



City of Dayton

416 Ferry Street, Dayton Oregon 503-864-2221

www.daytonoregon.gov

Manufactured Home Placement – Submittal Information

General Information

The City of Dayton issues Manufactured Home Placement, Structural, Mechanical & Plumbing Permits. Electrical Permits are issued through the Yamhill County Building Department (503) 434-7516. Additional permits, information or fees may also be required (for example, fences & sprinkler systems). Digital permits can be emailed to permits@daytonoregon.gov.

Submittal Requirements

- 2 paper copies of each of the following documents or 1 copy of each document submitted digitally.**
 - Required permit application. *Original signatures for all property owners must be provided.* This information must be reproduced so please print clearly using black or blue ink. Do not use pencil.
 - Complete set of Manufacture's Installation Instructions, showing conformance to local & state building codes.
 - Current Title Report showing proof of easements and/or right-of-ways.
 - Site Plan, that **must** show all of the following:
 - Site Address - Name of Applicant or Property Owners if different from applicant
 - Existing and proposed structures on the subject property, including required garage or carport
 - Excavated and back-filled Foundation
 - All concrete or asphalt patios, slabs and driveways
 - Percentage of property covered with impermeable surfaces (buildings, driveways, in-ground pools, etc)
 - Setbacks for all structures new and existing, including from property lines & buildings
 - Existing and proposed driveways or points of access
 - Existing and proposed placement of water, sewer and storm drainage lines
 - Proof of all easements and/or right-of-ways, existing or proposed on the property
 - Map and Tax Lot numbers or tax account numbers for subject property
 - North arrow & Scale (the preferred scale is 1 inch equals 20 feet)
 - Written proof, that the manufactured home was manufactured after June 15, 1976
 - Certification from the home manufacturer of Energy Efficiency
- * **Please note:** Site Plans, Construction Plans & Submittal documents larger than 11 x 17 are required to be submitted digitally.

New Manufactured Home Placement on an Individual Lot

- System Development Charges (Based on meter size) see attached fee sheet.
- Construction Excise Tax = \$1.11 per/square foot of living space & .55 per/square foot of non-living space. Make excise tax check payable to Dayton School District.
- Type "A" Construction Permits are required when working in the right-of-way, including but not limited to sidewalks, curbs, street improvements, driveways, storm water, water and sewer connections.
- Water meters must be purchased from the City of Dayton. Service application and deposit are required at the time of purchase, water and sewer services will begin when the meter is purchased.

Contractor Requirements

Contractor information must be supplied when using a contractor for building projects, contractor license information will be verified through the State of Oregon's Contractors Board. In addition, contractors are required to register their business with the City of Dayton. If your contractor is not registered they will be asked to fill out the proper forms and submit a registration fee before construction is started.

Process

Building plans are reviewed and approved by the City's Building Inspector. Depending on your type of construction, building plans may also be reviewed by the Planning Department, Public Works, City Engineer and the Rural Fire Department. The plan review process takes approximately 6 to 8 weeks. You will be contacted when your permit is ready to be picked up. Permit fees are due when permits are issued.

Manufactured Home Placement – *General Information*

Manufactured Home Placement on Individual Lots

- ✓ **Manufactured Date:** Homes must be manufactured after June 15, 1976, and exhibits the Oregon Dept of Commerce “Insignia of Compliance” that indicated conformance with Housing and Urban Development (HUD) standards.
- ✓ **Area:** Homes must be multi-sectional with a minimum area of 1,000 square feet
- ✓ **Roofs:** Must have a nominal pitch of 3 feet for each 12 feet in width.
- ✓ **Foundation:** The home must be placed on an excavated and back-filled foundation, enclosed at the perimeter with either concrete, concrete block, brick, stone, pressure treated wood, or combination thereof.
- ✓ **Energy Efficiency:** Home must be certified by the manufacturer to have an exterior thermal envelope meeting the performance standards required of single-family dwellings constructed under the State Building Code and a copy of the certification must be submitted.
- ✓ **Design Standards:** Home must comply with all applicable development and design standards, including but not limited to setbacks and height limitations, in the development code.
- ✓ **Exterior Material:** Siding must be residential in appearance.
- ✓ **Garage:** A garage with exterior material that is residential in appearance or a carport with a concrete parking surface is required to be placed on the property prior to occupancy of the Home.
- ✓ **Transportation Equipment:** The tongue, axles, wheels and traveling lights shall be removed from the home.
- ✓ A meeting with the City’s Building Inspector is required prior to placement of the home to assure understanding of the standards for placement of the home including foundation requirements and other building code requirements.
- ✓ Lots **adjacent to significant historical resources** require a conditional use permit and are subject to the requirements of Section 7.2.404(J) as well as the decision criteria contained in Section 7.3.107 of the Land Use and Development Standards.

Manufactured Home Parks

Manufactured home parks are subject to the minimum standards and conditions set forth in section 7.2.404 of the Dayton Municipal Code.

- ✓ **Manufactured Date:** Homes must be manufactured after June 15, 1976, and exhibits the Oregon Dept of Commerce “Insignia of Compliance” that indicated conformance with Housing and Urban Development (HUD) standards.
- ✓ **Garage, Carport, Storage.** Each manufactured home shall have a garage or carport with an enclosed storage area.
- ✓ **Additions.** Carports, cabanas, ramadas, and other structures attached to a manufactured home shall conform to building code requirements.
- ✓ **Manufactured Home Space.** The minimum area shall be 3,000 square feet with a minimum space width of 40 feet. Spaces within 15 feet of the boundary of a manufactured home park shall contain a minimum of 4,000 square feet.
- ✓ **Boundaries.** The boundaries of each manufactured space shall be clearly marked by a fence, landscaping or similar markers.
- ✓ **Space Coverage.** No more than 50% of a space shall be occupied by the manufactured home and any accessory structures.
- ✓ **Parking.** Two parking spaces are required for each manufactured home.
- ✓ **On-Site Storage.** Outdoor storage of furniture, tools, equipment, building materials or supplies shall be screened with a 6 foot sight-obscuring fence, wall or hedge.

Building Inspections

- ✓ Building inspections are done by the City of Newberg’s Building Department
- ✓ To request an inspection call (503) 554-7714 and leave a message or log onto etrakit:
<https://trakit.newbergoregon.gov/etrakit/login.aspx?lt=either&rd=~/PermitApplication/step1.aspx>
- ✓ For building questions call Newberg Building Department at (503) 537-1240 ext 3

Building Permit Application



City of Dayton
 PO Box 339 - 416 Ferry Street
 Dayton OR 97114
 503 864-2221 - permits@daytonoregon.gov

NEWBERG PERMIT #	
Dayton Permit #	
Date Submitted:	
Date Issued:	Issued By:

This permit is issued under OAR 918-460-0030 and Chapter 7 of the Dayton Land Use and Planning Code. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days. *Credit card payments cannot be accepted for Building Permits.*

TYPE OF WORK - Check all that apply	
<input type="checkbox"/> Structural	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Plan Review
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Single Family <input type="checkbox"/> Industrial <input type="checkbox"/> Remodel
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Multi-Family <input type="checkbox"/> Government <input type="checkbox"/> Addition
<input type="checkbox"/> Demolition	<input type="checkbox"/> MFH <input type="checkbox"/> Historical <input type="checkbox"/> Repairs
Special Zones:	<input type="checkbox"/> Flood Plain <input type="checkbox"/> Slope <input type="checkbox"/> Other
JOB SITE INFORMATION	
Site Address:	
Map & Tax Lot:	Zoning:
Estimated Valuation:	
Job Description (be specific):	
House Sq Feet:	Garage Sq Feet:
<input type="checkbox"/> Applicant	PROPERTY OWNER INFORMATION
Name:	
Address:	
City:	State: Zip:
Cell Phone:	Phone:
Signature:	
<input type="checkbox"/> Applicant	STRUCTURAL CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	
<input type="checkbox"/> Applicant	MECHANICAL CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	
<input type="checkbox"/> Applicant	PLUMBING CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	

FOR CITY OF DAYTON USE			
PERMIT # (Newberg)	PERMIT FEES		
	Structural Fees:	\$	
	Mechanical Fees:	\$	
	Plumbing Fees:	\$	
Construction Permit	A	B	\$
System Development Charge's			
\$			
State Administrative Fee			
\$30.00			
Construction Excise Tax/School District			
\$			
Cabana Fee OAR 918-500-0105			
\$30.00			
MFG Home Set Up Fee			
\$250.00			
TOTAL AMOUNT DUE			
\$			
Construction Excise Tax/School District			
\$			
PAYMENT RECORD			
DATE	AMOUNT	RECEIPT #	CHECK/CASH
BUILDING DEPARTMENT APPROVAL			
Adjusted Valuation:			
Plan Review Date:			
Reviewed By:			
STRUCTURAL PERMIT FEES			
Permit Fee	\$		
State Surcharge 12%	\$		
Plan Review Fees 65%	\$		
Other:	\$		
Total Permit Fees	\$		
MECHANICAL PERMIT FEES			
Permit Fee	\$		
State Surcharge	\$		
Plan Review Fees 25%	\$		
Other:	\$		
Total Permit Fees	\$		
PLUMBING PERMIT FEES			
Permit Fee	\$		
State Surcharge	\$		
Plan Review Fees 30%	\$		
Other:	\$		
Total Permit Fees	\$		

Applicant Signature _____ Print Name _____ Date _____
 I hereby state that I have read and understand both sides of this application and the information provided on both sides is correct.



Building Department – General Information

What *YOU* Need to Know:

- ü Where your **property lines** are – Sometimes the deed to your property will indicate where your property pins are located. The best way to know where your property lines are is to have your property surveyed. The City of Dayton does not have this information.
- ü If your property is adjacent to a home listed on the **National Historic Registry**. Manufactured Homes proposed to be placed next to or adjacent to a home listed on the National Register may have additional requirements, may require a conditional use permit or may not be allowed.
- ü If any part of your property is in a **flood zone**.
- ü If your property is **sloped**.

New Construction Additional Permits & Fees

- ü **System Development Charges** are based on the size of the water meter that will be installed on the property and must be paid when the permit is issued. A complete list of SDC fees is included in your Construction Permit Packet. The most common size meter is 5/8”-3/4”. SDC’s for this size meter is \$6123.
- ü **Water meters** must be purchased from the City of Dayton, the cost of the meter is based on the purchase price from the manufacturer.
- ü **Water service** begins on the day that water meters are purchased. You will be required to sign up for water service, shown proof of Id and pay the required deposit amount of \$150.00.
- ü **Construction Excise Tax** is paid to the Dayton School District and is calculated as \$1.00 per/square foot of living space & .50 per/square foot of non-living space. Checks for Construction Excise Tax should be separate from the building permit check and should be made payable to Dayton School District. Construction Excise Tax Fees are due at the time the permit is issued.
- ü **Type “A” Construction Permits & Inspections** are required when working in the public right-of-way, including but not limited to work on sidewalks, curbs, street improvements, driveways, storm water, water and sewer connections.
- ü **Construction Permit Inspection Request: (503) 864-2221–24 HOUR ADVANCE NOTICE IS REQUIRED** and a Construction Inspection Request form will need to be filled out and submitted, before an inspection can be scheduled.
- ü **Fence Permits** – Cost \$5.00 and are required when constructing a fence or retaining wall. Applications can be obtained from the City of Dayton. A Site plan is required to be submitted with the application.
- ü **Sprinkler Systems** require a backflow device to be installed. A plumbing permit will need to be issued before installing a sprinkler system. **Backflow devices** are required to be inspected yearly. The City of Dayton has an automatic backflow testing program to help with the cost of this process, for more information contact Patty at (503) 864-2221.
- ü **Permit Fees** – Structural Building Permit fees are based on the value of the project and are calculated by City of Dayton Staff. Once an application has been submitted for review, plan review fees are required to be paid regardless if the permit is issued or not. Please do not send in building permit fees without consulting a building department staff member. Building permit fee schedule is available upon request from the City of Dayton.

New Construction Requirements

- ü Single Family Dwellings and Manufactured Homes located on individual lots, must have at least three (3) of the following items on the front side of the house which fronts the street:
 - o Dormer(s) or gable(s)
 - o Cupola(s)
 - o Bay or bow windows
 - o Exterior Shutters
 - o Recessed entry or entries
 - o Front porch at least 100 square feet in area
 - o Covered porch entry or entries
 - o Pillars or posts in the front entry or entries
 - o Eave(s) (minimum 6”)
 - o Off-set(s) on building face or roof (minimum 16”)

City of Dayton

New Construction Additional Requirement

- Û Required Sidewalk Installation. Sidewalks, curbs and storm sewers, running the full length of contact between the property line and the public street right-of-way, shall be constructed, between the property line and the paved portion of the street by any contractor constructing new construction or performing property renovations that increase the value of an improvement by 50% or more.
- Û Manufactured homes are required to have a carport or a garage.

Building Inspections

- Û Building inspections are done by the City of Newberg's Building Department
- Û To request an inspection call (503) 554-7714 – leave a message
- Û For building questions call (503) 537-1240 ext. 3
- Û Inspection results on line: www.oregon-epermitting.info

Permit Expiration

- Û Building permits become invalid if there is no activity after 6 months. Once a building permit has been deemed invalid you will need to re-submit all the required documents and fees.

During Construction

- Û House Numbers will need to be posted and be visible from the street. Permanent house numbers will need to be affixed to the structure in order to pass the final inspection.

Occupancy Permit Issuance

- Û Occupancy Permits – Can be issued when all the required work is finished and final approval is given for building and construction permits. Occupancy Permits do not require a signature from the building inspector and can be issued through the City of Dayton Building Department upon request.