



Building and Safety Division/Permit Application Center
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
503-588-6256 * eplans@cityofsalem.net

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

Work site location and information

| | |
|------------------------------------|---|
| Manufactured home park name | |
| Street address of work site | |
| Space # | |
| Type of work | New with garage/carport (A separate residential permit application is required for the garage/carport) New - no garage/carport |
| Project description | |

People information

| | Same as Applicant? | Name | Full Mailing Address | Phone Number and Email address |
|---|--------------------|------|----------------------|--------------------------------|
| Applicant (person responsible for the permit) | | | | |
| Property owner | Yes No | | | |
| Contact (person receiving correspondence) | Yes No | | | |
| Contractor (person or company doing the work) | Yes No | | | |

Oregon Construction Contractors Board (CCB) Number: _____

Required documents for application

| | |
|--|--|
| Review of plans and documents checklist | I have downloaded and reviewed the plans and documents checklist (Initials) _____ |
|--|--|

Project information

| | |
|-----------------------------------|-----------------------------|
| Home placement | Inside park Outside park |
| Housing Type at Completion | |
| Total Accessible Units | |

Fees

| | | | |
|---|----------------------|-----------------------|---------|
| Manufactured dwelling structural review | | | \$67.25 |
| Planning plan review | Inside Park \$166.00 | Outside park \$358.00 | |
| Automation fee | | | 5.00 |
| Total plan review fees | | | |
| Permit fees (paid at issuance) | | | |
| A) Manufactured dwelling placement permit fee | | | 217.75 |
| B) Manufactured dwelling & cabana fee (required by the State of Oregon) | | | 30.00 |
| C) State Surcharge (12% of placement permit fee) | | | 26.13 |
| Automation fee | | | 5.00 |
| TOTAL PERMIT FEE | | | |

Notices

Associated permits: Separate permit applications are required for plumbing, mechanical, electrical, fire sprinkler, fire alarm and/or fire line permits associated with this building permit.

Expiration of application: This application is valid for 180 days after it has been accepted as complete.

Inspections required: Approved city inspections must be completed before the work performed is enclosed.

Terms and conditions

Correct information: I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Indemnity: I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

Owner permission: I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): _____

Authorized Signature: _____

Print Name: _____ **Date:** _____