



# MANUFACTURED HOME PLACEMENT PERMIT APPLICATION

Community Development ~ Building Division  
333 Broadalbin ST SW / Albany, OR 97321  
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Permits may be obtained online at:

[www.cityofalbany.net/aca](http://www.cityofalbany.net/aca)

### Job Site Information & Location: (Where the work is taking place)

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

Space #: \_\_\_\_\_ (If applicable) Park \_\_\_\_\_

### Property Owner:

Owner Mailing Address: \_\_\_\_\_

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

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

### Applicant / Contact Information: (Permit owner)

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

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

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

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

E-mail: \_\_\_\_\_

### Contractor Information:

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

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

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

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

Oregon CCB #: \_\_\_\_\_

Manufactured Dwelling Installer #: \_\_\_\_\_

Limited Skirting Installer #: \_\_\_\_\_

### Project Description:

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

### NOTICE:

PERMITS BECOME VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

Office Use Only

Permit #:

See reverse side for Park Plot Plan example.

### CATEGORY OF CONSTRUCTION TYPE OF WORK

New

Replacement

### REQUIRED DATA

Garage/Carport Area: \_\_\_\_\_ Sq. Ft.

Porch/Patio Area: \_\_\_\_\_ Sq. Ft.

Placement is:

In a park

On a private lot

### NOTICE

#### LICENSING:

Manufactured dwelling installers must have an Oregon MDI and Construction Contractors Board license under provisions of ORS 701.

#### PLAN SUBMITTAL REQUIREMENTS:

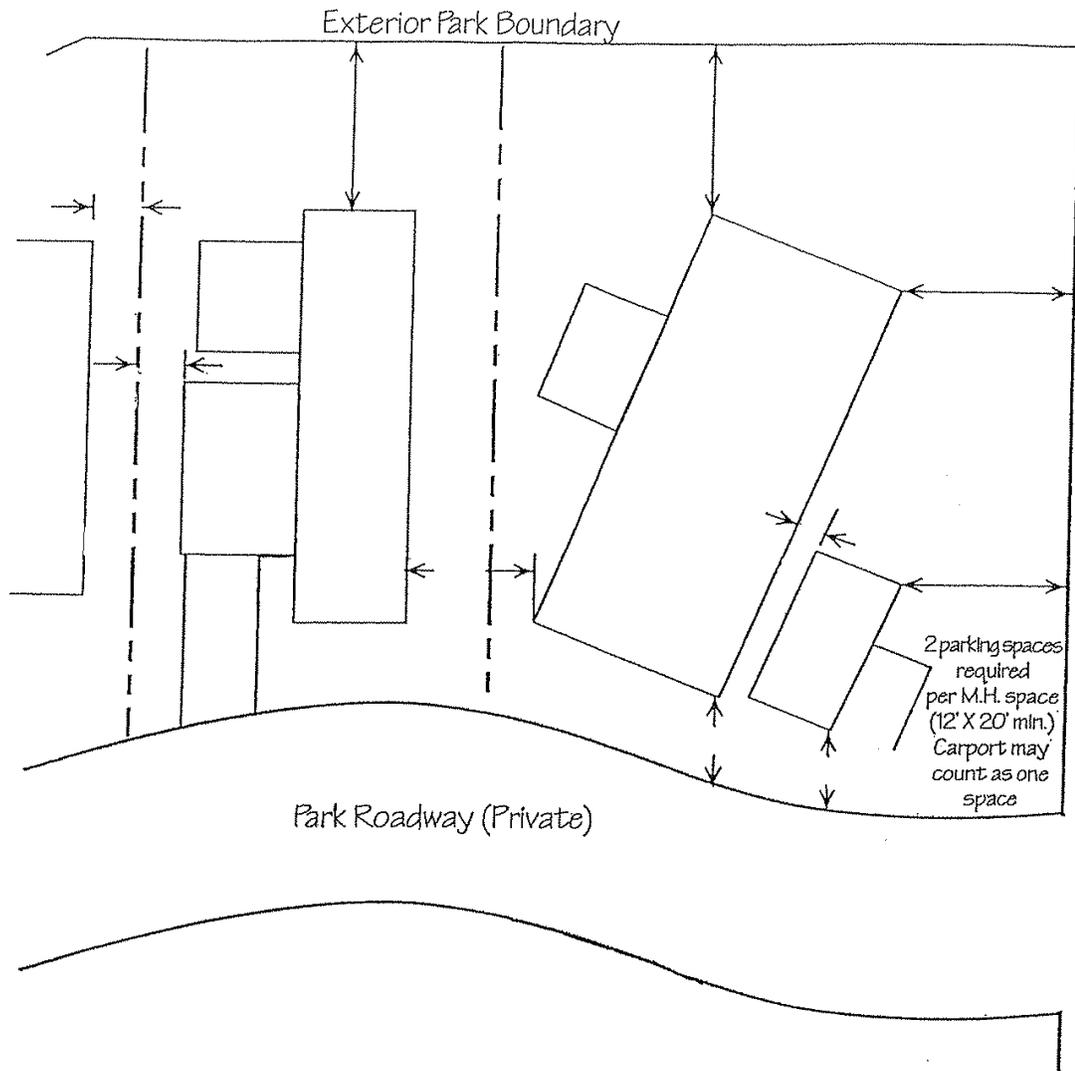
- Manufactured homeowner's name, current address, and phone number.
  - Make available electronically 1 set of construction plans and specifications to be used for electronic plan review.
- OR

Three sets of the following:

- Skirting detail with tie down diagram that includes the tie down Manufacturer installation instructions.
  - Manufactured home floor plans including total square footage.
  - Building plans drawn to scale for carport/garage.
  - (MFH in a Park) Plot plan drawings of man home space and surrounding area;
- OR

- (MFH on a Private lot) Plot plan drawings of property and surrounding area.

# Typical Manufactured Home Plot Plan



Space boundary must be identified by stake/string line prior to inspection request

**Setbacks.** The following setbacks apply within manufactured home parks:

- 1) Distance between manufactured homes - 10 feet.
- 2) Distance of a manufactured home or accessory structure from a space boundary - 3 feet from the space boundary, except where a carport, garage, or storage structure is shared by adjoining spaces in which case the shared facilities may be attached at the space dividing line.
- 3) Distance of a manufactured home or accessory structure from an exterior park boundary is 10 feet from the park boundary, except where the home or structure is adjacent to a public right-of-way in which case, the setback is 15 feet from the right-of-way line.
- 4) Distance of a manufactured home or accessory structure from a roadway within the park - 8 feet from the curb.