

City of Phoenix Building Department

112 W 2nd Street (PO Box 330), Phoenix, OR 97535

541-535-2050 | FAX 541-535-5769 | www.phoenixoregon.gov | permits@phoenixoregon.gov



Manufactured Home Installation Permit Application

Inspection Line:
541-484-9043
800-358-8034

MH19-

| | | | | | |
|---|---------------------------------|--|---------|--|-------|
| Description of Work: | | Dealer Name | | | |
| | | Dealer Address | | | |
| | | Phone | | | |
| Individual Lot | | Email | | | |
| Lot in MH Park | | Manufacturer | | | |
| MH Park Name | | Serial # | | | |
| Phone | | Year | | Size | Value |
| Email | | Flood Hazard (Y/N) | | | |
| Address | | EC prepared by: | | | |
| Legal Description | (Township/Range/Section/Taxlot) | Base Flood Elevation (BFE): | | Select Flood Hazard Type: | |
| | | Finish Floor Elevation (if known): | | | |
| INSTALLER | | Bottom of frame Elevation: | | | |
| Contractor | | <p>Notes:</p> <ol style="list-style-type: none"> Manufactured Home installation is required to comply with the 2010 Oregon Manufactured Home Installation Specialty Code. Work is required to be performed by a licensed MH installer or the owner. The MH installation permit includes the connection of water, sewer and electrical within 30 feet of MH. Additional permits are required for utility connections beyond 30 feet. (This permit does not include electrical service or feeder. Separate electrical permit is required). Permit fee includes three inspections covering stand and lot preparation, all support blocking, flood and wind anchoring devices, perimeter skirting, underfloor access and ventilation, mechanical crossovers & terminations, and temporary steps. It also includes plumbing connections and all cross-over connections. All decks 30" above ground, car ports, garages, porches, patios and similar structures require separate permits and shall be based on the valuation of the installation cost and materials and are required to comply with the current Oregon Residential Specialty Code. MH installations in Flood Hazard areas require additional information and setup requirements including: <ol style="list-style-type: none"> An Elevation Certificate, prepared by a licensed engineer/surveyor, at the start of the project, at pier inspection and at final. The bottom of the frame/chassis is required to be at or above the Base Flood Elevation (BFE) as established on the Elevation Certificate. The electrical cross-over connection is required to be a minimum of 12 inches above the BFE. Plumbing lines in the flood hazard area are required to comply with Oregon Plumbing Specialty Code Section 301.4 including being secured they are secured to resist hydrostatic and hydrodynamic loads, stresses, bouyancy, displacement, etc. Anchors/Tie-downs are required per OMDISC and 2008 ORSC Appendix E. Documentation is required to show the type used and the manufacturer's installation instructions. <p>(See required Flood Hazard checklist for flood vents and additional information.)</p> | | | |
| Address | | | | | |
| Lic. # | | | | | |
| CCB # | | | | | |
| City Lic. # | | | | | |
| Name | | | | | |
| Supervisor License # | | | | | |
| Signature | | | | | |
| OWNER INSTALLATION ONLY | | | | | |
| Owner's Name | | | | | |
| Address | | | | | |
| Phone | | | | | |
| <p>I certify that this owner-installation is being made on residential or farm property that I own that is not intended for rent, lease, sale or exchange and that all work will be done in accordance with applicable codes and laws.</p> | | | | | |
| Signature | | | | | |
| Date | | | | | |
| | | Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days | | MH Installation Permit Fee: \$424.35 State Surcharge: \$30.00 | |
| | | | | Total Fee | |
| | | | | \$454.35 | |
| <p>I hereby certify the contents of this application to be correct to the best of my knowledge, and further, that I have read, understand, and agree to the following:</p> <ol style="list-style-type: none"> Work shall not proceed past approved inspection stage. All inspections shall be called for 24 hours in advance. Any modification in plans or work shall be reported in advance to the Building Department. Responsibility for complying with all applicable Federal, State or Local laws, ordinances and regulations rests solely with the applicant. | | | | | |
| Approved for issuance by: | | | | Date | |
| \$ Paid | Check | Cash | Card | Receipt # | |
| Inspections | Rough | | Service | Final | |

This form is also available as a fillable form on the Phoenix City web site at www.phoenixoregon.gov