environmental Quality (DEQ). Oregon.gov/deq

Department of Environmental Quality
475 NE Bellevue Dr, Suite 110
Bend, OR 97701

Phone: 541-633-2019 or
866-863-6668

MANUFACTURED HOME APPLICATION



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BUILDING
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PHONE 541-386-1306 FAX 541-387-6878
Email: building@hoodrivercounty.gov

Inspection Line: (541) 308-0646

| OFFICE USE ONLY | | | |
|---------------------|-----------|----------------|---------|
| BUILDING | | PLANNING | |
| Date received: | | Date received: | |
| Date issued: | | Date issued: | |
| Permit No. | | L.U.P. No. | |
| Required Approvals | Signature | Date | Remarks |
| City UGA | | | |
| Fire Department | | | |
| Public Works | | | |
| Sanitation | | | |
| Water District | | | |
| Irrigation District | | | |
| Planning Dept | | | |

| | | | | | | | |
|---|--|--------------------------|--|--|--|--|--|
| Dwelling | | Year Manufactured: _____ | | <input type="checkbox"/> NEW <input type="checkbox"/> USED | | Zone: | |
| MH Dealer/Seller: | | | | HUD # | | Setbacks: | |
| Address: | | | | Phone: | | Front: | |
| Job Site Information | | | | | | Int. Side: | |
| Township: | | Range: | | Section: | | Tax Lot: | |
| Job Address: | | | | | | Rear: | |
| Special Conditions on Site: | | | | | | Height: | |
| Manufactured Home Park | | | | | | Other: | |
| Park Name: | | | | Space/Site #: | | Water Supply: | |
| Park Manager Signature: _____ | | | | | | Sewer <input type="checkbox"/> Septic <input type="checkbox"/> | |
| Owner | | SIGNATURE REQUIRED _____ | | | | <input type="checkbox"/> Single (\$304.40) <input type="checkbox"/> Double (\$410.80) <input type="checkbox"/> Triple (\$466.80) <input type="checkbox"/> Quad (\$522.80) | |
| Name: | | | | | | Fees: | |
| Mailing Address: | | | | | | | |
| City: | | State: | | Zip: | | | |
| Phone: | | Email: | | | | | |
| Set Up / Installation Contractor | | | | | | Land-Use Permit \$ | |
| Name: | | | | | | Mfr'd Home Permit \$ | |
| Address: | | | | | | C.E.T. School \$ | |
| City: | | State: | | Zip: | | Parks and Rec. S.D.C. \$ | |
| Phone: | | Email: | | | | Transportation S.D.C. \$ | |
| CCB No: | | Expires: | | | | C.E.T. (A. H.) \$ | |
| | | | | | | Address \$ | |
| MDI No: | | Expires: | | | | Other \$ | |
| | | | | | | TOTAL FEES \$\$ | |
| Notice: Manufactured dwelling installers must have an Oregon MDI and Construction Contractors Board license under provisions of ORS 701. | | | | | | Amount Paid \$ | |
| | | | | | | Balance Due \$ | |
| Skirting-Contractor | | | | | | Received By: _____ Date Received: _____ | |
| Name: | | | | | | This application expires if a permit is not obtained within 180 days after it has been accepted as complete, or expires 180 days from issuance of last inspection. | |
| Address: | | | | | | | |
| City: | | State: | | Zip: | | Decks, garages, etc. require separate building permit application. | |
| Phone: | | Email: | | | | | |
| CCB No: | | Expires: | | | | | |
| <p>I hereby certify that I have read and examined this application and the attached checklist.</p> <p>All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.</p> | | | | | | | |
| Authorized Signature: _____ | | | | Date: _____ | | | |
| Print Name: _____ | | | | | | | |

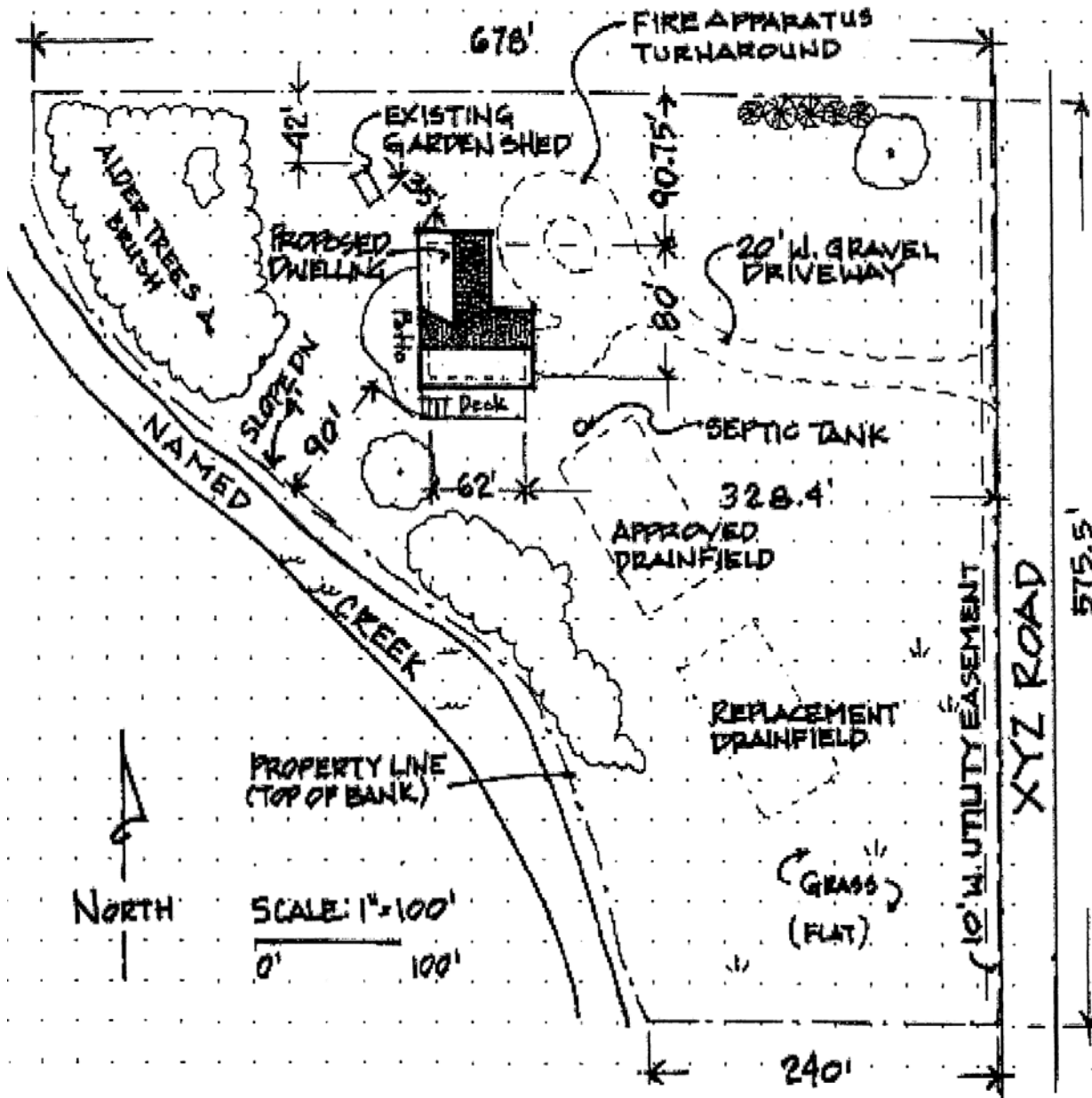
SITE PLAN EXAMPLE

Applicant: Joe and Jane Homeowner

Owner: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Twn 3N Rng 8E Sec 10 TxA Lt 2010



Does your site plan show the following?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Property Information. | <input checked="" type="checkbox"/> Location of utilities, septic drainfields. |
| <input checked="" type="checkbox"/> Scale and north arrow. | <input checked="" type="checkbox"/> All easements (access, utility, irrigation, etc.). |
| <input checked="" type="checkbox"/> Boundaries of parcel with dimensions. | <input checked="" type="checkbox"/> Significant slope or terrain features. |
| <input checked="" type="checkbox"/> Existing and proposed structures. | <input checked="" type="checkbox"/> Vegetation type. |
| <input checked="" type="checkbox"/> Setback distances of proposed buildings. | <input checked="" type="checkbox"/> Portion of property in farm or forest use. |
| <input checked="" type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input checked="" type="checkbox"/> Vicinity map (if needed to augment your site plan). |

SITE PLAN

Applicant:

Owner:

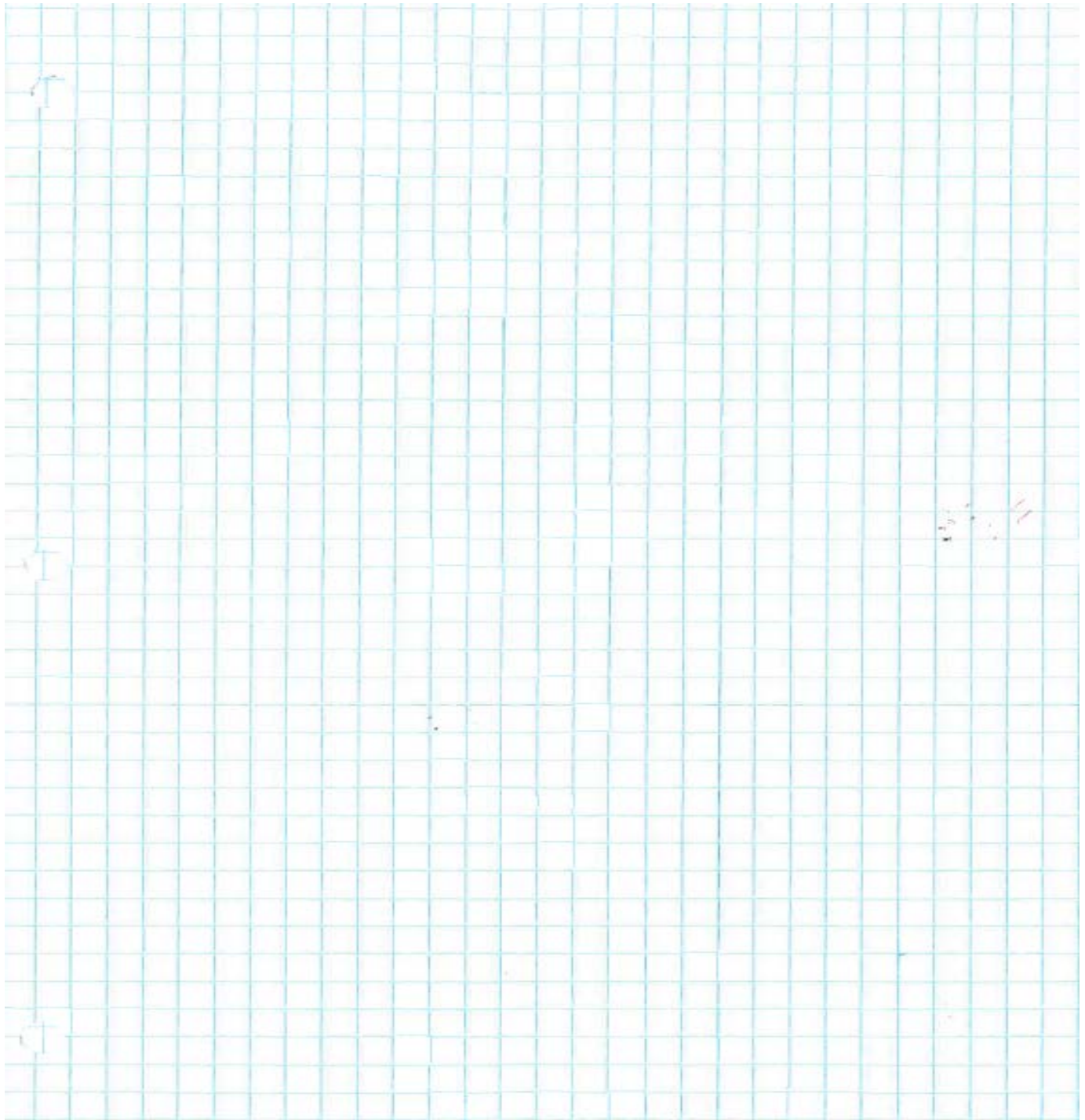
Property Address:

Twn

Rng

Sec

TxLt



Does your site plan show the following?

- | | |
|---|--|
| <input type="checkbox"/> Property Information. | <input type="checkbox"/> Location of utilities, septic drainfields. |
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HOOD RIVER COUNTY: SERVICE DISTRICTS CONTACTS FOR SIGNOFFS

601 STATE STREET, HOOD RIVER, OR 97031 PHONE: 541-387-6840

Updated March 2023

| WATER | IRRIGATION | SANITARY | FIRE |
|--|---|--|---|
| <p>Crystal Springs Fred Schatz 3006 Chevron Dr. P.O. Box 186 Odell, OR 97044 Ph: 541-354-1818 Cell: 541-399-3926 Fax: 541-354-1821 office@cswdhr.com</p> | <p>Farmers/Dee Irrigation 1985 Country Club Hood River, OR 97031 Ph: 541-387-5261 Fax: 541-386-9103 megan@fidhr.org or fidhr@fidhr.org</p> | <p>Odell Sanitary Chuck Rapelje 3700 Dethman Ridge Hood River, OR 97031 Ph: 541-354-1138 Fax: 541-354-3100 crapelje@odellsanitarydistrict.com or julie@odellsanitarydistrict.com</p> | <p>WyEast Rural Fire Greg Borton 3431 Odell Hwy P.O. Box 56 Odell, OR 97044 Ph: 541-354-1648 Cell: 541-490-2930 Fax: 541-354-3030 wyeastfd@hrecn.net</p> |
| <p>Ice Fountain Water Mark Beam/Chris True 1185 Tucker Rd. Hood River, OR 97031 Ph: 541-386-4299 Fax: 541-386-7228 ifwater@hrecn.net ctrue@hrecn.net</p> | <p>East Fork Irrigation Jaylene Hattig 3500 Graves Rd. P.O. Box 162 Odell, OR 97044 Ph: 541-354-1185 jaylene@efidhr.org</p> | <p>Parkdale Sanitary Julie Routson 7200 Dee Hwy P.O. Box 194 Parkdale, OR 97041 Ph: 541-352-7131 Parkdalesanitary@yahoo.com</p> | <p>Westside Rural Fire Doug Kelly 1185 Tucker Rd. Hood River, OR 97031 Ph: 541-386-1550 Cell: 541-490-3324 Fax: 541-386-7228 Doug.kelly@westsidefire.com</p> |
| <p>Odell Water Phil Davis 3685 Davis Dr. P. O. Box 166 Odell, OR 97044 Ph: 541-354-1885 Cell: 541-490-6436 odellwater@hrecn.net</p> | <p>Dee Irrigation (See Farmer's Irrigation for sign offs) Ph: 541-387-5261 P.O. Box 464 Odell, OR 97044</p> | <p>Hood River County Environmental Health Mike Matthews 1109 June St. Hood River, OR 97031 Ph: 541-387-6885 Fax: 541-386-9181 mike.matthews@hoodrivercounty.gov</p> | <p>Parkdale Rural Fire Mike McCafferty 4895 Baseline Dr. P.O. Box 40 Parkdale, OR 97041 Ph: 541-352-6092 Cell: 541-387-5609 Fax: 541-352-5533 mike@parkdalefire.com</p> |
| <p>Parkdale Water Bill Harata P.O. Box 342 Parkdale, OR 97041 Ph: 541-352-5577 Pdw342@hrecn.net</p> | <p>Middle Fork Irrigation Ben Bronson P.O. Box 291 8235 Clear Creek Parkdale, OR 97041 Ph: 541-352-6468 Fax: 541-352-7794 ben@mfidp.com</p> | <p>City of Hood River Machel Jubitz Site: 1200 18th St. Mailing: 211 2nd St. Hood River, OR 97031 Ph: 541-387-5201 Fax: 541-387-5222 m.jubitz@cityofhoodriver.gov</p> | <p>Cascade Locks Fire & EMS John Logan 505 Wanapa St. P.O. Box 308 Cascade Locks, OR 97014 Ph: 541-374-8510</p> |
| <p>City of Hood River Machel Jubitz Site: 1200 18th St. Mailing: 211 2nd St. Hood River, OR 97031 Ph: 541-387-5201 Fax: 541-387-5222 m.jubitz@cityofhoodriver.gov</p> | <p>Mt. Hood Irrigation Leonard Aubert P.O. Box 426 Mt. Hood, OR 97041 Ph: 541-308-6008 Fax: 541-352-9324 aubert@gorge.net</p> | | <p>City of Hood River Fire Department 1785 Meyers Parkway Hood River, OR 97031 Ph: 541-386-3939</p> |
| <p>Oak Grove Water Coop. No Longer Exists CONTACT ICE FOUNTAIN WATER</p> | | | |

Aldridge Ditch & Water: 541-354-5560 or 541-354-1002 (For Collins, Alder & Carson Hill)

Iowa Drive Water District: Carrington Barrs; Cell: 503-704-8133 or Ph: 541-354-1252

HOOD RIVER CITY & COUNTY OFFICES



1 CITY HALL
 211 2nd Street
 Planning: (541) 387 - 5210
 Building: (541) 387 - 5202

2 COUNTY COURTHOUSE
 309 State Street

3 COUNTY ADMINISTRATION
 601 State Street
 Planning: (541) 387 - 6840
 Building: (541) 386 - 1306

4 COUNTY HEALTH DEPARTMENT
 Environmental Health (Septic Permits)
 1109 June Street
 (541) 387 - 6885

5 COUNTY PUBLIC WORKS
 918 18th Street
 (541) 386 - 2616
 Right of Way Permits:
ROWPermits@hoodrivercounty.gov

6 CITY PUBLIC WORKS
 1200 18th Street
 (541) 386 - 2383

 UGA Sign off:
 Machel Jubitz
 (541) 387-5201
m.jubitz@cityofhoodriver.gov



Manufactured Home Inspections

Inspections performed Mondays - Thursdays. All requests must be received by 7am the day of inspection.

3 ways to schedule inspections:



1. **Cell phone Mobile App for all smart phones: App store: "OR e-Permitting".**

2. **On-Line** through Oregon e-Permitting - BuildingPermits.oregon.gov

There is a link to e-Permitting on the Hood River County webpage:

hrccd.co.hood-river.or.us/departments/building-code-inspections

3. Inspections can be phoned into the State Inspection Line: 1-888-299-2821

(Use your IVR number from your building permit and inspection code)

1. **FOUNDATION:** Performed and approved before the installation of the manufactured dwelling. This inspection is to assure the site is suitable before the home is placed. Includes checking the setbacks, vegetation removal, grading, soil compaction, drainage and vapor barrier. Performed after trenches are excavated and forms erected; reinforcing steel in place. Performed **prior to the pouring of concrete.**
2. **SET UP/MARRIAGE:** Performed after units are blocked, roof bolted and walls and floor connected, but **prior to the marriage lines being covered with finish materials.**
3. **SET UP/PLACEMENT:** After manufactured dwelling is installed and includes the foundation support, structural connections, attachment to tie downs, utility connections, cross-over connections, flue and duct installations and weather seals. **Before skirting is installed.**
4. **FINAL:** Performed before occupancy. Includes completion of skirting, underfloor access and ventilation, removal of temporary stairs, final grading address, detectors (smoke and CO2), drainage and accessory structures.

Application submittal checklist:

1. _____ **Complete application** with Agency Sign offs (see attached Agency contacts)
2. _____ **Site plan** with corner grades identified (if grade at placement site differs more than 4 feet, contour lines at 2 foot intervals) and amount of cut/fill.
3. _____ **Floor plan** of the manufactured dwelling (available from the dealer)
4. _____ **Foundation information:** Slab _____ Runners _____ Poured footing/foundation walls _____
Block Pads _____ Basement _____
5. _____ **Skirting type:** Wood _____ Vinyl _____ Block _____ Block w/Backfill _____
6. _____ **CCB number** (Contractor's license) and **MDI** (Manufactured Dwelling Installers License)
7. _____ **Dealer's Disclosure form** (from dealer) indicating roof load and responsibilities.

STANDARD MANUFACTURED HOME CONDITIONS

1. The manufactured home shall be skirted with non-decaying and non-corroding materials or shall be provided with a cement or concrete exterior foundation. The skirting or foundation shall be continuous with provision for ventilation and access to space under the unit, but such opening shall be secure against the entrance of animals. The provision of a concrete or concrete block exterior foundation shall not substitute for the requirements of a stand, pedestals, or anchorage, unless approved for that purpose by the County Building Official and must be inspected prior to pouring concrete.
2. Permanent or rigid awnings or carports shall be constructed, supported, attached and anchored according to the Oregon Residential Specialty Code.
3. All awnings, carports, cabanas and ramadas shall be anchored to the ground and be designed to be self supporting.
4. No manufactured home shall support any other structure. Structures shall not enclose or partially enclose any side or end of a manufactured home without the approval of the Building Official.
5. All cabanas, ramadas, porches and other modifications of the manufactured units as a dwelling unit shall conform to applicable building codes and must apply for and be issued a structural building permit.
6. Wheels shall be removed from all manufactured homes at the time of installation on the property. In addition, tongues and hitches shall be removed from all manufactured homes.
7. All manufactured homes shall be secured to the ground by tie-down anchors or tie-down strapping. The installation of manufactured homes shall be in conformance with the manufacturer's instructions.
8. Single wide manufactured homes are not allowed in Hood River County, outside of manufactured home parks, except for Farm Worker Housing, Family Hardship Dwellings and Security Dwellings. (See Planning Department with questions regarding these types of uses.)
9. A manufactured home must have State and County approval for any use other than residential.
10. A permit is valid for 180 days. An approved inspection extends the permit 180 days from the date of that inspection. If the project is not commenced, abandoned, or a *required, approved inspection has **not** been performed within a 180 day period*, the permit expires.
11. Final decisions and conditions of approval shall be based on oral and written representation made by the applicant.