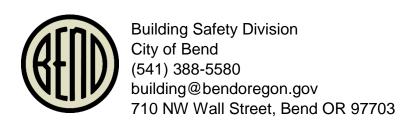
Last Revised Date: 03/25/2020



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 <a href="www.bendoregon.gov/permitcenter">www.bendoregon.gov/permitcenter</a>.

## 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)	

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## **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	

