



Manufactured Dwelling Permit Application Checklist

City of Woodburn, Building Division
270 Montgomery Street, Woodburn, Oregon 97071
www.woodburn-or.gov

Phone: (503) 982-5250 Fax: (503) 982-5244 Inspection Requests: (503) 980-2443

Permit No:
Address:

TYPE OF PERMIT	Yes	No	N/A
1. (3) Site/plot plan drawn to scale and have the following information. <ul style="list-style-type: none"> • Lot and building setback dimensions..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A • Property corner elevations..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A • If there is more than a 4-ft. elevation differential, plan must show contour..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A lines at 2-ft. intervals • Location and size of easements..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A • Location and size of driveway and walks..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A • Footprint of the structure including decks, patio covers, or garage..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A • Utility locations and storm water / surface drainage..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A • Lot area in square feet, building area in square feet, and a percentage of..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A lot coverage calculation • Existing structures on site if any..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A 			
2. (3) Foundation plans. Show dimensions, anchor locations, any hold-downs and connection details, and a detail for skirting vent size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. (3) Elevation views. Provide an elevation or picture of the manufactured dwelling for planning department review for compliance with the City of Woodburn Development Code for skirting, siding and roofing material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPECIFICS			
4. Soils report. Required when located near wetlands. Must carry an original applicable stamp signature on file or with application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Specialty Code edition specified on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide a special inspection report for structural fill greater the 6 inches in depth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. For sewer and water crossover connection exceeding 30 feet, a plumbing permit is required from Marion County.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. For a new electrical service an electrical permit is required from Marion County.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. For lots that require new utility service for water, sewer, and storm water, or new public improvements for driveway curb cuts and sidewalk an Application & Permit to Construct a Public Improvement shall be completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>