



**CITY OF NEWPORT**  
Community Development Dept.  
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Newport, OR 97365  
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INSP: [BuildingPermits.Oregon.gov](http://BuildingPermits.Oregon.gov)

Office Use Only

Permit #:

## **MANUFACTURED HOME PERMIT APPLICATION**

Applications may be obtained online at:

[www.newportoregon.gov/business/formsAppsPermits.asp](http://www.newportoregon.gov/business/formsAppsPermits.asp)

### **1. Job Information (where work is taking place)**

Job Site Address: \_\_\_\_\_

Subdivision/Park Name: \_\_\_\_\_

### **2. Owner's Name:**

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

### **3. Applicant Information (owner or authorized agent)**

☐ Mark if same as owner ☐ Mark if same as contractor

Name of Applicant: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### **4. Contractor Information (person/company performing the work)**

Name of Contractor: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

OR CCB # (Req'd): \_\_\_\_\_

City Business License # (Req'd): \_\_\_\_\_

### **5. Contact Person (receives building permit correspondence)**

same as: ☐ owner ☐ contractor ☐ applicant

Name of Person: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### **6. Project Description:**

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify that I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not.*

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By attaching my signature below, I certify herein that I have read, understood, and confirm all the statements listed above & throughout the application form.

I agree \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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CATEGORY OF CONSTRUCTION	
___ Manufactured Dwelling	___ New
OTHER TYPES OF WORK	
For work defined as addition, alteration, or repair, see the Residential Building Permit Application.	
REQUIRED DATA	
<b>Manufactured Home permit:</b> One single permit is assessed to cover the placement of the manufactured dwelling, earthquake-resistant bracing systems, plumbing connection including 30 feet each of sewer & water lines, electrical feeder connection, and mechanical connection.	
<b>Associated Permits:</b> The manufactured home permit does not include an electrical service. <b>Garages/carports:</b> fees for these accessory structures are based on the value of the work performed. A separate structural permit is required for garages/carports associated with manufactured homes.	
<b>VALUATION:</b>	
Placement is: ___ Inside Park ___ Outside Park	
Type of Construction:	
Square Footage:	
NOTICE	
<b>EXPIRATION OF APPLICATION:</b> This application expires if a permit is not obtained within 180 days after it has been accepted as complete, and a permit becomes null & void if the authorized work is suspended for a period of 180 days at any time after work is commenced.	

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW		Yes	No	N/A
1.	Two (2) copies of plot plan <u>drawn to scale</u> on minimum size of 11" x 17" which includes the following:			
A.	Building footprint & roof line, decks, and landings			
B.	North arrow, scale, lot dimensions, setbacks, & all public &/or all private easements			
C.	Ground slope direction(s), elevations at all property corners & building corners, finish floor elevation, & elevation of top of curb or edge of pavement at frontage corners. May not apply to parks.			
D.	Location, size, material & minimum slope of rain drains & underfloor/footing drain			
E.	Existing public & private utilities located on property, such as water meter, electric meter pedestal, sanitary services, manholes, water valves, ditches, etc.			
F.	Driveway & sidewalk location & layout, including maximum driveway slope			
GARAGE/CARPORT: Provide two (2) copies of all information in this section:				
2.	Foundation/floor framing plan each floor (slab, post & beam, or joists w/size & spacing)			
3.	Ceiling/roof framing plan or truss layout with reactions			
4.	Mfd. Home manufacturer's cut sheet for garage roof attachment			
A.	If plans are deferred, must be noted in the submittal package			
5.	Floor plan with room IDs to include location & size of underfloor & attic access			
6.	Window sizes, header sizes			
7.	Electric layout			
8.	Complete building sections – special sections			
9.	Construction details (i.e.: structural members, sheathing, roofing, bracing, dimensions, etc.)			
10.	Engineering for special conditions (building designs) to be transferred to plans			
MANUFACTURED HOME: Provide two (2) copies of all information in this section:				
11.	Footing & construction details for exterior porches, decks, roofs			
12.	Floor plan with options indicated			
13.	Gas appliances? (Mechanical permit required)			
14.	Skirting detail – skirting material to be used			
15.	Foundation: runners, slab, pier block detail plan			
<b>FEE CHART</b>				
Manufactured Dwelling Placement Permit Fee (includes plan review)				<b>\$ 220.00</b>
Earthquake-Resistant Bracing System Installation Permit Fee (if applicable = \$150.00)				
Manufactured Dwelling & Cabana Fee (req'd by State of OR)				<b>\$ 30.00</b>
State Surcharge (12% of placement permit fee, also req'd by State of OR)				<b>\$ 26.40</b>
<b>Total Permit Fees</b>				<b>\$</b>