

THE BUILDING DEPARTMENT, LLC

APPLICATION FOR MOBILE HOME/MANUFACTURED HOME INSTALLATION

City of _____

Permit # _____

JOB SITE INFORMATION

Address:	
City:	
Name of Park:	Space #:
Lot:	
Block:	
Subdivision:	

OWNER INFORMATION

Name:		
Address:		
City:	State:	Zip:
Phone: ()	Fax: ()	

LOCAL GOVERNMENT APPROVALS

Zoning/City Checked by:	Flood plain	Sanitation
Information verified? ___yes ___no	___yes ___no Req. Elev. _____	Information verified? ___yes ___no
Signature:	Signature:	Signature:

APPLICATION REQUIREMENTS

	Prior to 1st	Provided - Inspection
1. Provide site plan drawn to scale, indicating:		
Property lines, easements, and elevations. Provide contour lines @ 2' o.c. if > than 12" elev. change.	<input type="checkbox"/>	<input type="checkbox"/>
All accessory buildings or structures (existing or proposed.)	<input type="checkbox"/>	<input type="checkbox"/>
All utilities including storm water drainage, septic & leach lines, wells and natural waterways.	<input type="checkbox"/>	<input type="checkbox"/>
Proposed decks, steps, walkways, and driveways etc.	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide a floor plan	<input type="checkbox"/>	<input type="checkbox"/>

FEES

1. Set Up Permit	
2. Permanent Steps & Skirting	
3. Plumbing Permit	
4. Electrical Permit	
5. State MH Fee	
6. State Surcharge (___% of #1 - 4)	
City Systems Charge	
Total	
Approved for Issuance By:	Date:

NOTICE

I agree to install the Manufactured Home in accordance with Oregon Revised Statutes 446.003 to 446.280 and 446.990, Oregon Administrative Rules 918-515-0005 through 918-520-0110, and the installation instructions as supplied by the manufacturer. I will provide a copy of the manufacturer's installation instructions for inspector's use at the time of required installation inspection. If no instructions are provided, inspection will be based on minimum Oregon State installation requirements. The inspecting authority takes no responsibility for the accuracy of Oregon Building Codes Agency Rules or manufacturer's instructions.

I hereby certify that 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. 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 have read and reviewed the local ordinances and laws pertaining to the installation of manufactured homes and mobile homes in this jurisdiction. I agree to install this home according to these specifications.

INSTALLER INFORMATION

<input type="checkbox"/>	I am the property owner doing my own work.	
<input type="checkbox"/>	I am licensed with the Building Codes Division. License No.:	Expires:
<input type="checkbox"/>	I am registered with the Construction Contractors Board. Registration No.:	Expires:
Contractor Name:		Phone:
Contractor Address:		
Signature:		Date:



Information Notice to Owners About Construction Responsibilities

(ORS 701.325 (3))

Homeowners acting as their own general contractors to construct a new home or make a substantial improvement to an existing structure, can prevent many problems by being aware of the following responsibilities:

- Homeowners who use labor provided by workers not licensed by the Construction Contractors Board, may be considered an employer, and the workers who provide the labor may be considered employees. As an employer, you must comply with the following:
- **Oregon's Withholding Tax Law:** Employers must withhold income taxes from employee wages at the time employees are paid. You will be liable for the tax payments even if you don't actually withhold the tax from your employees. For more information, call the Department of Revenue at 503-378-4988.
- **Unemployment Insurance Tax:** Employers are required to pay a tax for unemployment insurance purposes on the wages of all employees. For more information, call the Oregon Employment Department at 503-947-1488.
- **Oregon's Business Identification Number (BIN):** is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, call 503-945-8091 or go to <http://www.oregon.gov/DOR/BUS/docs/211-055.pdf> for the appropriate forms.
- **Workers Compensation Insurance:** Employers are subject to the Oregon Workers Compensation Law, and must obtain Workers Compensation Insurance for their employees. If you fail to obtain Workers Compensation Insurance, you could be subject to penalties and be liable for all claim costs if one of your workers is injured on the job. For more information, call the Workers Compensation Division at the Department of Consumer and Business Services at 503-947-7815.
- **Tax Withholding:** Employers must withhold Social Security Tax and Federal Income Tax from employee wages. You may be liable for the tax payment, even if you didn't actually withhold the tax. For a Federal EIN number, call the IRS at 1-800-829-4933 or visit their website at www.irs.gov.

Other Responsibilities of Homeowners:

- **Code Compliance:** As the permit holder for a construction project, the homeowner is responsible for notifying building officials at the appropriate times, so that the required inspections can be performed. Homeowners are also responsible for resolving any failure to meet code requirements that may be found through inspections.
- **Property Damage and Liability Insurance:** Homeowners acting as their own contractors should contact their insurance agent to ensure adequate insurance coverage for accidents and omissions, such as falling tools, paint overspray, water damage from pipe punctures, fire, or work that must be redone. Liability Insurance must be sufficient to cover injuries to persons on the job site who are not otherwise covered as employees by Workers Compensation Insurance.
- **Expertise:** Homeowners should make sure they have the skills to act as their own general contractor, and the expertise required to coordinate the work of both rough-in and finish trades.

CONSTRUCTION CONTRACTORS BOARD

700 Summer St NE, Suite 300, PO Box 14140, Salem, OR 97309-5052

Telephone: 503-378-4621 – Fax: 503-373-2007

Website Address: www.oregon.gov/ccb

Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.325 (2))

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

Name

CCB#

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

Print Name of Permit Applicant

Signature of Permit Applicant

Date

Permit #: _____

Address: _____

Issued by: _____ Date: _____



ORDINANCE NO. 220

AN ORDINANCE REQUIRING A PROPERTY MAP AND SURVEY TO BE PROVIDED WHEN APPLYING FOR A PLACEMENT OR BUILDING PERMIT.

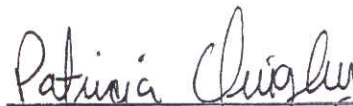
The City of Lakeside ordains as follows:

- Section 1. All home placement and building permit applications shall be accompanied by a complete boundary description. The description shall be accompanied by a survey map showing the location of the property for which a permit is sought and shall show the locations, width and names of all public streets, public right of ways, public easements within and adjacent to the property.
- Section 2. The description and map will be provided at the expense of the property owner(s).
- Section 3. The property description and map will be reviewed by the City Administrator, Staff Planner or City Planning Commission as part of the plan design review. All setbacks will be clearly identified by the City as part of the plan design review.
- Section 4. This ordinance does not affect subdivisions or planned unit developments if certified surveys are submitted as part of the plan review.
- Section 5. It is the responsibility of the property owner(s) to correct at his or her expense any encroachments on to any public street, right of way or easement. At the time of property transfer, any response for a City lien search shall include notice of any known encroachment or setback violation. No building permits or placement permits will be issued until such violations are corrected.

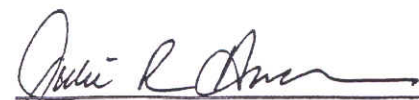
The foregoing ordinance was enacted by the Lakeside City Council at the meeting held October 8, 1998.

ATTEST:

APPROVED:



Patricia Quigley, City Administrator/Recorder



Julie Anderson, Mayor Pro Tem

ORDINANCE NO. 218

AN ORDINANCE REPEALING ORDINANCE NO. 214 AND ORDINANCE NO. 216 AND AMENDING ORDINANCE 168, ARTICLE 2, GENERAL PROVISIONS, SECTIONS 2.040 AND 2.045 SPECIAL REGULATIONS APPLYING TO MANUFACTURED HOMES.

Ordinance No. 214 and Ordinance No. 217 are hereby repealed.

Section 2.040 of Ordinance 168 is amended as follows:

- I. The following standards shall apply to all manufactured homes, placed within the City of Lakeside and outside the boundaries of a mobile home park. The terms "manufactured home" and "mobile home park" shall be construed pursuant to the definitions provided in ~~ORS 448.003~~ ^{446.003} ₄₄₀.

Section 2.045 of Ordinance No. 168 is amended as follows:

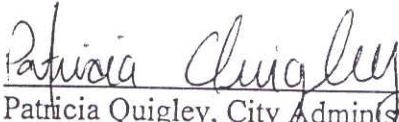
2. The manufactured home shall be placed on an excavated and permanent back-filled foundation and enclosed at the perimeter such that the bottom edge of the manufactured home exterior wall is located not more than 16 inches above grade. Where the building site has a sloped grade no more than 16 inches of the enclosed material shall be exposed on the uphill side, except in the floodplain zones.
3. The manufactured home shall have a pitched roof, but no slope need be greater than a nominal three feet in height for each twelve feet in width.
4. The manufactured home shall have exterior siding and roofing which in color, material and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community or which is comparable to the predominate materials used on surrounding dwellings as determined by the City of Lakeside Planning commission.
5. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting performance standards which reduce levels equivalent to the performance standards required of single-family dwellings constructed under the state building code as defined in ORS 455.010 and as subsequently amended.
6. If the manufactured home has a garage or carport, the structure shall be constructed of like materials as the manufactured home.

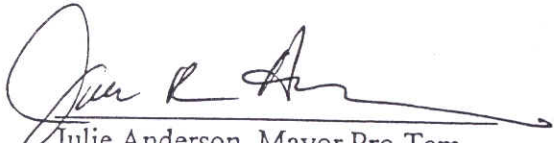
7. The manufactured home shall be anchored to its foundation in accordance with the state building code provisions for conventional single family residential dwellings in effect at the time the manufactured home is installed.
- II. The provisions of this ordinance are severable. If any provision of this ordinance is deemed unenforceable, the remainder of this ordinance shall continue in full force and effect.
- III. The City Council determines that this ordinance is necessary to maintain the peace, health and safety of the citizens of Lakeside. This ordinance, therefore, becomes immediately effective upon its passage and signing by the Mayor.

The foregoing ordinance was enacted by the Lakeside City Council at the meeting held on August 13, 1998.

ATTEST:

APPROVED:


Patricia Quigley, City Administrator/Recorder


Julie Anderson, Mayor Pro Tem

APPENDIX C

TABLE C401.1(1)
PRESCRIPTIVE COMPLIANCE PATHS FOR RESIDENTIAL BUILDINGS^{a, b, c}

BUILDING COMPONENTS	PATH 1	PATH 2	PATH 3	PATH 4	PATH 5	PATH 6	PATH 7	PATH 8	PATH 9
		Sun tempered ^d		Sun tempered ^d		Sun tempered ^d	Sun tempered ^d	House size-limited ^e	Log homes/solid timber
Maximum allowable window area ^f	No limit	No limit	No limit	No limit	No limit	No limit	No limit	12%	No limit
Window class ^g	U=0.40	U=0.40	U=0.50	U=0.50	U=0.60	U=0.60	U=0.60	U=0.40	U=0.40
Doors, other than main entry	U=0.20	U=0.20	U=0.20	U=0.20	U=0.20	U=0.20	U=0.20	U=0.20	U=0.54
Main entry door, maximum 24 square feet	U=0.54	U=0.54	U=0.20	U=0.20	U=0.20	U=0.20	U=0.54	U=0.20	U=0.54
Wall insulation ^m	R-21 ⁱ	R-15	R-21A ^h	R-15A ^h	R-24A ^h	R-21A ^h	R-21A ^h	R-15	— ^c
Underfloor insulation	R-25	R-21	R-25	R-21	R-30	R-21	R-25	R-21	R-30
Flat ceilings	R-38	R-49	R-49A ^h	R-38	R-49A ^h	R-49A ^h	R-49A ^h	R-49	R-49
Vaulted ceilings ^j	R-30 ^k	R-30 ^k	R-30 ^{l1}	R-38	R-38	R-38	R-38	R-38	R-38
Skylight class ^g	U=0.50	U=0.50	U=0.50	U=0.50	U=0.50	U=0.50	U=0.50	U=0.50	U=0.50
Skylight area ^l	<2%	<2%	<2%	<2%	<2%	<2%	<2%	<2%	<2%
Below-grade wood, concrete or masonry walls ⁿ	R-15	R-15	R-15	R-15	R-15	R-15	R-15	R-15	R-15
Slab floor edge insulation	R-15	R-15	R-15	R-15	R-15	R-15	R-15	R-15	R-15
Forced air duct insulation	R-8	R-8	R-8	R-8	R-8	R-8	R-8	R-8	R-8

For SI: 1 inch = 25.4 mm, 1 square foot = 0.0929 m²

- ^a Path 1 is based on cost effectiveness. Paths 2-7 are based on energy equivalence with Path 1. Cost effectiveness of Paths 2-9 not evaluated.
- ^b As allowed in current Section C401.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-value standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-values contained in Table C401.1(2).
- ^c R-values used in this table are nominal, for the insulation only and not for the entire assembly. The wall component for Path 9 shall be a minimum solid log or timber wall thickness of 3.5 inches.
- ^d The sun-tempered house shall have one lot line which borders on a street within 30 degrees of true east-west and 50 percent or more of the total glazing for the heated space on the south elevation. An approved alternate to street orientation based on solar design and access shall be accepted by the building official.
- ^e Path 8 applies only to homes with less than 1,500 square feet heated floor space and glazing area less than 12 percent of heated space floor area.
- ^f Reduced window area may not be used as a trade-off criterion for thermal performance of any component, except as noted in Table C401.1(2).
- ^g Window and skylight U-values shall not exceed the number listed. U-values may also be listed as "class" on some windows and skylights (i.e., CL40 is same as U=0.40).
- ^h A=advanced frame construction as defined in Section C401.5.1 for walls and Section C401.6 for ceilings.
- ⁱ R-19 Advanced Frame or 2 by 4 wall with rigid insulation may be substituted if total nominal insulation R-value is 18.5 or greater.
- ^j Insulation level for ceilings with unique architectural features that have limited attic/rafter (e.g., dormers and bay windows) totaling not more than 150 square feet in area may be reduced to not less than R-21. When reduced, the cavity shall be filled (except for required ventilation spaces), and a 0.5 perm (dry cup) vapor retarder installed.
- ^k Vaulted area, unless insulated to R-38, may not exceed 50 percent of the total heated space floor area.
- ^l The skylight area is a percentage of the heated space floor area. Any glazing in the roof/ceiling assembly above the conditioned space shall be considered a skylight.
- ^m Wall insulation requirements apply to all exterior wood framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas.
- ⁿ Below grade wood, concrete or masonry walls includes all walls that are below grade and does not include those portions of such walls that extend more than 8 inches above grade.

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