



MANUFACTURED STRUCTURE APPLICATION
POLK COUNTY COMMUNITY DEVELOPMENT
POLK COUNTY COURTHOUSE
850 MAIN STREET, DALLAS, OR 97338
Phone: (503) 623-9237 ♦ Email: cd.permits@co.polk.or.us

PERMIT #: _____
 Date: _____ Deposit Amount: _____
 Received By: _____ Receipt No.: _____
 Bldg site w/in Floodplain: Yes: _____ No: _____
 Flood Zone: _____ Fire District Handout Given: Y__N__
 UGB: Yes: _____ No: _____ Salem UGB: Y__N__
 ¼ Acre Disturbance: Yes: _____ No: _____ CET: Y__N__
 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

PROPERTY ADDRESS: _____ CITY STATE ZIP CODE

MAILING ADDRESS: _____ CITY STATE ZIP CODE

PHONE: _____ EMAIL: _____ 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 #: _____ MDI LICENSE #: _____ PHONE: _____ EMAIL: _____

MANUFACTURED STRUCTURE INFORMATION* (Permit includes concrete slab, runners or foundations that comply with prescriptive requirements of the code. An existing disconnect within 30' of the Manufactured Dwelling is included with this permit. Any new service or feeder beyond 30' would require a separate electrical permit. Permit also includes 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

CURRENT NO. OF BEDROOMS: _____ PROPOSED NO. OF BEDROOMS: _____ ¼ Acre Land Disturbance? _____

DESCRIPTION OF WORK TO BE PERMITTED & PROPOSED USE OF STRUCTURE (Please provide detailed description):

PROJECT VALUATION (Project cost or insured value): _____

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

LIST IN FEET NEW: WATER LINE: _____ SEWER LINE: _____ TOTAL: _____

Guide to Erosion and Sediment Control during Construction Activities Web link:

https://www.co.polk.or.us/sites/default/files/fileattachments/building/page/2981/guide_to_erosion_prevention_during_construction_20pgs_may09.pdf

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 an additional 90 days and an application requiring plan review can only be extended once for an additional 180 days.

_____ **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. Extensions may be granted for an additional 180 days and a one-time extension may be granted for an additional 180 days for permits that required a plan review.

_____ **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 ½ 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
<p>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).</p> <p>Signature: _____ Date: _____</p>	<p>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).</p> <p>Signature: _____ Date: _____</p>