

Manufactured Structure

Placement Permit Application



City of Tigard

13125 SW Hall Blvd., Tigard, OR 97223
 Phone: 503.718.2439 Fax: 503.598.1960
 Inspection Line: 503.639.4175
 Internet: www.tigard-or.gov

FOR OFFICE USE ONLY		
Received Date/By:	Permit No.:	
Plan Review Date/By:	Other Permit:	
Date Ready/By:	Juris:	<input checked="" type="checkbox"/> See Plan Submittal Requirements
Notified/Method:		

JOB SITE INFORMATION			OWNER INFORMATION		
Site Address:			Name:		
Park Name: Subdivision & Lot #:			Address:		
Directions to inspection site:			City:	State:	ZIP:
			Phone:	Fax:	
Is property inside city limits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	E-mail:		

LOCAL GOVERNMENT APPROVALS					
Zoning			Sanitation		
Signature:			Signature:		
Jurisdiction:			Jurisdiction:		
Date:			Date:		

MANUFACTURED PLACEMENT PERMIT FEES			
	Cost (each)	No. of Items	Sum
(1) Installation/re-inspection			
(a) Placement (includes placement, electrical feeder, 30' of water/sewer connection):.....	\$ 275.50	_____	\$ _____
(b) State surcharge at 12% (of placement fee only):.....	\$ 33.06	_____	\$ _____
(b) Re-inspection (includes inspection and 12% state surcharge):.....	\$ 100.80	_____	\$ _____
Placement permit to be obtained only by homeowner, or Oregon-licensed manufactured dwelling installer.			
(2) Electrical			
(a) Service and/or feeder (new service installation or alteration/relocation of existing service):.....	\$		See Electrical Permit Application
Electrical service permit to be obtained only by homeowner performing work or signing supervisor of Oregon-licensed electrical contractor performing work.			
(3) Plumbing			
(a) New water service (for services over 30 lineal feet):.....	\$		See Plumbing Permit Application
(b) New sanitation/storm sewer or rain drain (for services over 30 lineal feet):.....	\$		See Plumbing Permit Application
Plumbing permit to be obtained only by homeowner performing work or Oregon-licensed plumbing contractor performing work.			
(4) Miscellaneous fees			
(a) Administrative fee (State of Oregon):.....	\$ 30.00	_____	\$ _____
(b) System development fees (sewer connection, storm water, parks development & traffic impact).	\$		See Permit & System Development Fees
SUB-TOTAL			\$ _____

SET-UP OR INSTALLATION CONTRACTOR			APPLICANT		
Name:			Name:		
Address:			Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Phone:	Fax:		Phone:	Fax:	
CCB No.:	MDI No.:		E-Mail:		

SKIRTING CONTRACTOR		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
CCB No.:	MDI/LSI No.:	

I hereby certify that the information above is true and correct. All work to be performed shall be in accordance with all governing laws and rules.

 Authorized Signature

 Date

 Print Name:



Building Permit Application

Plan Submittal Requirements

Manufactured Dwelling

1. **SITE PLAN - Three (3) copies**, fully dimensional and drawn to scale, **labeled with:**

- A. map & tax lot # subdivision name subdivision lot # site address
 zoning applicant name phone number

Size requirement: 8-1/2" x 11", to a maximum 11" x 17".

All details listed below shall be incorporated into the site plan:

- B. North arrow.
C. "Drawn to scale" indicates standard architect or engineer scale.
D. Footprint of structure, including accessory structures, garage, carport and decks shall reflect actual building dimensions, including retaining walls.
E. Finished floor elevations, all levels.
F. Garage finished floor elevation.
G. Corner lot elevations. If more than 4 feet elevation differential, plan must show contour lines at 2-foot intervals.
H. Location of all cuts and fills on the lot.
I. Driveway corner elevations.
J. Zoning setbacks (front, side and rear).
K. The location of all public and private easements.
L. The location, termination, and all invert elevations of all drainage piping (sanitary and storm) showing all elevations necessary to show positive gravity flow to the approved drainage device (i.e. peepholes, storm lateral, sanitary lateral).
M. Residential driveways, sidewalks will be shown on site plans and will be in accordance with the City of Tigard standards. Driveway cuts shall not be permitted within 30 feet of intersecting right-of-way lines, nor within 6 feet of property lines. Weep holes/drain pipes will be installed 6 feet from adjoining property lines. Multiple driveways on individual parcels of land must have 30 feet of separation; joint-use driveways require a formal agreement.
N. Show all erosion control devices proposed for site. Contact Clean Water Services (CWS) at 503-681-5113 for assistance.
O. Show location of existing facilities and new or relocated structures (utilities, well/septic systems, mailboxes, power poles, water meter, light pole, stop sign, etc.).
P. Indicate property slope directions.
Q. Existing and finished contours when slope in any direction exceeds 20% (additional requirements may apply - see grading policy).
R. Site plan to include tree size, type and location per approved project street tree plan (if applicable), and City of Tigard Street Tree List.
S. Site plan to include trees and tree protection measures as required by conditions of approval. Tree locations, driplines, and protection measures must be drawn to scale and must include the project arborist's signature of approval.
2. **BUILDING PLANS - Three (3) full sets** for illustrating the manufactured dwelling foundation or basement construction (no redlines or tape-ons accepted).

Size requirement: up to 24" x 36" maximum, folded into eighths (9" x 12") with the plans inside. No rolled, reversed or mirrored plans will be accepted.

All details listed below shall be incorporated into the building plans:

- A. Scale (architectural or engineering only).
B. Cross sections of the manufactured dwelling foundation or basement (every set of plans shall contain a minimum of two cross sections at mid-point of each direction).
C. Exterior elevation (all views shall be shown).
D. Basement wall, foundation and retaining wall sections.
E. Documentation by manufacturer indicating that manufactured dwelling roof can support over-framing of garage roof.
F. Driveway construction.