



Manufactured Dwelling Submittal Intake Checklist

City of Scappoose ~ Building Department
52610 NE 1st St.
Mailing: 33568 E. Columbia Ave., Scappoose, OR 97056
Ph (503) 543-7184 • Fax (503) 543-6793
scappoosebuildingdept@cityofscappoose.org

FOR DEPARTMENT USE ONLY
Permit No.:
Submittal Date:

PROJECT TYPE		
<input type="checkbox"/> New Manufactured Dwelling	<input type="checkbox"/> New Manufactured Dwelling Located within Park	<input type="checkbox"/> Secondary (Used) Manufactured Dwelling Located within Park
<input type="checkbox"/> Secondary (Used) Installation Manufactured Dwelling		

MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST FOR PLAN REVIEW

Required / Requested	
1.	<input type="checkbox"/> Site/Plot Plan - Please include property lines and location of proposed dwelling, as well as all existing structures or proposed accessory structures, including but not limited to; stairs, decks, detached garage, carport, barns, sheds, in accordance with OMDISC 1-5.4.& OAR 918-500-0063
2.	<input type="checkbox"/> Floor Plans & Elevations - Please include manufactured provided floor plans, elevations, and any other drawings or details made available by the manufacturer, per OMDISC 1-5.5.
3.	<input type="checkbox"/> Manufactured Installations Instructions - Please provide two copies of manufactures installation instructions (MII) at time of permit submission; one copy shall be available on-site during time of inspections, per OMDISC 1-5.3.
4.	<input type="checkbox"/> Manufacturer & Model Number - A manufacturer and dwelling model number may be submitted in lieu of the required floor plans, elevations, and manufactures installation instructions, if sufficient documentation and information is available via a manufacturers website to determine compliance with the code and local design standards; per OMDISC 1-4.3.
5.	<input type="checkbox"/> Footing Construction - Please specify which of the approved prescriptive methods is proposed to be used at the footing construction; per OMDISC 3-6. In accordance with the Warrenton Municipal Code (WMC) 16.168.010 "Manufactured Home Design Standards", skirting and perimeter foundation of the manufactured home shall consist of masonry or poured concrete. Please provide construction documents specific to continuous concrete footing or slab design, and associated anchorage specifications for approved attachment system to structural footing, per OMDISC 3-2.6(1)(b).
6.	<input type="checkbox"/> Pier Construction - Please specify the proposed method to be used at the pier construction; per OMDISC 3-7.
7.	<input type="checkbox"/> Anchorage Method - Please specify which of the approved prescriptive methods is proposed to be used as anchorage, per OMDISC 3-2.6. Manufactured dwellings, new or secondary installations, shall be anchored to resist overturning, sliding, and lateral movement according to the requirements of OMDISC 3-2.3. Be advised, with structural foundations, (<i>i.e. concrete footings, runners, slabs</i>) anchorage shall be installed in accordance with OMDISC 3-2.6(1)(B) and Figure 3-2.6.
8.	<input type="checkbox"/> Skirting Construction - Please specify which of the approved prescriptive methods is proposed to be used at the skirting construction; per OMDISC Chapter 4. In accordance with the Warrenton Municipal Code 16.168.010 "Manufactured Home Design Standards", skirting and perimeter foundation of the manufactured home shall consist of masonry or poured concrete.

ADDITIONAL SUBMITTAL DOCUMENTS FOR REVIEW (SEPARATE RESIDENTIAL BLDG. PERMIT)

9.	<input type="checkbox"/> Carport / Garage Plans - Please provide carport or garage construction documents with sufficient clarity to demonstrate compliance. Manufactured carports and garages shall be engineered in accordance with accepted engineering practice, with construction documents provided by a registered design professional. In accordance with the WMC 16.168.010 (H), a manufactured home is required to have an attached or detached garage or carport that complies with WMC Chapter 16.180
10.	<input type="checkbox"/> Decks & Stairs Plans - Please specify the size, location, and construction methods of proposed decks and stairs. In accordance with the WMC 16.168.010 (I), manufactured home shall have a no less than one permanent porch with a minimum area of 24 square feet.

Note: This checklist must be completed in full before the plan review process will begin.