



Building Safety Division
City of Bend
(541) 388-5580
building@bendoregon.gov
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

MANUFACTURED HOME SUBMITTAL CHECKLIST

Site Plan Requirements

- Provide exact location of where home will be placed on lot. Provide aerial with location in park identified. Aerial may be from City BOOM online mapping or Google maps satellite view or similar. Provide the square footage of manufactured home (length, width and total area square footage).
- Provide exact measurements from the manufactured home to all other structures (other manufactured homes, carports, garages, storage units, etc.) on the same lot as well as immediate adjacent lots. If at a perimeter of park, show setback to perimeter park property line.
- Show location of utilities (water, sewer and electrical hook-ups)
- Provide details of the means of egress landings and associated stairways, illustrate locations on plans
- If installing a deck, provide structural details, show all dimensions (height, length, width) and illustrate location
Installing a deck over 30 inches in height will require a separate building permit
- All measurements must be drawn to scale (i.e. 1"=20')

Plan Requirements

- Provide details on the foundation type
- Provide manufacturer's installation instructions including hold down details
- Provide information on the type of skirting to be installed
- Provide the age and condition of the mobile home (if you are unsure of the age of your home, photos of home will be required)



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Building Safety Division at building@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

Rough Inspection

Approved plan set must be on site for all inspections.

- Foundation or pier and footing inspection
- Vapor barrier inspection
- Permanent or temporary steps in place (hand and guard rails must also be in place) and adequately supported (must meet current building code, any deck or porch which is covered or 30" or more above finished grade must be permitted separately)
- Marriage line connection inspection
- Plumbing connections (heat tape or pipe insulation, pipe size and support, marriage line cross-over pipe connections, water and sewer pipe connections), sewer and water lines must have an active pressure test connected
- Mechanical connections (dryer exhaust, duct crossover, flue or chimney if applicable)
- Fuel gas piping(if applicable)
- Electrical connections (feeder type, size, clearance and installation within 30 feet and in sight of home, marriage line crossover, conduit inspection, wiring type size and material)
- State insignias of compliance and HUD certification labels are in place

Final Inspection

Approved plan set must be on site for all inspections.

- Skirting installation
- Under-floor access
- Under-floor ventilation
- Permanent stair/step and deck installation including required guard and hand rails (must meet current building code, any deck or porch which is covered or is 30" or more above finished grade must be permitted separately)
- Site grading and drainage
- Door and window seal and securement
- Accessory building and structure permits obtained if applicable (carport, shed, etc.)
- Under-floor dryer and range exhaust duct through skirting or perimeter foundation and terminated with approved devices
- Smoke detector location, installation and test
- Ground fault circuit interrupter test (GFCI)
- Installer's certification tag(s) are installed



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