

# MANUFACTURED DWELLING PLACEMENT PERMIT APPLICATION



*Where Life is Sweet*

**CITY OF HERMISTON**  
 Building Department  
 180 NE 2<sup>ND</sup> ST.  
 Hermiston, OR 97838  
 Ph: 541-667-5025 Fax: 541-567-6731  
 Email: [building@hermiston.or.us](mailto:building@hermiston.or.us)

*This permit is issued under OARs 918-500-0105 and 918-525-0370. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

JOB SITE INFORMATION AND LOCATION			
<input type="checkbox"/> Individual lot		<input type="checkbox"/> Park	
If setup on individual lot(outside of park): Check all that apply <input type="checkbox"/> N/A <input type="checkbox"/> Curb <input type="checkbox"/> Street paved <input type="checkbox"/> Sidewalks			
Setbacks:	Front:	Rear:	Side(s): /
Parcel Info:	Map No:	Tax lot:	
Year of mfg home:		Mfg home size:	
Job site address:			
Owner/Occupant Name:			
Address: (if different from above)			
City:	State:	Zip:	
Owner phone #:			
DESCRIPTION OF WORK			
PROPERTY OWNER INSTALLATION			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
E-mail:			
<b>This installation is being made on residential of farm property owned by me or a member of my immediate family.</b>			
Signature:			
CONTRACTOR INSTALLATION			
Business Name:			
Address:			
City/State/Zip:			
Phone	Fax:		
E-mail:			
CCB license no.:		MDI No:	
Signature:			
Print Name:			

Any individual or business that purchases a manufactured home should record the ownership of the home through the [Manufactured Home Ownership Program](https://www.oregon.gov/bcd/man-home-own/Pages/man-home-owner.aspx).  
<https://www.oregon.gov/bcd/man-home-own/Pages/man-home-owner.aspx>

FEE SCHEDULE			
Description	QTY	Cost(ea)	Total
<b>VALUATION REQUIRED: \$</b>			
<b>(1) Manufactured dwelling</b>			
Placement (includes placement, electrical feeder, and water/sewer connection- the first 30ft.)		\$ 225.00	\$
<i>Placement permit to be obtained only by homeowner or Oregon-licensed manufactured dwelling installer.</i>			
<b>(2) Recreational-park trailer</b>			
Placement (includes stand and lot preparation; support blocking; anchoring; temporary steps; plumbing; mechanical; and electrical)		\$ 225.00	\$
<i>Electrical service permit to be obtained only by homeowner performing work or signing supervisor of Oregon-licensed electrical contractor performing work.</i>			
(a) Surcharge, 12%		\$ 27.00	\$ 27.00
(b) State administrative fee for item (1) only		\$ 30.00	\$ 30.00
<b>Total fees and surcharges:</b>		<b>\$</b>	

*The City Building Codes Department does not survey parcels. Approval granted for the placement of structures is subject to modification by actual surveyed location of easements, rights of way and lot lines. The owner/contractor is responsible for ensuring the accuracy of setbacks.*

CREDIT CARD INFORMATION	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	Amount: \$
Credit card number:	
Exp:	CCV:
Name of cardholder:	
Cardholder Signature:	