



MANUFACTURED HOME APPLICATION PACKET

Community Development
601 State Street, Hood River, OR 97031

Please read the provided information and fill out the application(s) pages as completely as possible to ensure that your permit can be reviewed in a timely manner.

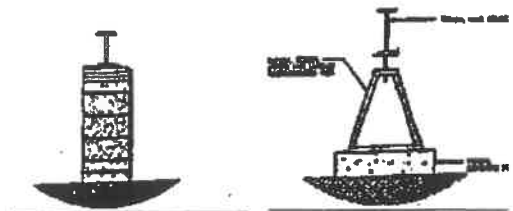
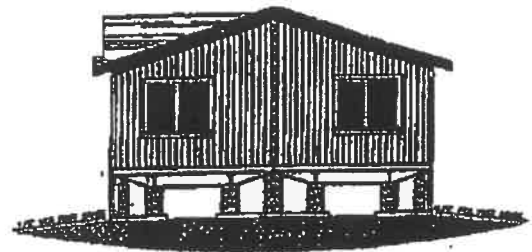
Contact the Planning Department to confirm the **zoning and setbacks** for the area of proposed construction. You may have to apply for a Conditional Use permit, Scenic Area permit or Land Use permit in order to comply with the Hood River County Zoning requirements. If a new residence is proposed outside of the City Sewer service, a Land Use Compatibility Statement form must be completed. You can request this form from the Planning Department or the Environmental Health Department.

You can obtain a **physical address** at the Planning and Building Services Department for the proposed construction. The address will be temporary until the post office verifies the address. (The City of Cascade Locks assigns addresses within their city limits.)

An **accurate site plan and application** must be submitted (see example) with applicable required approvals from the service districts in your area. Original signatures are required from the various service districts you may need to contact. If you have any questions regarding the applications procedures please contact the Planning and Building Services Department at one of the numbers listed above.

When all required sign-offs are obtained, bring to the County Planning & Building Services Dept:

- _____ 1. **Completed application** (with original signatures)
- _____ 2. **Site plan** with corner grades identified (if grade 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 dealer)
- _____ 4. **Foundation information:** Slab ____; Runners ____;
Poured footing or foundation walls ____;
Block Pads ____; Basement ____; Other ____
- _____ 5. **Pier Information:** Metal ____;
Concrete Block ____
- _____ 6. **Skirting type:** Wood ____; Vinyl ____;
Block ____; Block w/ backfill ____; Other ____
- _____ 7. **CCB#** (contractors license) and **MDI#** (Manufactured Dwelling Installers License) with expirations.
- _____ 8. **Dealer's disclosure form** (from dealer) indicating your understanding of roof load and responsibilities.



Ex: Conc block pier

Ex: Metal pier

MANUFACTURED HOME APPLICATION



COMMUNITY DEVELOPMENT

JOHN ROBERTS, DIRECTOR
601 STATE STREET
HOOD RIVER, OR 97031
PHONE 541-387-6840 FAX 541-387-6873
Email: plan.dept@co.hood-river.or.us

MARK VAN VOAST, BUILDING OFFICIAL
601 STATE STREET
HOOD RIVER, OR 97031
PHONE 541-386-1306 FAX 541-387-6878
Email: building@co.hood-river.or.us

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 of Manufacture: _____ <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: _____		Ext. Side:	
Special Conditions on Site: _____		Rear:	
Manufactured Home Park		Height:	
Park Name: _____ Space/Site #: _____		Other:	
Park Manager Signature: _____		Water Supply: <input type="checkbox"/> Sewer <input type="checkbox"/> Septic	
Owner SIGNATURE REQUIRED _____		<input type="checkbox"/> Single (\$304.40)	
Name: _____		<input type="checkbox"/> Double (\$410.80)	
Mailing Address: _____		<input type="checkbox"/> Triple (\$466.80)	
City: _____	State: _____	Zip: _____	<input type="checkbox"/> Quad (\$522.80)
Phone: _____ Fax/email: _____		Fees:	
Set Up / Installation Contractor		Land-Use Permit \$	
Name: _____		Mfr'd Home Permit \$	
Address: _____		C.E.T. \$	
City: _____	State: _____	Zip: _____	Parks and Rec. S.D.C. \$
Phone: _____ Fax/email: _____		Transportation S.D.C. \$	
CCB No: _____	Expires: _____	C.E.T. (A. H.) \$	
MDI No: _____ Expires: _____		Address \$	
Notice: Manufactured dwelling installers must have an Oregon MDI and Construction Contractors Board license under provisions of ORS 701.		Other \$	
		TOTAL FEES \$\$	
		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: _____		Decks, garages, etc. require separate building permit application.	
City: _____	State: _____	Zip: _____	
Phone: _____ Fax/email: _____			
CCB No: _____	Expires: _____		
I hereby certify that I have read and examined this application and the attached checklist.			
All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.			
Authorized Signature: _____		Date: _____	
Print Name: _____		Title: _____	

Water Districts:

Ice Fountain Water District 386-4299
Crystal Springs Water District 354-1818
Odell Water District 354-1885 or 354-1393
Parkdale Water District 352-5577
Hood River City Water 386-2383
Aldridge Ditch & Water 354-1002

Irrigation Districts:

East Fork Irrigation 354-1185
Farmers Irrigation 386-3115
Middle Fork Irrigation 352-6468
Mt. Hood Irrigation 490-1627
Dee Irrigation 806-3248 or 806-6090

For Collins, Alder & Carson Hill call Aldridge for water and irrigation. For other areas of Dee call the City of Hood River for water and Dee Irrigation.

Other Agencies:

If the Manufactured Home is used, and moving out of the County or within Hood River County, contact the County Assessor's Office, (541)386-4522 to obtain proof of payment of taxes and, together with your permit number, apply for a manufactured home trip permit prior to moving the manufactured home.

**Call First
It's The
Law**

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: 811

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 Dept. of Environmental Quality (DEQ).

Department of Environmental Quality
300 SE Reed Market Rd
Bend, OR 97702

Phone: 541-388-6146 Ext. 226
Fax: 541-388-8283
1-800-452-4011

Other Permits issued through Hood River County Building Department:

Mechanical Permits: Heat pumps, gas lines, woodstoves and certain air conditioners require separate mechanical permits. Obtain mechanical permits at the Hood River County Building Department.

Structural Building Permits : Accessory structures, including decks, stairs, or porches with a walking surface more than 30" above grade, require a separate building permits from the Hood River County Planning and Building Department.

Electrical and Plumbing Permits: Apply for your electrical and plumbing permits after you have been issued your placement permit. Electrical & plumbing permits are also issued by Hood River County Building Department.

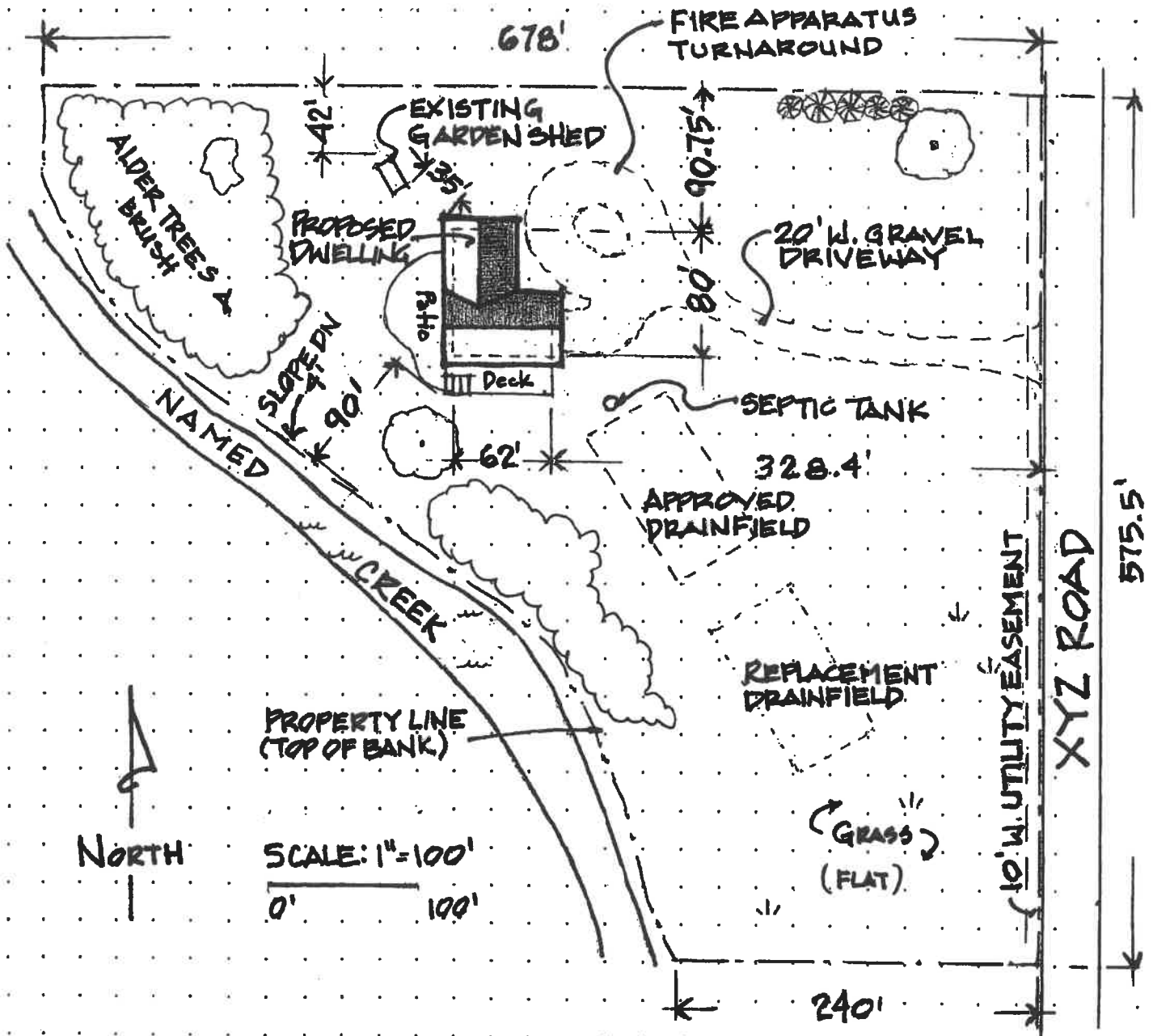
SITE PLAN EXAMPLE

Applicant: Joe and Jane Homeowner

Owner: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Twn 3N Rng 8E Sec 10 TxLt 2010

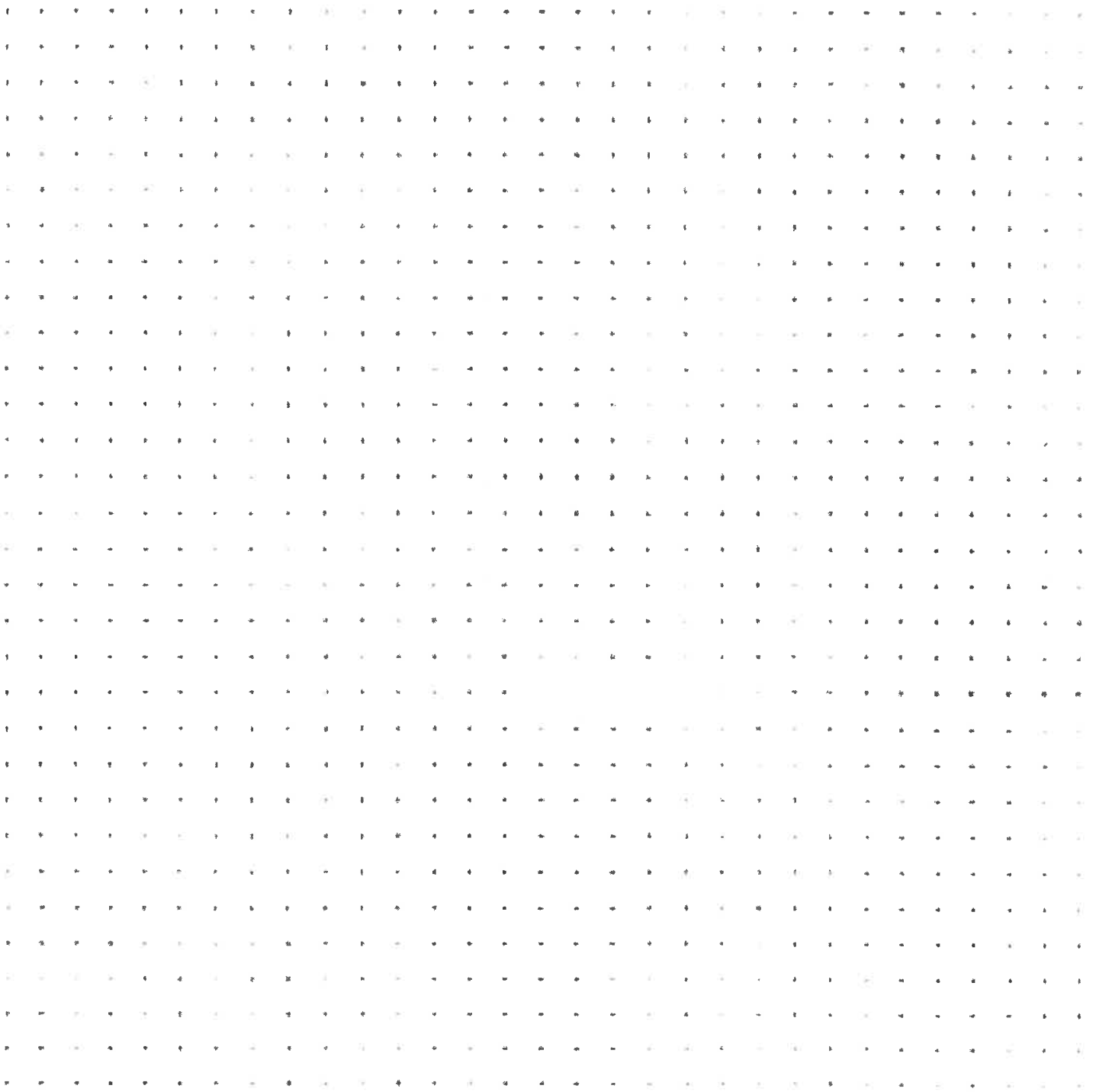


Does your site plan show the following?

- | | |
|--|---|
| <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?

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

STANDARD MANUFACTURED HOME CONDITIONS

1. The manufactured home shall be skirted with non-decaying and noncorroding materials or shall be provided with a cement or concrete block 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 support all loads.
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.
6. All cabanas, ramadas, porches and other modifications of the manufactured unit as a dwelling unit shall conform to applicable building codes and must apply for and be issued a structural building permit.
7. 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.
8. A single wide manufactured home 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.
9. 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.)
10. A manufactured home must have State and County approval for any use other than residential.
11. 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.
12. Final decisions and conditions of approval shall be based on oral and written representation made by the applicant.

Manufactured Home Inspections

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

3 ways to schedule inspections:



1. 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

2. Mobile App for all smart phones: app store: "OR e-Permitting".

3. Inspections can be phoned into the State Inspection Line:

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

1-888-299-2821

1. **SITE/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. **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. **PLACEMENT/SET UP:** 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