



**MANUFACTURED STRUCTURE APPLICATION
POLK COUNTY COMMUNITY DEVELOPMENT
POLK COUNTY COURTHOUSE
850 MAIN STREET, DALLAS, OR 97338
PHONE: (503) 623-9237 FAX: (503) 623-6009**

For Office Use Only:	ID #:	_____
Date:	Deposit Amount:	_____
Received By:	Receipt No.:	_____
Bldg site w/in Floodplain:	Yes: _____ No: _____	
Flood Zone:	_____	
UGB:	Yes: _____ No: _____	Name: _____
CET Required:	Yes: _____ No: _____	
Residential:	2 Floor Plans () 2 Plot Plans ()	
Commercial:	3 Floor Plans () 3 Plot Plans ()	

The **permit holder** shall be deemed the person or firm that is authorized to make all decisions regarding the permit, including permit information, notices, cancellation, transfer, extensions or refunds.

PROPERTY OWNER: _____ PERMIT HOLDER? YES NO (see above)

PROPERTY ADDRESS: _____ CITY STATE ZIP CODE

MAILING ADDRESS: _____ CITY STATE ZIP CODE

PHONE: _____ FAX: _____ OWNER/BUILDER? YES NO

T _____ S, R _____ W, SEC. _____, TAXLOT(S): _____ ZONE: _____ SCHOOL DISTRICT: _____

CONTRACTOR: _____ PERMIT HOLDER? YES NO (see above)

MAILING ADDRESS: _____ CITY STATE ZIP CODE

CCB LICENSE #: _____ ACTIVE MDI LICENSE #: _____ ACTIVE PHONE: _____

FAX: _____ ELECTRICAL FEEDER WILL BE CONNECTED BY*: OWNER OR MDI

* If an electrical contractor other than the owner or MDI will be connecting the electrical feeder, a separate electrical permit application will need to be filled out, signed by the person or firm performing the work and submitted with this application. If a new service is being installed, the person or firm performing the electrical work will need to fill out and sign (owner or supervising electrician) a separate electrical permit application form.

MANUFACTURED STRUCTURE INFORMATION** (Permit includes: concrete slab, runners or foundations that comply with prescriptive requirements of the code. Also includes electrical feeder, plumbing connections and all cross-over connections).

STRUCTURE DIMENSIONS: LENGTH: _____ WIDTH: _____ TOTAL SQ. FOOTAGE: _____

MAKE/MODEL: _____ YEAR: _____ COLOR: _____ VIN #: _____

** Decks, accessory structures and foundations that do not meet the prescriptive code requirements may require a separate structural permit application. Utility connections beyond 30 lineal feet, new or additional electrical services or plumbing, may require additional permits.

RESIDENTIAL COMMERCIAL CHANGE OF USE/OCCUPANCY NEW DWELLING REPLACEMENT DWELLING
 ACCESSORY STRUCTURE ADDITION REMODEL OTHER LIST ASSOCIATED PERMIT #S: _____

CURRENT NO. OF BEDROOMS: _____ PROPOSED NO. OF BEDROOMS: _____

PROPOSED STRUCTURE HEIGHT: _____ ONE STORY TWO STORY GREATER THAN 2 STORIES

SETBACKS: FRONT: _____ LEFT SIDE: _____ RIGHT SIDE: _____ REAR: _____

DESCRIPTION OF WORK TO BE PERMITTED (Please provide detailed description):

DESCRIBE USE OF PROPOSED STRUCTURE (Please provide detailed description):

HEAT TYPE: _____ GAS: YES NO WOODSTOVE: YES NO

WATER SOURCE: _____ List water source (ex. community water system, private well, shared well). If community water system, please provide name of provider.

EXISTING WATER/SEWER CONNECTIONS: YES NO

LIST IN FEET – NEW WATER LINE: _____ NEW SEWER LINE: _____ TOTAL FEET (Water & Sewer): _____

PROPERTY ACCESS: Owner must obtain access permit from County: _____ or ODOT: _____ (Please provide copy of access permit for access from county road or state highway. If access is by easement, please submit recorded easement document).

SEWAGE DISPOSAL ~ Requires a Separate Septic Application. Have You Applied For Any Of The Permits Below?

Construction Permit _____ Authoriation _____ Repair _____
(construct a new system) (hook into existing system, increasing bedrooms) (repairing existing system)

Permit Terms & Conditions. The permit holder must initial that you have read and understand the following:

Application Expiration: An application will expire within 180 days after being submitted if it is not issued. To avoid expiration, an extension needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity. Applications not requiring plan review may be granted for 180 days and an application requiring plan review can only be extended once.

Permit Expiration: A permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. A one time extension may be granted for an additional 180 days.

Transferability: I understand as long as no changes have been made in the original plans, specifications and valuation of a permit, the current permit holder may request to transfer a permit to another permit holder upon submittal of the Permit Transfer Request Form and a transfer fee. If there are changes to the plans, specifications or valuation for the work being done on a permit, a new permit will need to be applied for.

Refunds: I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

Renewals: I understand a manufactured structure permit may be renewed within 180 days of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. The renewal fee would be 1/2 the amount required for a new manufactured structure permit. Permits that have been cancelled and/or refunded are not eligible for renewal.

Property Owner Installation	Contractor Installation
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010. I agree to construct the proposed structure according to the submitted plans and specifications, the laws of the State of Oregon, applicable Oregon Specialty Code, Ordinances of Polk County and I further expressly warrant that I comply with the provisions of ORS 701.005 to 701.056. By my signature below, I certify that I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge and that I understand and have identified who the permit holder is (as defined above).	I agree to construct the proposed structure according to the submitted plans and specifications, the laws of the State of Oregon, applicable Oregon Specialty Code, Ordinances of Polk County and I further expressly warrant that I comply with the provisions of ORS 701.005 to 701.056. By my signature below, I certify that I am a licensed contractor or the work will be performed by a licensed contractor; I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge and that I understand and have identified who the permit holder is (as defined above).
Signature: _____ Date: _____	Signature: _____ Date: _____