



# MANUFACTURED DWELLING PERMIT INSPECTION REQUEST PROCEDURES

A special inspection line is available 24 hours per day to handle all inspection request calls.  
The number for inspection calls is:

**1-888-299-2821**

You will need your 12-digit IVR number from your permit. Use the ePermitting Inspection Codes handout for inspection codes.

## REQUIRED INSPECTIONS

ADDRESS SIGN MUST BE POSTED AT MAIN ROAD ACCESS AND ENTRANCE TO PROPERTY.

**JOB CARD WITH APPROVED PLOT PLAN to be at the job site (and Elevation Certificate when located in floodplain)**

1. **1<sup>st</sup> Inspection** – Site Inspection/Runner (code 5240) – The site inspection is performed and approved before the installation of the manufactured dwelling. This inspection is to assure the site is suitable before the home is delivered and installed. It includes checking setbacks, vegetation removal, grading, drainage, forms for poured-in-place footings (runners). **If in the floodplain, the base flood elevation marker must be posted.**
2. **2<sup>nd</sup> Inspection and Prior to Occupancy** – Set Up Inspection (code 5300) – See more details on back of this form.
  - a. Electrical service (outside) panel must be inspected prior to Pacific Power & Light hook up. Electrical to well pump and septic pump need to be inspected before occupancy. Separate electrical permit required.
  - b. Plumbing permit required and an inspection for any sewer and water line thirty (30) feet or more from the manufactured dwelling.
  - c. Mechanical permit required and inspection for any woodstoves, exterior heat pumps or air handlers.
  - d. Decks and porches may require a separate structure permit.

The Manufactured Dwelling permit includes inspection of electrical hook up from service to inside panel (**dwelling must be open for interior access**), sewer line, water line within thirty (30) feet and structural blocking. Skirting NOT installed.

**A REINSPECTION FEE WILL BE CHARGED IF UNABLE  
TO GAIN ACCESS ON A REQUIRED INSPECTION.**

3. **3<sup>rd</sup> Inspection** – Final Inspection within 30 days of set up approval – (code 5999)  
**Skirting, all metal awnings, and steps need to be completed.** Wood constructed awnings, decks and carports require a separate structural permit.

**JOB CARD WITH APPROVED PLOT PLAN to be at the job site for inspector  
(and Elevation Certificate when located in floodplain)**

Remember when calling for your inspection to wait for your confirmation number at the end of the call or your request may not be received.

Thank you for your cooperation.

**SEE REVERSE SIDE FOR MORE DETAILS**

# MANUFACTURED DWELLING CHECK LIST

Development Services  
10 S Oakdale, Room 100  
Medford OR 97501  
541-774-6927

**IF LOCATED IN A FLOODPLAIN** – refer to Oregon State Manufactured Dwelling Code for additional code details.

- Finish floor elevation a minimum of 18” above the base flood elevation.
- Electrical and mechanical components shall be elevated a minimum of 12” above base flood elevation.
- Plumbing openings shall be located a minimum of 12” above base flood elevation or shall be flood-proofed and equipped with backwater valves.
- Flood resistant anchoring required.

## SET UP INSPECTION

- \_\_\_\_ 1. Locate mobile home on not more than 6” of crushed rock/fill.
- \_\_\_\_ 2. Vapor barrier under home.
- \_\_\_\_ 3. Internal and perimeter blocking installed per manufactured dwelling standards.  
\*\* Perimeter blocking may be installed at time block skirting/foundation.
- \_\_\_\_ 4. Dryer vented to exterior of building line.
- \_\_\_\_ 5. Temporary steps have railing. Approved for 30 days.
- \_\_\_\_ 6. Heat ducts strapped and crossover installed.
- \_\_\_\_ 7. Heat pump not blocking access to water utility and clean out.
- \_\_\_\_ 8. Sewer clean out accessible.
- \_\_\_\_ 9. Sewer drain line strapped.
- \_\_\_\_ 10. Water utility line: 3/4”, copper, galvanized, CPVC or other approved equivalents under mobile home.
- \_\_\_\_ 11. Water shut off valve accessible. Within 12’ of access door in skirting.
- \_\_\_\_ 12. Water utility line in minimum 18” trench outside building line. Twelve inch minimum below frost line.
- \_\_\_\_ 13. Meter main not more than 6’ above grade or less than 4’ above grade.
- \_\_\_\_ 14. Electrical conduit, buried 18” and direct burial wiring buried 24” minimum. Electrical crossover.
- \_\_\_\_ 15. Two 8” ground rods required at meter pole. Access to Electrical and Mechanical crossovers on double-wides.
- \_\_\_\_ 16. Plumbing permit required when water and sewer lines are more than 30’ of pipe from the Mobile Home.  
Plumbing permit is required for all hose bibs.
- \_\_\_\_ 17. Electrical permit required for well septic pumps.
- \_\_\_\_ 18. Mechanical permit required for woodstoves, additional heat pumps, and air handlers.

## FINAL INSPECTION \*\*

- \_\_\_\_ 1. Skirting. No earth to wood contact. Underfloor access.
- \_\_\_\_ 2. Venting in skirting. 1 square foot of net free vent per each 150 square feet of floor space.
- \_\_\_\_ 3. Permanent steps and railings installed.

This list is not conclusive. Please refer to the Oregon State Manufactured Dwelling Code for details of code requirements.

**IMPORTANT: At the time of inspection request, please acknowledge that you have checked off all of the items for the inspection requested and the mobile home is unlocked. Thank you.**