



**CITY OF BEAVERTON**

Community Development Department

**Building Division**

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BeavertonOregon.gov

**MANUFACTURED HOME SET-UP PERMIT**  
**2010 Oregon Manufactured Dwelling Installation Specialty Code**

To obtain a permit, the following items listed below must be provided. Plans shall be drawn to scale (minimum 1/8") with the font not less than 9-pt.

Both, Hidden Village and Meek Trailer Court are located in the flood plain. Verify the flood plain elevation of the specific park space where the manufactured home is to be sited by contacting Jim Duggan (503) 526-2442. Also see code Section 1-5.3.1, Oregon Manufactured Dwelling Installation Specialty Code (OMDISC).

A drawn-to-scale site plan is required that clearly shows the new unit conforms to the minimum setbacks indicated in Table 11-2.3, OMDISC. Note: Setbacks from adjacent spaces within the park must comply with this table. Setbacks to the actual property line shall meet the City of Beaverton Development code and shall be approved by the City's Planning Division (503-526-2420).

On the permit application, you will need to identify the setup contractor and license number. Below is a list of minimum items to be addressed in order to obtain a permit. Please note that this is a general list and all of the provisions of this code will be applicable; therefore, you should review the code and sections indicated in this document as well as the code itself.

You can view the code at:

[http://www.cbs.state.or.us/external/bcd/programs/mdprogram/2010\\_MDISC\\_Chapters.html](http://www.cbs.state.or.us/external/bcd/programs/mdprogram/2010_MDISC_Chapters.html).

If you have questions, please let us know.

These comments are based on the requirements of the Oregon Manufactured Dwelling Installation Specialty Code (OMDISC) 2010 edition. The provisions of this code shall apply to the installation of all manufactured dwellings. See Section 1-1.2, OMDISC.

- 1) To obtain a permit, the applicant shall first file an application for a manufactured home set-up permit in writing on a form furnished for that purpose that includes the following:
  - a. Identify and describe the work to be covered by the permit.
  - b. Describe the land on which the proposed work is to be done by legal description, street address, or similar description (space number).
  - c. Be accompanied by construction documents and other information as required in Section 1-5.1, OMDISC. See Section 1-4.3, OMDISC.
  
- 2) Construction documents shall be dimensioned and drawn upon suitable paper. They shall clearly indicate the location, nature, and extent of the work proposed, and show in detail that it conforms to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. See Section 1-5.3, OMDISC.

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- 3) Hidden Village and Meek Trailer Court have been identified as located in the flood plain. Manufactured dwellings located in whole or in part in flood hazard areas as established by the municipality shall include in the construction documents and items listed below. See Section 1-5.3.1, OMDISC. Please contact Jim Duggan, City Senior Engineer with the Site Development Division, at (503) 526-2442 for flood plain information and approval. Base flood elevations must be identified prior to release of any permits, and include the following:
  - a. Delineation of the flood hazard area, floodway boundaries and flood zones, and the design flood elevation, as appropriate;
  - b. The elevation of the proposed lowest floor above the height adjacent grade; and
  - c. The elevation of the bottom of the lowest horizontal structural member.
- 4) The construction documents submitted with the application for permits shall be accompanied by a site plan showing the size and location of the new construction, existing structures on the site, and distances from lot lines. Provide a site plan that complies with the provisions of Section 1-5.4, OMDISC.
- 5) Manufactured dwellings located in Seismic Design category D1 (Washington County) shall comply with the following:
  - a. Manufactured dwellings shall be limited to 3 feet in height from the top of the footing to the bottom of the main frame for not less than 75 percent of the underfloor area.
  - b. The fuel gas supply to the manufactured dwelling shall be made with a flexible gas connector. See Section 3-2.5.2, OMDISC.
- 6) The manufactured dwelling shall be anchored in accordance with the provisions of Section 3-2, OMDISC 6.
  - a. Use approved ground anchors that comply with the requirements for Wind Zone 1 in 24 CFR 3285.402 contained within the manufacturer's installation instructions.
  - b. Provide structural attachment to the foundation system, structural skirting, basement wall, or footing.
  - c. An earthquake-resistant bracing system shall be installed at a maximum of 24 feet on center, have a capacity of at least 5,000 lbs in the lateral and longitudinal directions and 35,000 lbs vertically, is limited for use with multi-section manufactured dwellings only with a roof slope of 20 degrees or less, and supported on piers no greater than 24 inches in height. See Section 3-2.6, OMDISC.
- 7) Every manufactured dwelling stand (area where the manufactured home is placed) shall have a 6 mil moisture barrier installed under the unit. See Section 3-3.6, OMDISC.
- 8) Foundation systems in Seismic Zone category D1 shall meet the additional requirements of Section 3-2.5, OMDISC.
- 9) Concrete CMU blocks shall be capable of supporting 15,000 lbs. See Section 3-4.2.1, OMDISC.

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- 10) Footings shall support each pier and be in a minimum area of 256 square inches. See Section 3-4.2.3, OMDISC.
- 11) The clearance under the manufactured home shall not be less than 18 inches for 75 percent of the underfloor area and not less than 12 inches from the main frame to the top of the footing. See Section 3-5.1, OMDISC.
- 12) When more than 25 percent of the area of the home is installed so that the bottom of the main frame members are more than 36 inches above ground level, the home stabilizing devices shall be designed by a registered design professional. See Section 3-7.2.4, OMDISC.
- 13) Piers shall be spaced according to the provisions of Section 3.7.4.1 and Table 3-7.4, OMDISC. Also, see Section 3-7.4.3 for piers at window and door locations.
- 14) All manufactured dwellings shall have the underfloor area enclosed with skirting installed according to this code. See Section 4-1.1, OMDISC. Skirting shall comply with the provisions of Section 4-2, OMDISC.
- 15) Where foundation walls (solid block) are used, the stand shall be a minimum of 12 inches above the Base Flood Elevation (BFE). See Section 4.3.2, Item (5), OMDISC. Also, see the remainder of this section for other requirements when foundation walls are used.
- 16) Provide details for skirting in accordance with the provisions of Section 4-4 (OMDISC) for structural skirting, Section 4-5 (OMDISC) for non-structural skirting, Section 4-5.2 (OMDISC) for non-structural metal or vinyl skirting, or Section 4-6 (OMDISC) for prefabricated structural skirting.
- 17) Manufactured dwellings shall be installed to provide a separation between the underfloor area of porches, decks, and landings. See Section 4-9.1, OMDISC.
- 18) The enclosed underfloor area of a manufactured dwelling shall be vented in accordance with the provisions of Section 4-10.1, OMDISC. See Section 4-10.2 for vent sizing.
- 19) Provide underfloor access in accordance with the provisions of Sections 4-11 and 4-11.1.1 for skirting access (OMDISC).
- 20) Provide smoke alarms as required by Section 11-1, OMDISC.
- 21) Provide a site plan that clearly shows the location of the manufactured dwelling and that it meets the fire separation distances as required by Section 11-2.3, OMDISC.

**MANUFACTURED HOME SET-UP PERMIT**

**Table 11-2.3 Minimum Setbacks and Fire Separation Inside Parks**

|                                       | Manufactured Dwellings | Accessory Buildings | Accessory Structures |
|---------------------------------------|------------------------|---------------------|----------------------|
| Property Line                         | 5 ft.                  | 5 ft.               | 5 ft.                |
| Park Street                           | 5 ft.                  | 5 ft.               | 5 ft.                |
| Park Sidewalk                         | 2 ft.                  | 2 ft.               | 0 ft.                |
| Manufactured Dwelling on Same Lot     | See Note (1) & (2)     | 3 ft.               | 0 ft.                |
| Manufactured Dwelling on Adjacent Lot | 10 ft.                 | 6 ft.               | 6 ft.                |
| Buildings on the Same Property        | 10 ft.                 | 6 ft.               | 6 ft.                |
| Accessory Buildings on Same Lot       | 3 ft.                  | 3 ft.               | 0 ft.                |
| Accessory Buildings on Adjacent Lot   | 6 ft.                  | 6 ft.               | 6 ft.                |
| Accessory Structures on Same Lot      | 0 ft.                  | 0 ft.               | 0 ft.                |
| Accessory Structures on Adjacent Lot  | 6 ft.                  | 6 ft.               | 6 ft.                |

**NOTES:**

- (1) The building official may approve reduced setbacks and clearances than those dimensions in this table with the use of fire resistive construction according to the prescriptive requirements in the **Oregon Residential Specialty Code**.
- (2) Additional requirements in OAR 918-500-0530 may be applicable.
- (3) Setbacks from perimeter property lines and public streets may be greater than those dimensions shown in this table if the municipality adopted local amendments by ordinance.
- (4) Setbacks and clearances addressed in this table shall be measured to the exterior wall of the structure and shall not include the eave overhangs except for awnings and carports.