

Placing a Manufactured Home
Check List & Information Sheet
Ordinance No. 3011
Installer is responsible for permit/application submittal

Date _____ **Owner** _____

Site Address _____

Lot _____ **Block** _____ **Subdivision** _____

Brand _____ **Plate** _____ **Size of Mfg Home** _____

This information is required before your application can be accepted.

- ☐ Two identical sets of plans
- ☐ Two identical plot plans – including drainage of lot/structures
- ☐ Valuation
- ☐ Contractor's name, contractor's board #, property tax ID #
- ☐ St. Helens Business License for the contractor
- ☐ St. Helens Business License of the Mfg Dwelling Dealer & M.D.I.
License #

Manufactured homes, sometimes called mobile homes, are permitted on an individual lot in all residential zones of the City, if the manufactured home meets certain requirements:

- ☐ Be multi-sectional and enclose a minimum of 1000 square feet;
- ☐ Have a pitched roof of at least 3:12;
- ☐ Smoke Detectors required in each bedroom and directly outside of each bedroom (battery operated is okay).
- ☐ Have a composition shingle, shake, wood shake or metal shake roof similar to that found on single family dwellings located in the City limits;
- ☐ Have siding which in color, material, and appearance is similar to that found on single family dwellings located in the City limits;
- ☐ Be affixed to an excavated and backfilled foundation and enclosed at the perimeter with cement or cement block such that the manufactured home is located not more than 12 inches above grade unless the home is placed on a basement foundation or unless the home will be located in a designated floodplain and must be elevated to meet the standards of the City's Flood Hazard Ordinance; if the lot is sloping, then the uphill side of the foundation shall be not more than 12 inches above grade unless the home is placed on a basement foundation;
- ☐ Have a minimum of two off-street parking spaces;
- ☐ Meet setback and other zoning requirements and standards.

In addition to a building permit for the foundation, permits are required to locate the manufactured home on a lot and hook it up to the City's sewer and water systems. The City also charges a systems development charge (SDC) for sewer, water, storm drainage, parks and streets for all residential developments.

The cost of the foundation permit is based on value as set forth in the Building Code. The following is a list of permits other than a building permit for a foundation that would be required when you are locating a manufactured home in St. Helens.

Placement Permit	\$430.45
State Fee	\$30.00
Electrical Permit	(obtain through County Land Development)
Plumbing Permit:	
Water Service	\$63.53 first 100 feet (public facility to property)
Building Sewer	\$63.53 first 100 feet (public facility to property)
Storm Sewer	\$63.53 first 100 feet (public facility to property)
SDC - Water hookup	See Engineering SDC Worksheet
SDC - Sewer hookup	See Engineering SDC Worksheet
SDC - Storm Sewer	See Engineering SDC Worksheet
Street SDC	See Engineering SDC Worksheet
Park SDC	See Engineering SDC Worksheet

A 12% surcharge is added to placement, mechanical and plumbing permits.

Administration Fee \$42.00

Planning Release Fee \$61.00

St. Helens School District Construction Excise Tax: SFD/Mfg. Home = \$1.56/per sq foot of living space, Oregon Senate Bill 1036 (2007), effective Dec. 15, 2007, & also City Agreement with SH School District/IGA

PLEASE NOTE THAT THE ABOVE INFORMATION IS REQUIRED, AND YOUR PLANS WILL BE RETURNED TO YOU, IF THIS INFORMATION IS NOT PROVIDED. This check sheet is provided to you so that you will know all the information that is required in order for your plans to flow through the system without delay.

Occupancy prior to Final approval will result in civil penalties. Special requests (emergency reasons) - please contact the Building Official.

Applicant's Signature _____

Date _____

Installer's Name _____

Address _____ Phone _____

Inspections Required – The following inspections are included in the setup and final inspections.

- ☐ Site Review
- ☐ Mobile Runners
- ☐ Water/Sewer Hook up
- ☐ Set Up (Open trench prior to covering the water, sewer, & storm drains.
- ☐ Skirting
- ☐ Electrical (Columbia County) Final
- ☐ Engineering Dept. Final
- ☐ Building - Plumbing - Mechanical Final (okay to occupy)