



# MANUFACTURED HOME SUBMITTAL REQUIREMENT CHECKLIST

## CROOK COUNTY COMMUNITY DEVELOPMENT

300 NE 3<sup>rd</sup> Street, Room 12, Prineville, OR 97754

Phone: (541) 447-3211 - Fax: (541) 416-2139 - Email: bld@crookcountyor.gov

**Use the following checklists to ensure all necessary information has been provided. Failure to submit all requirements will result in plan review delays for your project and your application for plan review may be denied. Check each applicable box.**

**Contact Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

### Staff Applicant

- Completed application;** All information must be entered if applicable.
- Site map;** Must include the distance in feet (ft) for the following:
  - Water line from proposed structure to source.
  - Sewer line from proposed structure to source.
  - Electrical source and disconnect.
  - Gas line from proposed structure to source.
  - Setback from structure to property lines.
  - From proposed structure to any other structures on property
    - If placed in a MH Park, check with staff for setback requirements.
  - Length and width of proposed structure.
- Floor plan for structure:**
  - Identify all rooms, electrical panel, water/sewer line hook up locations

**ADDITIONAL APPLICATIONS REQUIRED, IF APPLICABLE:**
- Electrical application is required:**
  - For electrical service to the property
  - If existing power to property has been disconnected previously.
  - If electrical service to property is over 30ft from the proposed structure.
- Plumbing application:** Required if water or sewer source is over 30ft from the proposed structure.
- Mechanical application:** Required for any gas hook-ups and any exterior fixtures (e.g., A/C unit, Heat pump, etc.)
- If property is in a flood plain, an initial flood elevation must be submitted.**
- Address application:** Required for new development within city limits.

The following applicant or agent has reviewed and completed this application packet and affirms all requirements have been meet for application submittal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Staff Signature)



**MANUFACTURED HOME APPLICATION**  
**CROOK COUNTY COMMUNITY DEVELOPMENT**  
 300 NE THIRD STREET RM 12 PRINEVILLE, OR 97754  
 PH: (541) 447-3211 EMAIL: bld@co.crook.or.us  
**Permits expire if work is not started within 180 days of  
 issuance or if work is suspended for 180 days**

**Application Submittal Date**  
*OFFICE USE ONLY*

**FOR OFFICE USE ONLY**

|                              |                                      |
|------------------------------|--------------------------------------|
| Planning Approval #:         | Septic Permit #:                     |
| SDCs / Parks & Rec: Yes / No | Flood Zone: Yes / No                 |
|                              | Flood Certificate required: Yes / No |

Permit #: **217-**

**JOBSITE INFORMATION**

|                          |   |     |      |
|--------------------------|---|-----|------|
| Address (include Spc #): | City:   | St: | Zip: |
|                          | Tax/Map #:  |     |      |
| Subdivision:             | Are fire sprinklers required in your subdivision? |     |      |
| Property Owner:          | Phone:  |     |      |
| Mailing Address:         | <b>If in a MH park:</b>                           |     |      |
|                          | Park owner name:                                  |     |      |
| E-mail:                  | Phone # for park contact                          |     |      |

**APPLICANT INFORMATION**

|          |          |
|----------|----------|
| Name:    | Phone #: |
| Address: | E-mail:  |

**MANUFACTURED HOME DESCRIPTION AND INFORMATION**

|  |   |                           |
|--|---|---------------------------|
| Make:  | Dimensions:   | Year:                     |
| Model:   | # of yard hydrants?   | Backflow device? Yes / No |
| Type of foundation (e.g., Runners, slab, footing, etc.): |   |                           |
| Water line length (from source to home in ft.):          | Is propane or natural gas required? Yes / No  |                           |
| Water source (City, well, etc.)?                         | <input type="checkbox"/> Propane (LPG) <input type="checkbox"/> Natural Gas (CNG)   |                           |
| Sewer line length (from home to connection in ft.):      | Distance from electrical service to home in ft.:  |                           |
| Purchase Price of home:                                  | Is this home for sale/lease/rent <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>If the answer to the question above is yes, you cannot be your own contractor per ORS 479.540</b> |                           |

**CONTRACTOR INFORMATION**

|                     |          |
|---------------------|----------|
| General Contractor: | CCB #:   |
| Address:            | Phone #: |
| E-mail:             |          |

**SUB-CONTRACTOR INFORMATION**

|  |                       |
|--|-----------------------|
| <b>Manufactured Dwelling Installer:</b>                                  | <b>MDI #:</b>         |
| <b>Address:</b>  | <b>Phone #:</b>       |
| <b>E-mail:</b>   |                       |
| <b>Plumbing Contractor:</b>  | <b>CCB #:</b>         |
| <b>Address:</b>  | <b>BCD #:</b>         |
| <b>E-mail:</b>   |                       |
| <b>Electrical Contractor:</b>  | <b>CCB #:</b>         |
| <b>Address:</b>  | <b>BCD #:</b>         |
| <b>E-mail:</b>   |                       |
| <b>Signing Supervisor:</b>   | <b>License #:</b>     |
| <b>Mechanical Contractor:</b>  | <b>CCB #:</b>         |
| <b>Address:</b>  |                       |
| <b>E-mail:</b>   |                       |
| <b>Propane (LPG) installation must be done by a certified installer.</b> |                       |
| <b>LPG Installer:</b>  | <b>LPG License #:</b> |

**AUTHORIZING SIGNATURE**

I hereby certify that I have the authority to make the foregoing application, that the application is correct, and that the construction shall conform to the regulations in the Building Code, the Zoning Ordinance, and all other codes and regulations or private building restrictions, if any, which may be imposed on the above property by deed. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. I understand that the Building Official reserves the right to enter the construction premises at will during reasonable working hours. Furthermore, I understand that should I decide to withdraw my application prior to issuance of a permit, I will be charged any applicable administrative fees.

|                                  |              |
|----------------------------------|--------------|
| <b>Applicant's Printed Name:</b> |              |
| <b>Applicant's Signature:</b>    | <b>Date:</b> |

**CONTACT FOR ISSUANCE IF DIFFERENT FROM ABOVE**

|               |                 |
|---------------|-----------------|
| <b>Name:</b>  | <b>Phone #:</b> |
| <b>Email:</b> |                 |

Table 11-2.3 Minimum Setbacks and Fire Separation Inside Parks

|                                       | Manufactured Dwellings | Accessory Buildings | Accessory Structures |
|---------------------------------------|------------------------|---------------------|----------------------|
| Property Line                         | 5 ft.                  | 5 ft.               | 5 ft.                |
| Park Street                           | 5 ft.                  | 5 ft.               | 5 ft.                |
| Park Sidewalk                         | 2 ft.                  | 2 ft.               | 0 ft.                |
| Manufactured Dwelling on Same Lot     | See Note (1) & (2)     | 3 ft.               | 0 ft.                |
| Manufactured Dwelling on Adjacent Lot | 10 ft.                 | 6 ft.               | 6 ft.                |
| Buildings on the Same Property        | 10 ft.                 | 6 ft.               | 6 ft.                |
| Accessory Buildings on Same Lot       | 3 ft.                  | 3 ft.               | 0 ft.                |
| Accessory Building on Adjacent Lot    | 6 ft.                  | 6 ft.               | 6 ft.                |
| Accessory Structures on Same Lot      | 0 ft.                  | 0 ft.               | 0 ft.                |
| Accessory Structures on Adjacent Lot  | 6 ft.                  | 6 ft.               | 6 ft.                |

**NOTES:**

- (1) The building official may approve reduced setbacks and clearances than those dimensions in this table with the use of fire resistive construction according to the prescriptive requirements in the **Oregon Residential Specialty Code**.
- (2) Additional requirements in OAR 918-500-0530 may be applicable.
- (3) Setbacks from perimeter property lines and public streets may be greater than those dimensions shown in this table if the municipality adopted local amendments by ordinance.
- (4) Setbacks and clearances addressed in this table shall be measured to the exterior wall of the structure and shall not include the eave overhangs except for awnings and carports.

## **MANUFACTURE HOME "SETUP" INSPECTION:**

INCLUDES, BUT IS NOT LIMITED TO, VERIFICATION OF THE FOLLOWING PRIOR TO THE INSTALLATION OF SKIRTING.

- 1) ANCHORING – STRAPPING
- 2) PIER SUPPORTS
- 3) VAPOR BARRIOR
- 4) WATER AND SEWER PIPING (TESTED AND RUN TO HOME) AND UNDER HOME WITH A MINIMUM STUB OF 12" OUTSIDE UNDER FLOOR ENCLOSURE.
- 5) BOND JUMPER ON FRAME AND OTHER ELECTRICAL CROSSOVER CONNECTIONS.
- 6) ELECTRICAL FEEDER UNDER HOME
- 7) DRYER VENT STUBED TO OUTSIDE EDGE OF HOME
- 8) H.W.H. PRESSURE BLOW OFF PIPING STUBED TO OUTSIDE OF HOME
- 9) CONDENSATE LINE STUBED TO OUTSIDE EDGE OF HOME
- 10) CROSSOVER HEAT DUCT
- 11) ANY OTHER APPLICABLE INSTALLATIONS UNDER THE HOME

## **FINAL INSPECTION:**

FINAL INSPECTION SHALL BE MADE AFTER ALL WORK REQUIRED BY THE INSTALLATION PERMIT IS COMPLETED. FINAL INSPECTION INCLUDES BUT IS NOT LIMITED TO VERIFICATION OF THE FOLLOWING:

- 1) SKIRTING INSTALLATION
- 2) UNDER-FLOOR ACCESS
- 3) TEMPORARY STEP REMOVAL
- 4) PERMANENT STEP OR RAMP INSTALLED
- 5) PERMANENT LANDING, GUARDRAIL, AND HANDRAIL CONSTRUCTION
- 6) UNDER-FLOOR VENTILATION
- 7) SITE GRADING AND DRAINAGE
- 8) SIDEWALKS AND DRIVEWAYS
- 9) UNDER-FLOOR DRYER AND RANGE EXHAUST DUCT THROUGH SKIRTING OR PERIMETER
- 10) SMOKE ALARM LOCATION, INSTALLATION AND TEST
- 11) GROUND FAULT CIRCUIT INTERRUPTER (GFCI) TESTS
- 12) INSTALLERS CERTIFICATION TAG(S) ARE INSTALLED

