



CITY OF TALENT - COMMUNITY DEVELOPMENT

110 East Main Street, Talent, Oregon 97540

Phone: (541) 535-7401 Fax: (541) 535-7423 www.cityoftalent.org

INTAKE CHECKLIST – Manufactured Dwelling

All the following items must be included for the application to be accepted for review.

ADDRESS:	PERMIT #:
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MINIMUM REQUIREMENTS		YES	NO	N/A	STAFF
1	VERIFICATION OF PROPERTY OWNER APPROVAL <input type="checkbox"/> Property owner signature _____ <input checked="" type="checkbox"/> <input type="checkbox"/> OR, Letter of Authorization from property owner.				
2	CITY BUSINESS LICENSE <input type="checkbox"/> If Contractor has a current business license before permit issuance.				
3	FLOODPLAIN / FLOODWAY CHECK If property is in a floodplain, all the following are required: <input type="checkbox"/> Floodplain Management Application, <input type="checkbox"/> Elevation Certificate (<i>pre-construction, construction & final</i>) prior to foundation inspection and final building inspection, <input type="checkbox"/> Site plans must show all existing: Floodplain boundaries, Floodway boundaries, base floor elevation for elevation and 35-foot buffer from Floodway (if applicable) <input type="checkbox"/> Plot and Foundation plans must show requirements listed below (5.B, 5.C).				
4	DEBRIS REMOVAL FOR FIRE-DAMAGED PROPERTIES If property was damaged by fire, all the following must be completed or underway before building permit issued: <input type="checkbox"/> FEMA/ODOT remediation complete prior to permit issuance. -OR- <input type="checkbox"/> Private Contractor has current Asbestos, Testing & Abatement License. <input type="checkbox"/> Storm drain protection permit signed. <input type="checkbox"/> Permit closeout: Landfill acceptance letter, lab results [pre-cleanup required, post required for those tested positive for hazardous material], & asbestos surveyor info.				
5	THREE (3) SETS OF LEGIBLE PLANS for SHEETS (below) All plans must: <input type="checkbox"/> Be drawn to scale. <input type="checkbox"/> Show conformance to applicable local & state building codes. <input type="checkbox"/> Include: project name, location, applicant and property owner name and phone numbers. <input type="checkbox"/> All installations of Manufactured Dwellings must comply with the 2010 Oregon Manufactured Dwelling and Park Specialty Code, 2014 ORSC				
	A. SITE PLAN (Minimum 8.5" x 11") <input type="checkbox"/> Utility locations proposed/existing (sanitary sewer and water lines and storm drain)				
	B. PLOT PLAN (Minimum 8.5" x 11") <input type="checkbox"/> Show lot and building setback dimensions. <input type="checkbox"/> Show property corner elevations (if more than 4 ft elevation difference, the site plan must show contour lines at 2 ft intervals). <input type="checkbox"/> Show location of easements (public and private). <input type="checkbox"/> Show driveway. <input type="checkbox"/> Show footprint of proposed and existing structure(s), including decks. <input type="checkbox"/> Show lateral design details and connections (in plans or on separate full-sized attached sheet with cross section references between plan location & details). <input type="checkbox"/> Show location of wells-septic systems (if applicable). <input type="checkbox"/> Show direction indicator (show north), lot area, and surface drainage indicators. <input type="checkbox"/> If in Floodplain: show flood hazard area, floodway boundary, zones & design flood elevation, flood vents with dimensions, base flood elevation.				
	C. FOUNDATION PLAN (Minimum 8.5" x 11') <input type="checkbox"/> Show dimensions, footing size & reinforcing pads -OR- Select a foundation layout and details from the <i>Oregon Manufactured Dwelling and Park Specialty Code</i>				

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.

The City of Talent is an Equal Opportunity Provider



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	<input type="checkbox"/> If in Floodplain: show floodplain vents, vent openings and lowest floor elevation.				
	D. FLOOR PLAN (Minimum 8.5 " x 11") <input type="checkbox"/> Provide copies of the manufacture's floor plan of the model to be placed -OR- <input type="checkbox"/> Show each floor, dimensions, identify all rooms, door & window sizes & locations. <input type="checkbox"/> Show location of smoke detectors, water heater, HVAC equipment, ventilation fans, plumbing fixtures, gas fixtures & appliances.				
	E. ELEVATION VIEW (Minimum 8.5 " x 11") <input type="checkbox"/> Show the manufacturer's exterior elevation views for all sides.				
	F. ATTACHED STRUCTURES <input type="checkbox"/> Provide location of any decks, stairs, patios, awnings, carports or sheds on the site plan. <input type="checkbox"/> Provide all necessary construction drawings including layouts, footing details, any framing details and connection details.				
	G. GARAGES, CARPORTS AND SHEDS <input type="checkbox"/> Any garages, carports or sheds over 100 square feet must be submitted as a separate set of plans with the required Structure Permit application				
6	ADDITIONAL REQUIRED FORMS <input type="checkbox"/> Encroachment Permit <input type="checkbox"/> Structural Permit (for any additional structures) <input type="checkbox"/> Electrical Permit <input type="checkbox"/> Mechanical Permit	<input type="checkbox"/> Plumbing Permit <input type="checkbox"/> Storm Drain protection permit			
7	CONDITIONAL FORMS <input type="checkbox"/> Miscellaneous Construction Permit and/or Right of Way Permit <input type="checkbox"/> Floodplain Management Application <input type="checkbox"/> Valid Elevation Certificate <input type="checkbox"/> Fencing and/or Grading Permits <input type="checkbox"/> Owner Responsibility Notice <input type="checkbox"/> Architectural Review required if in Old Town District and may be in a PUD				
8	REQUIRED PRIOR TO WATER RECONNECT <input type="checkbox"/> VOC/Benzene Test & proof of no-detect results per OHA <input type="checkbox"/> RVSS Sewer Proof of Payment -or- Copy of Sewer Connection Permit				
9	APPLICANT Homeowner (required) Name: _____ Signature: _____ Phone: _____ Date: _____				

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