

CHAPTER ONE ADMINISTRATIVE

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1-1 General.

1-1.1 Title. These provisions shall be known as the **Oregon Manufactured Dwelling and Park Specialty Code, 2002 Edition**, may be cited as such, and will be referred to herein as “**this code**” or the “**MD&P**”. This code shall remain in the public domain and may not be copyrighted. The public is welcome to make copies for their use.

1-1.2 Purpose. This code is intended to provide statewide standards for the protection of life, limb, health, property, and for the safety and welfare of the consumer, general public, and the owners and occupants of manufactured dwellings. The requirements of this code may be exceeded by a homeowner, contractor, dealer, distributor, financial institution, or manufacturer, but no jurisdiction may require a person to exceed this code except where specifically permitted within this code.

1-1.3 Scope. This code applies to the siting, installation, alteration, repair, construction, addition, conversion, use, and occupancy of manufactured dwellings, accessory buildings, accessory structures, mobile home parks, and manufactured dwelling parks

in Oregon as authorized by **ORS 446.062** and **446.155** and the following:
(a) When city, county or state rules, regulations, standards, ordinances, or codes refer to the **Oregon Manufactured Dwelling Standard (OMDS)** or **Oregon Administrative Rule (OAR) 918-600**, it shall be understood that those documents are referring to this code, the **2002 Oregon Manufactured Dwelling and Park Specialty Code**;

(b) Except where otherwise noted, illustrations (figures) used in this code are examples of typical methods of construction and should not be construed as the only method permitted by this code. Appendices used in this code are not adopted as part of this code and should be considered informational only. However, some of the information contained in the appendices are from other standards, rules, regulations, or statutes having the same authority as this code. Highlighted notes and warnings are not part of this code but contain vital information for the user. Tables contained in this code are part of the code; and

(c) Where differences occur between a city or county ordinance and this code, the provisions of this code shall apply.

1-1.4 Design Loads. Except as otherwise stated, the manufactured dwelling siting, foundation and installation requirements contained in this code shall be based on the following criteria:

(a) Assumed soil bearing capacity of 1,000 pounds per square foot (4880 kgs per sq. m);

(b) Minimum pier capacity of 4,000 pounds (1800 kgs),

(c) Floor live load (LL) of 40 pounds per square foot (195.2 kgs per sq. m);

(d) Floor dead load (DL) of 15 pounds per square foot (73.2 kgs per sq. m);

(e) Wall dead load (DL) of 10 pounds per square foot (48.8 kgs per sq. m);

(f) Roof live load (LL) of 30 pounds per square foot (146.4 kgs per sq. m);

- (g) Roof dead load (LL) of 10 pounds per square foot (48.8 kgs per sq. m);
- (h) Total manufactured dwelling LL and DL , 105 pounds per square foot (4.88 kgs per sq. m.);
- (i) Horizontal wind load of 15 pounds per square foot (73.2 kgs per sq. m.);
- (j) Roof uplift of 9 pounds per square foot (43.92 kgs per sq. m.);
- (k) Deck live load (LL) of 40 pounds per square foot (195.2 kgs per sq. m);
- (l) Stairs live load (LL) of 40 pounds per square foot (195.2 kgs per sq. m);
- (m) Landing live load (LL) of 40 pounds per square foot (195.2 kgs per sq. m);
- (n) Handrail live load (LL) of 200 pounds (976 kgs per m) at any point in any direction; and
- (o) Guardrail live load (LL) of 50 pounds (244 kgs per m) per lineal foot and 200 pounds (976 kgs per m) at any point in any direction.

1-1.5 Not Applicable Provisions.

Except where otherwise stated, this code is not applicable in certain situations including, but not limited to, the following:

- (a) Installation of manufactured dwellings on land owned and occupied by the federal government may not be subject to this code;
- (b) Construction of manufactured dwelling parks on tribal lands or on land owned and occupied by a tribal council may not be subject to this code;
- (c) Construction or installation of prefabricated structures, modular building, or modular homes regulated under **ORS 455.010** and **OAR 918-674**;
- (d) Construction of site-built dwellings except for cabanas or as indicated in this code; and
- (e) Owner-built manufactured dwellings.

1-1.6 Conflicts. Where, in any specific case, different sections of this code specify different materials, methods of construction or other requirements, the most restrictive shall govern. Where there is a conflict between a general requirement and a specific requirement in this code, the specific requirement shall apply. Where there is a conflict

between this code and any referenced standard, this code shall apply. Where there is a conflict between this code and any local ordinance or regulation, this code shall apply. Where, in any specific case, there is a conflict between this code and applicable Oregon Revised Statutes, the applicable statute shall apply.

1-1.7 Code Changes. This specialty code is reviewed and updated on a regular basis. Persons requesting code changes may submit their request to the Building Codes Division on forms supplied by the Division. Code change requests should be addressed to the Secretary of the Manufactured Structures and Parks Advisory Board. To receive information on code change notices and interpretations or to be placed on the Division’s manufactured dwelling interested parties mailing list send a written request to the Division’s Mail Support Specialist. To subscribe to the Division’s publication “**Codelink**”, send a written request to the Division’s publications editor. Codelink is also available on the Division’s WEB site at “**<http://www.cbs.state.or.us>**”.

1-2 Authority

1-2.1 Code Preemption. The Building Codes Division adopts this code under the authority of **ORS 446.062, 446.155, 446.185, 446.200, 446.230, 446.240, 446.400, and 455.040**. This code is a statewide preemptive code, and is the minimum acceptable and maximum required in the state of Oregon. Except as provided in **ORS 455.040** or specifically referenced within this code, no municipality shall enforce any other code, standard, rule, regulation, or ordinance regarding the regulation of manufactured dwellings, manufactured dwelling parks, mobile home parks, and combination parks in Oregon.

1-2.2 Enforcement. The Building Codes Division has delegated the responsibility of enforcing the requirements contained

in **OAR 918-500, OAR 918-515, OAR 918-520, ORS 446, ORS 455**, and this code to certain municipalities. The municipality's building official, as the authority having jurisdiction, is hereby authorized and directed to enforce all of the provisions of this code. With this delegation, and acting as an agent of the Division, the building official has the authority to issue permits, review plans, perform inspections, investigate violations, issue stop work orders, issue citations, enforce the state's labeling and licensing requirements, require corrections, and serve notice of proposed civil penalty assessments.

1-2.3 Interpretation. The building official shall have the authority to render interpretations of this code. Such interpretations, rules and regulations shall be in conformance with the intent and purpose of this code. When the building official finds that the strict letter of this code is impractical for a special situation, the building official may accept a modification as long as the modification does not lessen the health, life safety, and fire safety requirements intended by this code. Persons requesting formal interpretations of this code shall submit their request in writing to the Division's Chief of Manufactured Structures and Parks. To receive copies of code interpretations see the Division's WEB page at "<http://www.cbs.state.or.us>".

1-2.4 Energy Conservation Equivalents. When it is necessary to determine that a manufactured dwelling is performing at a level greater or equivalent to the Oregon Energy Code, certification or verification of the home to any of the following shall be considered equivalent and acceptable:

- (a) Equivalent U-value identified on the manufacturer's heat loss certificate as required by **24 CFR 3280.510**;
- (b) Super Good Cents (SGC) program;
- (c) Manufacturer's Acquisition Program (MAP);

- (d) Natural Choice program;
- (e) Earth Advantage Program;
- (f) Energy Star program;
- (g) Equivalent energy conservation or weatherization programs found acceptable by the authority having jurisdiction; or
- (h) A visual inspection of the retrofit installations of insulation, sealing, and ventilation found acceptable to the authority having jurisdiction.

1-2.5 Alternate Methods and Materials. The provisions of this code are not intended to limit the appropriate use of materials, appliances, equipment, or methods of construction design not specifically prescribed by this code. The building official may accept proposed alternate materials, appliances, equipment, or methods of design or construction if they are at least equivalent to that prescribed in this code in suitability, quality, strength, effectiveness, fire resistance, durability, dimensional stability, safety and sanitation. Compliance with specific performance-based provisions of this code, in lieu of a prescriptive requirement, shall also be permitted as an alternate. This code also promotes the use of recycled materials whenever possible as long as there are no adverse affects and the materials are equal to those prescribed. Persons requesting approval for alternate methods or materials shall submit their request to the authority having jurisdiction. The building official may require evidence or proof to substantiate any claims regarding the proposed alternate.

1-2.6 Liability. The building official or the building official's authorized representative, acting in good faith and without malice in the discharge of his or her duties shall not render himself or herself personally liable for any damage that may occur to persons or property as a result of any act or by reason of any act or omission in the discharge of his or

her duties. Any suit brought against the building official or employees because of such an act or omission performed in the enforcement of this code shall be defended by the jurisdiction until final determination and any judgement thereof shall be assumed by the jurisdiction.

1-3 Manufactured Dwellings Sold “As Is” Persons selling or buying a previously owned manufactured dwelling “as is” or “with all faults”, as permitted by **ORS 446.155**, shall comply with the following:

(a) The seller shall state in the bill of sale, “This manufactured dwelling is being sold as is and with all faults.” The buyer assumes the entire risk as to the quality and performance of this manufactured dwelling and the entire cost of all servicing and repair”;

(b) When required, the buyer shall bring the manufactured dwelling into conformance with this code as verified through a visual inspection and, when required, by the attachment of an Oregon insignia of compliance prior to occupancy;

(c) When a manufactured dwelling sold “as is” or “with all faults” is intended to be used as a non-regulated structure, such as an agricultural use, the buyer shall remove all appliances, all plumbing fixtures in the kitchen and baths, and shall return any state or federal insignias of compliance or certification labels to the Building Codes Division.

1-4 Other Applicable Standards.

1-4.1 Reference Standards. The **MD&P** is not a stand-alone code and depends on other documents to complete it. Referenced standards in this code shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between provisions of this code and referenced standards, the provisions of this code shall apply. The **MD&P** will make references to other codes,

standards, and regulations according to the following:

(a) When this code refers to “**24 CFR 3280**” or the federal “**Manufactured Home Construction and Safety Standards**”, it is referring to the federal **Manufactured Home Construction and Safety Standards 24 CFR 3280**;

(b) When this code refers to “**24 CFR 3282**” or the federal “**Manufactured Home Procedural and Enforcement Regulations**”, it is referring to the federal **Manufactured Home Procedural and Enforcement Regulations 24 CFR 3282**;

(c) When this code refers to “**ORS**”, it is referring to **Oregon Revised Statutes**;

(d) When this code refers to “**OAR**”, it is referring to **Oregon Administrative Rule**;

(e) When this code refers to “**NFPA 501**”, it is referring to **Standard on Manufactured Housing, 1999 Edition**;

(f) When this code refers to “**NFPA 501A**”, it is referring to **Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities, 1999 Edition**;

(g) When this code refers to the “**Oregon One and Two Family Dwelling Specialty Code**” or “**OTFDSC**”, it is referring to the **Oregon One and Two Family Dwelling Specialty Code, 1999 Edition**;

(h) When this code refers to the “**Oregon Structural Specialty Code**” or “**OSSC**”, it is referring to the **Oregon Structural Specialty Code, 1998 Edition**;

(i) When this code refers to the “**Oregon Plumbing Specialty Code**” or “**OPSC**”, it is referring to the **Oregon Plumbing Specialty Code, 2000 Edition**;

(j) When this code refers to the “**Oregon Mechanical Specialty Code**” or “**OMSC**”, it is referring to the **Oregon Mechanical Specialty Code, 2000 Edition**;

(k) When this code refers to the “**National Electrical Code**” or “**NEC**”, it is referring to the **National Fire**

Protection Association standard publication (NFPA 70), 1999 Edition;

(l) When this code refers to the “**Uniform Fire Code**” or “**UFC**”, it is referring to the **Oregon Uniform Fire Code, 1998 Edition;**

(m) When this code refers to the “**NFPA 54**” it is referring to the **National Fuel Gas Code, 1999 Edition;**

(n) When this code refers to the “**NFPA 58**” it is referring to the **Standard for Liquefied Petroleum Gases, 1998 Edition;** and

(o) Other reference standards may be indicated within this code.

1-5 Fees.

1-5.1 State Fees. Plan review, permit, investigation, and other fees have been established in **OAR 918-500-0100, 918-500-0105, and 918-500-0110.** The delegation of authority includes the obligation to collect and remit to the Division all required State fees and surcharges.

1-5.2 Local Fees. Local plan review, permit, investigation, and other fees may be established through local ordinance by the authority having jurisdiction. A municipality’s fees shall be reasonable and shall not exceed the cost of administering these programs. When a municipality establishes fees for manufactured dwelling installations based on valuation, those fees shall only reflect the value of the installation and shall not include the value of the manufactured dwelling. Where a municipality has not established fees through local ordinance, the State fees shall apply. Local fee adoption must comply with the requirements of ORS 455.210.

1-6 Plans.

1-6.1 Plan Required. When plans are required, a minimum of two sets of plans shall be submitted to the authority having jurisdiction. The authority having jurisdiction may require additional sets of plans. Plans shall be clear to indicate

the nature and extent of the work proposed and shall show in detail how the work will conform to the provisions of this code and all relevant laws, ordinances, rules, and regulations. Required plans shall be reviewed and approved by the authority having jurisdiction prior to permits being issued.

1-6.2 Plan Format. All plans shall be submitted in duplicate and;

(a) Shall contain the owners name, project name if applicable; the name of the person who prepared the plans, and the location of the proposed work site;

(b) Shall be drawn to scale, indicate the scale used, and contain a key to all symbols used;

(c) Shall be of sufficient clarity to indicate the nature and extent of the work proposed; and

(d) Shall show in detail how the work will conform to the provisions of this code and all relevant laws, ordinances, rules, regulations and other specialty codes.

1-6.3 Engineered Plans. Plans requiring engineering shall be prepared by an Oregon professional engineer or architect. Engineering calculations, tests, or analyses may be produced by out-of-state professional engineers or architects if approved by a DAPIA or in the case of earthquake-resistant bracing systems or engineered foundation systems, approved by the state of California Department of Housing and Community Development.

1-6.4 Expiration of Plan Review. Plan review applications for which no permit is issued within 180 days following the date of application shall expire by limitation. Plans and other data submitted for review may be returned to the applicant or destroyed by the authority having jurisdiction. The authority having jurisdiction may extend the time for action by the applicant for a period not to exceed 180 days upon request by the applicant showing that circumstances beyond the control of the

applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

1-6.5 Plan Location. One set of the approved plans shall be kept on file with the authority having jurisdiction. The second set of the approved plans shall be kept available on the site where the work is taking place.

1-6.6 Retention of Plans. One set of approved plans, specifications, and computations shall be retained by the authority having jurisdiction for a period of 90 days from the date of completion of the work.

1-6.7 Plot Plans Required. The authority having jurisdiction shall require a plot plan prior to the installation of a manufactured dwelling. Plot plans are not required to be prepared by a professional engineer or architect. Plot plans shall be drawn to a scale of not less than 1 (one) inch to 50 (fifty) feet (minimum 50' = 1") and shall show all proposed work. Plot plans shall include:

- (a) Approximate elevations at each corner of the lot or lots;
- (b) Location of all cuts and fills on the lot (excluding the stand's six inches of gravel);
- (c) Locations of the manufactured dwelling and all accessory buildings and structures;
- (d) Set-backs from property lines, lot lines, streets, public sidewalks, easements of record and structures on the same lot or adjacent lots if within ten feet of the property line;
- (e) Intended finish grade around the manufactured dwelling and all accessory buildings and structures;
- (f) Location and type of the storm water drainage system, including rain drains;
- (g) Where there is more than a 12-inch (30.5 cm) difference in elevation between two adjacent corners of a site,

the plot plan shall include contour lines or shall be submitted with a cross-sectional drawing of the lot showing the approximate elevations of the lot;

(h) When in a flood hazard area, an elevation certificate is required; and

(i) Where installed outside a mobile or manufactured dwelling park, the authority having jurisdiction may also require the location of wells, septic tanks, leach lines, petroleum tanks, chemical storage, natural water ways, and easements of record.

1-6.8 Plot Plans Not Required. Plot plans are not required if the permit is being issued only for the installation of anchoring devices, earthquake-resistant bracing systems, or perimeter enclosures on existing manufactured dwellings.

1-6.9 Park Plans. Plans shall be submitted to the authority having jurisdiction for the construction of new manufactured dwelling parks, temporary manufactured dwelling parks, combination parks, and additions, conversions, or alterations of existing mobile home parks, manufactured dwelling parks, or combination parks. Park plans shall show existing and proposed construction and how the park will comply with the construction requirements of this code. Park plans shall be prepared and stamped by an Oregon professional engineer or architect. The authority having jurisdiction may waive some of the park plan requirements for temporary parks. Plot plans shall be drawn to a scale of not less than 1 (one) inch to 50 (fifty) feet (minimum 50' = 1"). Plans shall provide the following information:

- (a) Name of park, name of park owner and operator, name of person preparing the plans, scale and a key to the symbols used,
- (b) The general layout of the entire park including all property lines, streets, street widths, alleys, driveways, common driveways, parking, storage

areas, sidewalks, applicable **ADA** accessibility, signage, and park street connections to the public way;

(c) Location and size of all play areas and recreation areas, hazards, and type, size, and location of safety barriers;

(d) Location of all open areas, green ways, buffer zones, perimeter setbacks, and perimeter fencing;

(e) Illumination Plan for park lighting;

(f) Location of all cuts and fills within the park;

(g) Location of all existing and proposed buildings, structures, and retaining walls within the park and on adjacent land within 20 (twenty) feet (6.1 m) of the park's property line. (This does not include the manufactured dwellings or their accessory buildings or accessory structures proposed for the park);

(h) Location, size, and numerical identification of all proposed manufactured dwelling lots;

(i) Set-backs from park property lines, public streets, public sidewalks, public utilities, and easements of record on the same lot or adjacent lots if within 20 (twenty) feet (6.1 m) of the park's property line;

(j) Locations of all cuts and fills before and after final grading;

(k) Where the existing grade or slope exceeds 5 percent, the plans shall include a topography of the park consisting of contour lines indicating the elevations within the park and the intended finish grade of the park;

(l) Location, size, and material of the park's storm water drainage, sewer, water, fuel gas, and electrical systems;

(m) Location, size, and description of the park's fire fighting facilities;

(n) Location of all existing and proposed wells, septic tanks, leach lines, petroleum tanks, and chemical storage within the park;

(o) Location of all water ways including ponds, lakes, wet lands, streams, creeks, and rivers within the park boundaries;

(p) Cross section of the street, alley, sidewalk, and driveway construction;

(q) Design and engineering of all bridges and culverts within the park.

(r) The authority having jurisdiction may, when conditions warrant, also require:

1. An elevation certificate;

2. A soil investigation report; and

3. An evaluation and recommendation concerning potential geological hazards.

1-6.10 Alteration Plans. Depending on the complexity of the work, the authority having jurisdiction may require plans to be submitted prior to a person being permitted to alter, convert, or repair a manufactured dwelling, accessory building, accessory structure, mobile home park, or manufactured dwelling park.

1-6.11 Multiple-family Housing Plans.

Where two or more manufactured dwellings are to be grouped together to form the equivalent of multiple-family housing, as permitted by **ORS 446.055**, plans shall be submitted according to this section.

(a) Plans shall be submitted to the Building Codes Division's Chief of Manufactured Structures and Parks to verify compliance with state codes.

(b) After approval by the Division, plans shall be submitted to the local planning and building departments. No municipality shall approve plans that have not been approved by the Division.

(c) Plans for proposed groupings of manufactured dwellings shall:

1. Be drawn to scale and of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail the work will conform to the provisions of this code and all relevant laws, ordinances, rules, regulations and specialty codes;

2. Include a master floor plan showing the configuration of all adjoined manufactured dwellings, cabanas, garages and accessory structures. Where there is more than one configuration, each configuration shall be submitted;

3. Indicate exit door and window sizes, types and locations for each garage, cabana and manufactured dwelling model;
4. Indicate the location of all utility connections for each garage, cabana and manufactured dwelling model;
5. Show the size and use of each room and space in each garage, cabana and manufactured dwelling model;
6. Show the location of each fire separation wall required between cabanas, manufactured dwellings, garages and accessory structures;
7. Show the location of the HUD labels or state insignias on each cabana and manufactured dwelling model;
8. Show a detailed section of the fire separation wall(s) where the cabanas, manufactured dwellings, garages or accessory structures are to be adjoined; and
9. Be submitted with copies of the appropriate DAPIA approved plans for each manufactured dwelling model.

1-7 Permits.

1-7.1 Permit Requirements. A permit shall be obtained before beginning any work requiring a permit by this or any other specialty code. Signed and dated application shall be made to the authority having jurisdiction. Multiple permits may be required when the proposed work involves two or more code areas (i.e., structural, electrical, plumbing, or mechanical).

1-7.2 Content of Permit Application.

The permit application used by the authority having jurisdiction shall contain at least the following information in addition to any other information deemed necessary:

- (a) Jurisdiction's name, mailing address, and telephone number;
- (b) The permit number and issue date;
- (c) Name, address, and telephone number of the property owner;
- (d) Name, address, and telephone number of the primary contractors. (i.e.,

installer; concrete contractor, electrician, plumber, etc.)

- (e) Name and contractor's CCB and BCD license numbers;
- (f) Address of and directions to the construction site;
- (g) General description of the proposed work to be performed;
- (h) A checkbox to indicate zoning approval verification;
- (i) A checkbox to indicate sewer approval;
- (j) Base flood elevation;
- (k) Space for calculating fees and surcharges;
- (l) The owner's or applicant's signature; and
- (m) A space for indicating jurisdiction approval.

1-7.3 Content of Permit. The permit used by the authority having jurisdiction shall contain at least the following information in addition to any other information deemed necessary by the authority having jurisdiction:

- (a) Jurisdiction's name, mailing address, and telephone number;
- (b) The permit number, issue date, and expiration date;
- (c) Address of the job site;
- (d) Description of work being permitted; and
- (e) Instructions on how to request required inspections.

1-7.4 Posting permit. A durable weather-resistant permit card shall be issued by the authority having jurisdiction with each permit. The applicant shall post the permit card in a semi-permanent and conspicuous location on the job site prior to any construction, installation, or alteration. The authority having jurisdiction may charge re-inspection fees if the permit card is lost or not posted at the time of inspection. The permit card used by the authority having jurisdiction shall contain at least the following information in addition to any other information

deemed necessary by the authority having jurisdiction:

- (a) Jurisdiction's name, mailing address, and telephone number;
- (b) The permit number, issue date, and expiration date;
- (c) Address of the job site;
- (d) Description of work being permitted;
- (e) Space for the inspector to sign and date each inspection made; and
- (f) Instructions on how to request required inspections.

1-7.5 Permit Expiration. Every permit issued by the authority having jurisdiction under the provisions of this code shall expire by limitation and become null and void if the work authorized by such permit is not commenced within 180 days from the issue date of the permit, or if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days or more.

1-7.6 Permit Extension. A person holding a non-expired permit may apply for a 180 day extension, provided the person shows good and satisfactory reasons why the work could not be commenced within the last 180 day period. The authority having jurisdiction may grant an extension for a period not exceeding 180 days.

1-7.7 Permit Renewal. A permit that has expired for 180 days or less shall be permitted to be renewed provided no changes have been made in the original plans and specifications for such work. The renewal fee shall be one-half (1/2) the amount required for a new permit. Permits that have been expired for more than 180 days require a new permit application and the full permit fee.

1-7.8 Permit Validity. The issuance of a permit shall not authorize the violation of any of the provisions of this code. Permits presuming to give authority to violate or cancel any provisions of this

code are not valid. The issuance of a permit based on plans, specifications and related material shall not prevent the authority having jurisdiction from requiring the correction of errors in plans, specifications and related material or from preventing the building from being operated in violation of this code.

1-7.9 Permit Suspension or Revocation. Suspension or revocation of permits shall be according to the provisions of the Oregon Administrative Procedures Act or local ordinances.

1-7.10 Permit Investigation. Whenever any work for which a permit is required by this code has been commenced without first obtaining a permit, the authority having jurisdiction may initiate a special investigation. Whenever work appears to be abandoned or required inspections have not been requested on a timely basis, the authority having jurisdiction may initiate a special investigation. An investigation fee may be collected in an amount equal to the permit fee, whether or not a permit is issued.

1-7.11 Park Permits Required. Any person wanting to obtain a permit shall first make application to the authority having jurisdiction. As required by **ORS 446.062**, permits shall be obtained using application forms furnished by the authority having jurisdiction.

(a) No person, firm, or corporation shall establish, construct, enlarge, or alter any mobile home or manufactured dwelling park or cause the same to be done without first obtaining all required permits and approvals from the authority having jurisdiction.

(b) The authority having jurisdiction shall not issue a permit until approval is received from the local planning department. The authority having jurisdiction may also require prior approvals from DEQ, the local fire official, and local health department.

(c) The authority having jurisdiction shall require evidence of flood hazard mitigation when reviewing plans prior to issuing a permit when the site is in a flood hazard area as designated on the **Flood Insurance Rate Maps (FIRM)**. (See Chapter 10-2.2)

(d) A park permit includes, but is not limited to, excavation, park layout, drainage, paving, and street, curb, sidewalk, walkway, and driveway construction.

(e) Separate permits are required by the authority having jurisdiction for all plumbing and electrical installations, the construction of park buildings, installation of manufactured dwellings and cabanas, and other items. Examples of other items may include swimming pools, spas, fences, retaining walls, accessory buildings, accessory structures, bridges, and culverts.

1-7.12 Manufactured Dwelling Installation Permits. As required by **ORS 446.252**, permits shall be obtained from the authority having jurisdiction before installing a manufactured dwelling.

(a) Installation permits include, but are not limited to, excavation, grading, stand preparation, placement of fill and the construction or installation of the vapor barrier, concrete-encased grounding electrodes, electrical feeder connections, electrical crossover connections, electrical ship loose fixture installations, water supply connections, water valve installation, water crossover connections, heat tape installation, drain line connections, drain crossover connections, ship loose drain line assembly, fuel gas supply connection, and fuel gas crossover connections, footings, piers, foundation walls, perimeter retaining walls, skirting, roof gutters, down spouts, drainage systems, anchoring devices, fire separation walls, temporary steps, structural marriage line connections, weather seals, heat tapes, insulation, ducts, vents, flues, sidewalks,

and driveways located on a single manufactured dwelling lot.

(b) Installation permits do not include electrical service installations and connections, alterations, additions, or the construction or installation of grounding rods, sewer systems, septic systems, appliances, water supply systems, accessory buildings, accessory structures, basements.

(c) Installation permits are not required for manufactured dwellings or cabanas that are temporarily on display or in storage;

1. This exception is not applicable to manufactured dwellings or cabanas installed and on display on a manufactured dwelling park lot, mobile home park lot, subdivision lot or residential lot; and

2. This exception is not applicable to manufactured dwellings or cabanas occupied as sales offices or residences on a dealer lot, storage lot, or at the manufacturer's facility.

1-7.13 Accessory Building and Structure Permits. As required by **ORS 455.020**, permits shall be obtained from the authority having jurisdiction before adding, constructing, installing, altering, repairing, or converting a manufactured dwelling accessory building or accessory structure involving structural, mechanical, electrical, or plumbing work.

(a) Manufactured dwelling accessory buildings and accessory structures consist of, but are not limited to, decks, ramps, steps, landings, guardrails, handrails, awnings, carports, utility buildings, storage sheds, equipment sheds, cabanas, ramadas, and garages.

(b) As described in **Section 111** of the **Oregon One and Two Family Dwelling Specialty Code**, permits are not required on manufactured dwelling accessory buildings or accessory structures for the following if the work does not encroach over subsurface disposal systems or into required yards:

1. Retrofitted insulation (weatherization projects by or on behalf of the owner or the local utility company);
2. Private concrete slabs (when not part of the manufactured dwelling foundation);
3. Private driveways and sidewalks;
4. Masonry repair (when not a structural support column or beam);
5. Porches and decks, where the floor or deck is not more than 30 inches (762 mm) above grade and where the edge of the porch, deck or floor does not come closer than 3 feet (914 mm) to the property line (does not include porch or deck roofs or enclosures);
6. Patio covers (includes awnings and carports), not over 120 square feet (11 sq. m.) in area;
7. Painting;
8. Interior wall, floor or ceiling covering;
9. Non-bearing partitions, except when such partitions create habitable rooms (does not include alteration or removal of existing shear walls);
10. Shelving and cabinet work;
11. Gutters and downspouts;
12. Nonhabitable small accessory buildings not over 120 square feet (11 sq. m.) (does not include cabanas or other structures adjoined to and capable of adding floor space to a manufactured dwelling);
13. Door and window replacements (where no structural member is changed);
14. Replacement or repair of siding not required to be fire resistant;
15. Reroofing, except in wildfire hazard zones or where the roofing exceeds 30 percent of the roofing design load (See Sections 7-5 and 9-8.3 for more details);
16. Plastic glazed storm windows;
17. Except for barriers around swimming pools, fences not over 6 feet (182.9 cm) high;
18. Retaining walls which are not over 4 feet (121.9 cm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (**ORS 455.310**) (except when used as

part of the under-floor enclosure beneath a manufactured dwelling);

19. Self-supporting fabric structures used as patio covers or carports which do not exceed 500 square feet (46.5 sq. m) in floor area;

20. The replacement of light bulbs, fluorescent tubes, or approved fuses; and

21. The connection of approved portable electrical equipment to permanently installed and properly wired electrical receptacles (see also **ORS 479.540(14)**).

1-7.14 Manufactured Dwelling Alteration Permits. As required by **ORS 455.020**, permits shall be obtained before altering, converting, or repairing the structural, mechanical, electrical, or plumbing systems of a manufactured dwelling.

(a) As described in **ORS 446.003(2)(b)**, permits are not required on manufactured dwelling alterations consisting of the following and as further defined in Appendix A of this code:

1. Minor repairs with approved component parts (see Appendix A for definition of minor repairs);

2. Conversion of listed fuel-burning appliances in accordance with the terms of their listing;

3. Adjustment and maintenance of equipment (see Appendix A for definition of adjustment of equipment); or

4. Replacement of equipment or accessories in kind (see Appendix A for definition of replacement in kind);

(b) As described in **24 CFR 3282.251** and **3282.401**, permits are not required for manufactured dwelling warranty work including the replacement of defective materials or equipment (this exemption does not apply to those alterations made by or for dealers or distributors);

(c) As described in **24 CFR 3282.201**, permits are not required for alterations made by the manufacturer to the DAPIA plans under the control of an IPIA (this exemption does not apply to those

alterations made by or for dealers or distributors); and

(d) Permits are not required on manufactured dwellings for: **Refer to Section 1-8.13(b)**

1. Retrofitted insulation (includes weatherization projects by or on behalf of the owner or the local utility company);
2. Masonry repair (when not a structural support column or beam);
3. Painting;
4. Interior wall, floor or ceiling covering;
5. Non bearing partitions, except when such partitions create habitable rooms (does not include alteration or removal of existing shear walls);
6. Shelving and cabinet work;
7. Gutters and down-spouts;
8. Door and window replacements (where no structural member is changed);
9. Replacement or repair of siding not required to be fire resistant;
10. Re-roofing, except in wildfire hazard zones or where the roofing exceeds 30 percent of the roofing design load (See Sections 7-5 and 9-8.3 for more details);
11. Plastic glazed storm windows;
12. The replacement of light bulbs, fluorescent tubes, or approved fuses; and
13. The connection of approved portable electrical equipment to permanently installed and properly wired electrical receptacles (see also ORS 479.540(14)).

1-7.15 Conversion Permits. Permits shall be obtained from the authority having jurisdiction prior to a manufactured dwelling, accessory building, or accessory structure being converted to another occupancy or use.

1-7.16 Manufactured Dwelling Permits Not Required. Persons performing work on a manufactured dwelling shall obtain a permit from the authority having jurisdiction unless specifically exempted by this code.

(a) Individual permits are not required for those in the business of manufacturing manufactured dwellings if the business or person is a registered manufacturer with the Division and working under an approved quality assurance program. Persons re-manufacturing or rehabilitating manufactured dwellings shall obtain alteration permits according to **Chapter 1-7.14.**

(b) Persons performing warranty work on a manufactured dwelling authorized by and on behalf of the manufacturer are not required to obtain a permit.

(c) Individual homeowners repairing or altering their own manufactured dwelling for the purpose of obtaining an insignia from the Division through the Division's visual inspection process are not required to obtain a permit.

1-8 Inspections.

1-8.1 Inspections Required. All work for which a permit is required shall be inspected by the authority having jurisdiction. Upon notification by the permit holder, the authority having jurisdiction shall make any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or the permit holder's agent of the failures to comply with this code or other regulations. In addition to the inspections required by this code, the authority having jurisdiction may make or require any other inspections deemed necessary to ascertain compliance with this code and other referenced standards. Approval as a result of an inspection shall not be confused to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspection presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid.

1-8.2 Call for Inspections. It shall be the responsibility of the permit holder to

assure the authority having jurisdiction is notified when work is ready for inspection. Work shall not be covered until inspections have been made and approved unless otherwise approved to do so by this code or the authority having jurisdiction. When a contractor is not the permit holder, the contractor shall advise the permit holder when the work is ready for an inspection.

1-8.3 Inspection Approval Required.

All work requiring a permit shall be inspected and approved by the authority having jurisdiction.

(a) Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the authority having jurisdiction.

(b) The authority having jurisdiction, upon notification, shall make requested inspections in a timely manner during normal business hours or other times if arranged with the permit holder.

(c) The inspector shall sign and date the permit card on the job site for each inspection approved.

(d) If the inspector identifies code violations, the inspector shall identify the failures in writing and post them on the job site or give them to the permit holder or the permit holder's agent.

(e) Construction that does not comply with the code shall be corrected within 30 days of notification or at a later date if agreed upon by the authority having jurisdiction.

(f) Construction that has been identified as not complying with the code shall not be covered or concealed until authorized by the authority having jurisdiction.

1-8.4 Accessible Work. All construction work for which a permit is required shall be subject to inspection by the authority having jurisdiction and all such construction or work shall remain accessible for inspection purposes until approved by the authority having jurisdiction. Arrangements may be made

between the installer and the authority having jurisdiction for work that is not feasible to leave open for inspection (an example of this would be fastening of the ridgebeams, walls or other work which in the process of assembly must be covered). Occupancy shall not prevent the physical inspection at reasonable times.

1-8.5 Failure to Call for Inspection.

Covering work prior to a required inspection may require the removal of building materials or the dismantling of a structure. Failure of the permit holder or the permit holder's agent to call for required inspections may result in permit expiration by limitation. Permit expiration prior to the final inspection may require the permit holder to reapply for the permit and plan review and submit all associated fees.

1-8.6 Visual Inspections. Persons needing verification of code compliance to sell, lease, rent, exchange, or site a manufactured dwelling may request a visual inspection from the Division. The Division will perform a visual inspection on the manufactured dwelling to verify that it meets the appropriate code for the time period in which it was built. Upon satisfactory completion of a visual inspection, the Division may issue an inspection report verifying the manufactured dwelling conforms to the code. If the manufactured dwelling was originally constructed on or after January 1, 1962. The Division may verify code compliance by issuing an Oregon insignia of compliance.

1-8.7 Appliance Inspections. The installation or replacement of fuel burning fireplaces, wood stoves, pellet stoves, room heaters, heat pumps air conditioners, and other mechanical equipment shall be inspected by the authority having jurisdiction. When the manufactured dwelling is already sited on the consumer's lot or is located on a dealer's or distributor's sales lot, the

inspections shall be performed by the authority having jurisdiction. When a new manufactured dwelling has not been sited and is in the possession of the manufacturer, the inspections shall be performed by the Building Codes Division (IPIA).

1-8.8 Park Inspections. No manufactured dwelling park shall receive a certificate of occupancy until all inspections have been made and approved by the authority having jurisdiction. Manufactured dwellings may be placed in unfinished parks with prior approval from the authority having jurisdiction but may not be occupied until the final inspection has been approved and the certificate of occupancy issued. Manufactured dwelling parks shall be inspected in three phases:

(a) A layout inspection includes, but is not limited to, an inspection of the park layout, sub-grade, concrete forms, setbacks, and the location and size of streets, lots, buildings, utilities, drainage, and play areas;

(b) A pre-cover inspection includes, but is not limited to, an inspection of sub-grade base rock, utilities installation and concrete forms;

(c) A final inspection includes, but is not limited to, an inspection of the finished streets, lighting, and all poured concrete curbs, sidewalks, curb cuts, signage, parking, lighting, accessibility, play area, fences, sidewalks, driveways, and general safety hazards.

1-8.9 Alteration Inspections. The authority having jurisdiction shall inspect manufactured dwelling alterations, repairs, conversions, and additions as required. Inspections of manufactured dwelling alterations or repairs shall be performed according to the following:

(a) The local authority having jurisdiction shall perform inspections of manufactured dwelling alterations, repairs, conversions, or additions occurring after the first consumer has

taken possession of the home and all the terms of the sales contract have been completed.

(b) The State Building Codes Division shall perform inspections of manufactured dwelling alterations, repairs, conversions, or additions occurring prior to the first consumer taking possession of the home or prior to the terms of the sales contract being completed.

(c) See Section 7.9 re-manufacturing if the repairs are extensive and the home has been decertified or declared salvage.

1-8.10 Accessory Buildings and Structures. The authority having jurisdiction shall inspect the construction, installation, or alteration of all manufactured dwelling accessory buildings or structures requiring permits.

1-8.11 Quality Assurance Inspections. A business manufacturing, re-manufacturing, or rehabilitating manufactured dwellings shall be a registered manufacturer with the Division and working under an approved quality assurance program with routine inspections by the Division. Persons re-manufacturing or rehabilitating an individual manufactured dwelling are not required to be a registered manufacturer but shall have inspections performed by the Division. (see **OAR 918-500** for further information)

1-8.12 Conversion Inspections. The authority having jurisdiction shall inspect the conversion to another occupancy or use of a manufactured dwelling, accessory building, accessory structure, mobile home park, or manufactured dwelling park as necessary to assure compliance with the applicable codes.

1-8.13.1 Installation Inspections Required. The authority having jurisdiction shall inspect all manufactured dwelling and cabana installations.

(a) A minimum of two inspections shall be performed consisting of a “**set-up inspection**” and a “**final inspection**”. The authority having jurisdiction may also perform a “**site inspection**” to verify the information on the plot plan, instead of requiring a plot plan submittal, or to verify items needing to be covered prior to the set-up inspection. The authority having jurisdiction shall perform a “**site inspection**” at the request of an installer.

(b) A minimum or one inspection shall be performed by the authority having jurisdiction for each retrofit installation of an engineered foundation system, earthquake-resistant bracing system, anchoring, or under-floor enclosure.

1-8.13.2 Inspection Criteria. Manufactured dwelling installation inspections shall consist of at least the following:

(a) A “**site inspection**” includes a verification of the following:

1. Applicable permits obtained;
2. Set-backs are maintained;
3. Vegetation removal;
4. Stand leveled;
5. Site graded and drained;
6. Engineered fill tested and report submitted;
7. Poured-in-place footing and slab forms and reinforcement;
8. Concrete encased grounding electrodes, if applicable; and

(b) A “**set-up inspection**” includes verification of the following:

Structure

1. Foundation installation;
2. Applicable permits obtained;
3. Plot plan information and a soil compaction test or soil investigation report when required;
4. Stand preparation, vegetation removal, placement of gravel pad, and gravel compaction when required;
5. Vapor barrier installation;
6. Pier and footing type, size, and spacing;
7. Perimeter foundation or basement construction; and

8. Earthquake-resistant bracing system if applicable.

9. Bottom board repair;

10. Fire separation between adjacent structures (i.e. garage); and

11. Temporary steps in place and adequately supported.

Marriage Line connections

1. Weather stripping and weather seals at floor, walls, and roof connections;

2. Exposed roof and wall marriage line structural connections;

3. Floor marriage line structural connections, and

4. Anchor type, approval, location, installation, and attachments.

Plumbing Connections

1. Shut-off and pressure-reducing valves;

2. Heat tape or pipe insulation

3. Pipe size, material, grade, and support;

4. Pipe fitting type, size, use, and direction;

5. Marriage line cross-over pipe connections;

6. Water supply utility connection within 30 lineal feet of home; and

7. Septic or sewer utility pipe connection within 30 lineal feet of home.

Mechanical Connections

1. Under-floor dryer and range exhaust duct rough-in;

2. Duct crossover material, R-value, size, clearance, and connection; and

3. Flue, chimney and vent material, size, clearance, connections, and terminations.

Fuel Gas Piping

1. Pipe type, size, material, and support;

2. Pipe fittings, type, size, material, and use;

3. Marriage line fuel gas pipe cross-over connection; and

4. Fuel gas supply connection.

Electrical Connections

1. Feeder type, size, clearance, and installation within 30 feet and in sight of home;

2. Service type, size, clearance, location, support, and installation;

3. Fixture type, support, and connections;
4. Marriage line electrical cross-over connections;
5. Conduit and fitting type, size, material, and support;
6. Wiring type, size, material, and securement; and
7. Wiring methods and connections.

**HUD Approved Alternate
Construction**

1. Applicable permits obtained;
2. DAPIA approval available; and
3. Construction matches DAPIA approved plans.

(c) A “**final inspection**” includes a verification of the following:

1. Skirting installation;
2. Under-floor access;
3. Under-floor ventilation;
4. Temporary step removal;
5. Permanent step or ramp installation;
6. Permanent landing, guardrail, and handrail construction;
7. Site grading and drainage;
8. Sidewalks and driveways;
9. Door and window adjustment, seal, and securement;
10. Accessory building and structure permits obtained (i.e., deck, awning, cabana, ramada, carport, and garage);
11. Under-floor dryer and range exhaust duct through skirting or perimeter foundation and terminated with approved devices;
12. Smoke detector location, installation, and test;
13. Ground fault circuit interrupter (GFCI) test; and
14. Installer's certification tag(s) are installed.

1-8.13.3 Set-up Inspection. A set-up inspection shall be performed by the authority having jurisdiction on each manufactured dwelling installation. The permit holder or the permit holder's agent shall request a set-up inspection when the manufactured dwelling is ready for occupancy.

(a) Inspections of the foundation system, earthquake bracing system,

utility connections, and marriage line connections shall be made prior to the under-floor area being enclosed by skirting or retaining walls.

(b) On the West side of the Cascade summit, the authority having jurisdiction shall perform the set-up inspection within 48 hours of notification by the permit holder or the permit holder's agent (excluding weekends and holidays).

(c) On the East side of the Cascade summit, the authority having jurisdiction shall perform the set-up inspection within 72 hours of notification by the permit holder or the permit holder's agent (excluding weekends and holidays).

(d) If the authority having jurisdiction does not perform the inspection within the stated time lines, the permit holder may proceed to enclose the under-floor area of the manufactured dwelling.

(e) Basement walls and foundation walls may be constructed and inspected prior to the installation of a manufactured dwelling provided prior arrangements are made with the authority having jurisdiction.

(f) If the inspection is not performed within the stated time lines, the authority having jurisdiction shall either perform the set-up inspection or shall be responsible for hiring a certified inspector to perform the inspection at the jurisdiction's expense.

(g) If the permit holder or the permit holder's agent fails to call for an inspection, or causes the under-floor area to be enclosed prior to the set-up inspection, the authority having jurisdiction may perform the set-up inspection at an additional cost to the permit holder or may require the permit holder to hire a certified inspector to perform the set-up inspection at the permit holder's expense. A copy of the certified inspector's report shall be provided to the authority having jurisdiction.

(h) A certified inspector shall be certified by the Division as an active Oregon

Manufactured Dwelling Installation Inspector. All identified non-conformances shall be corrected and verified prior to the authority having jurisdiction approving the installation.

1-8.13.4 Final Inspection. The permit holder or the permit holder's agent shall request a final inspection within 10 working days of the completion of the manufactured dwelling installation. If the authority having jurisdiction determines through investigation that the permit holder or the permit holder's agent failed to call for an inspection, the authority having jurisdiction may charge an investigation fee and a reinspection fee. If the permit has expired by limitation, the permit holder may be required to obtain a new permit.

1-9 Insignias and Labels.

1-9.1 Insignia Required. State insignias of compliance and HUD certification labels indicate a manufactured dwelling is in compliance with applicable codes and gives the owner the right to occupy, sell, exchange, rent, lease or offer for sale, exchange, rent, or lease the manufactured dwelling in Oregon. As required by **24 CFR 3282.362(c)(2)(i)**, U.S. Department of Housing and Urban Development (HUD) Certification Labels are required on all manufactured dwellings built on or after June 15, 1976. As required by **ORS 446.155**, Oregon Insignias of Compliance are required on all manufactured dwellings built on or after September 1, 1969, when they are sold, rented, leased, exchanged or offered for rent, sale, lease or exchange. When this code refers to the generic term "insignia" it is referring to both the Oregon Insignia of Compliance and HUD Certification Label.

1-9.2 Insignia Not Required. Manufactured dwellings are not required to have Oregon Insignias of Compliance or HUD Certification Labels if the

manufactured dwelling meets any of the following conditions:

(a) Manufactured dwelling was built before September 1, 1969, per **ORS 446.155(1)**;

(b) Manufactured dwelling is labeled with insignias from an approved state, and which has not been altered without permit, per **ORS 446.180(2)**; or

(c) Owner occupied manufactured dwelling was built prior to June 15, 1976, per **ORS 446.155(1)** and **(2)**;

(d) Manufactured dwelling is sold on an "as is" or "with all faults" basis as disclosed by the seller in the bill of sale, per **ORS 446.155(5)(d)** and complies with Section 1-3 of this code.

1-9.3 Siting Without Insignia. Insignias of compliance are not a prerequisite to siting a manufactured dwelling in Oregon by Oregon law but may be a requirement of the local planning department.

1-9.4 Removal of Insignia. No person shall remove, destroy, alter, or cover an insignia except as permitted by this code. Insignias of compliance may be removed when a manufactured dwelling bearing an insignia is found to be in violation of **ORS 446.155** or this code or is determined to be a dangerous structure. The authority having jurisdiction removing the label shall provide the owner or occupant with an inspection report listing the violations. The insignia may be removed and reinstalled by the homeowner or contractor when a manufactured dwelling is being re-sided. Insignia shall not be covered or obscured by the installation of accessory buildings, accessory structures, or by any other method.

1-9.5 Voided Insignia. An insignia of compliance may be voided and returned to the Division if any alteration or repairs are made without the permits and inspections required by this code.

1-9.6 Returned Insignia. Manufactured dwellings damaged beyond repair as a result of flood, fire, earthquake, mishap in transit or any other reason shall have the insignias of compliance removed and returned to the Building Codes Division.

1-9.7 Lost or Damaged Insignia. Lost or damaged insignias shall be processed according to the following:

(a) The owner shall notify the Division immediately in writing specifying the manufacturer, serial number, insignia number, and approximate date of manufacture;

(b) All damaged insignias shall be promptly returned to the Division. Damaged or lost insignia may be replaced by the Division by requesting replacement on a Division application form and accompanied by the appropriate fee;

(c) A replacement insignia may be issued by the Division after a visual inspection indicates the manufactured dwelling meets the requirements of this code; and

(d) Replacement HUD labels may only be issued if there is satisfactory evidence that the manufactured dwelling has not been altered or damaged.

1-9.8 New Insignia. A new insignia of compliance may be issued on a previously owned manufactured dwelling when visual inspections and tests are performed by the Division to verify substantial compliance with the appropriate codes.

1-9.8.1 State Codes. After satisfactory inspections, the Division may issue an insignia of compliance that certifies a manufactured dwelling complies with state code in effect at the time of its original construction for manufactured dwellings built on or after January 1, 1962. After satisfactory inspections, the Division may issue an insignia of compliance that certifies a re-manufactured or refurbished

manufactured dwelling complies with the **American National Standards Institute (ANSI) Standard for Mobile Homes, 1969 Edition.** (See Chapter 7 for minimum safety requirements)

1-9.8.2 Federal Codes. After satisfactory inspections, the Division may issue an insignia of compliance to certify that a manufactured dwelling, originally manufactured on or after September 1, 1969, is substantially equivalent to homes built to the federal **Manufactured Home Construction and Safety Standards 24 CFR 3280.** After satisfactory inspections, the Division may issue an insignia of compliance to certify that a re-manufactured or refurbished manufactured dwelling, manufactured on or after June 15, 1976, is substantially equivalent to homes built to the federal **Manufactured Home Construction and Safety Standards 24 CFR 3280.** (See Chapter 7 for minimum safety requirements.)

1-10 Certifications.

1-10.1.1 Installer Certificate Required. Upon completion of a manufactured dwelling installation, cabana installation, anchoring system installation, skirting installation, or perimeter retaining wall installation and prior to a request for inspection, the person who performed the installation shall affix an Installer Certification Tag according to **OAR 918-515-0300** and **918-515-0310.**

(a) Certification tags shall be affixed to the manufactured dwelling, cabana, or skirting in a visible location on the exterior of the rear end wall near the insignia or HUD label;

(b) When more than one installer installs a manufactured dwelling (i.e., one installs the foundation, one installs the tie-downs, and another installs the skirting), each installer shall affix a separate Installer Certification Tag on the manufactured dwelling indicating the work performed;

- (c) Required installer certificates shall not be covered or obscured;
- (d) Required Installer Certification Tags shall not be removed, damaged or altered until the manufactured dwelling is moved; and
- (e) On secondary installations, all previous Installer Certification Tags shall be removed and replaced with new tags for the new installation.

1-10.1.2 Installer Certificate Not Required. Manufactured dwelling Installer Certification Labels are not required to be installed by Oregon licensed plumbing contractors performing plumbing installations and connections only, Oregon licensed electrical contractors performing electrical installations and connections only, or homeowners installing their own home. However, this does not waive the code or testing requirements contained in this code.

1-10.2.1 Certificates of Occupancy Required. Certificates of occupancy when required by this code shall be permanently mounted and displayed in a prominent location, or as required by the authority having jurisdiction. A certificate of occupancy:

- (a) May be required when a manufactured dwelling is being used for other than single family dwelling occupancy when required by Section 2-1 of this code;
- (b) Is required on any public use building within a manufactured dwelling park;
- (c) Is required for manufactured dwelling parks;

1-10.2.2 Certificates of Occupancy Not Permitted. No state or local authority having jurisdiction may require a certificate of occupancy or any other similar certificate for a manufactured dwelling used as a single-family dwelling in accordance with **ORS Chapter 446** and **24 CFR 3282.11(b)**.

1-11 Licensing Requirements

1-11.1 Installer License Required. As required by **ORS 446.395**, all persons engaging in the business of installing manufactured dwellings, cabanas, anchoring systems, earthquake-resistant bracing systems, under-floor enclosures, skirting, or repairing existing installations, or who supervise any of these activities shall be licensed with the Division.

(a) Installer licenses consist of several categories including Installer, Limited Installer, Limited Skirting Installer, and Temporary Limited Installer;

(b) Each person working on an installation shall have a license, unless specifically exempted by this code or **OAR 918-515**;

(c) Installers and Limited Skirting Installers are permitted to work on the job site alone and can supervise others;

(d) Limited Installers and Temporary Limited Installers can only work under the direct supervision of an Installer or Limited Skirting Installer;

(e) Limited Skirting Installers are limited to working on skirting, perimeter supports, foundation walls, perimeter retaining walls, and basement walls;

(f) Limited Skirting Installers are limited to supervising others only in the areas for which they are licensed; and

(g) Persons licensed by the Construction Contractors Board are not exempt from the installer licensing law.

1-11.2 Installer License Not Required. A manufactured dwelling installation license is not required:

(a) By homeowners or their immediate family installing their own manufactured dwelling if it is their principle residence and is not intended for sale, exchange, lease, or rent within one year of the date of the final inspection;

(b) Homeowners or their immediate family repairing, correcting, or maintaining the installation of their own manufactured dwelling;

- (c)** Adding perimeter blocking specifically for the purpose of supporting an awning, carport, or roof addition;
- (d)** Installing a manufactured dwelling temporarily on a dealer's, distributor's, or manufacturer's sales or storage lot when it is not occupied or located in a mobile home park, a manufactured dwelling park, or a subdivision;
- (e)** Installing a manufactured dwelling temporarily for display at a show or fair when it is not occupied;
- (f)** Maintenance, repairs, corrections or warranty work on a manufactured dwelling installation by a manufacturer (see Section 1-12.4 and 1-12.5 of this code);
- (g)** Crane operation, transportation, excavation, concrete flat work, carpet laying, and drywall services;
- (h)** Electrical connections when made by an Oregon licensed electrician;
- (i)** Plumbing connections when made by an Oregon licensed plumber;
- (j)** Construction and/or installation of ramadas, garages, awnings, carports, roof additions, decks, landings, stairs, ramps, guardrails, handrails, and other accessory buildings or structures that are not part of the manufactured dwelling; or
- (k)** Construction of concrete foundation walls, or concrete retaining walls of a manufactured home under the supervision of a licensed installer or licensed limited skirting installer.

1-11.3 Electrical. As required by **ORS 479.620** and **ORS 446.395**, electrical installations and connections shall be made by persons identified in this section.

- (a)** Electrical feeder, crossover, and fixture connections for the installation of manufactured dwellings may be made only by the homeowner, members of the homeowner's immediate family, an Oregon licensed manufactured dwelling installer, or an Oregon licensed electrician. Temporary electrical feeder connections used for the temporary installation of a manufactured dwelling

on a dealer lot or at an industry show may be made only by the manufacturer, an Oregon licensed manufactured dwelling installer, or an Oregon licensed electrician.

- (b)** Concrete encased grounding electrodes for the installation of manufactured dwellings may be installed only by the homeowner, members of the homeowner's immediate family, an Oregon licensed manufactured dwelling installer, a masonry contractor under the direct supervision of an Oregon licensed manufactured dwelling installer, or an Oregon licensed electrician. Ground rods may be installed only by the homeowner, members of the homeowner's immediate family, or an Oregon licensed electrician.

(c) Electrical service installations and connections shall be made only by the homeowner, members of the homeowner's immediate family, an Oregon licensed electrician, or the appropriate public utility company.

(d) Electrical warranty work on a manufactured dwelling, consisting of minor repairs with approved component parts, adjustment and maintenance of equipment, or replacement of equipment or accessories in kind, may be performed only by the manufacturer, the manufacturer's representative, the homeowner, the homeowner's immediate family, an Oregon licensed electrician, or an Oregon licensed manufactured dwelling limited maintenance electrician as permitted by **ORS 446.210**.

- (e)** Electrical installations, alterations, or repairs on a manufactured dwelling may be performed by the manufacturer or manufacturer's representative, if the work is done at the plant or is part of the manufacturer's warranty work. All other electrical installations, alterations, or repairs on a manufactured dwelling may be performed only by the homeowner, the homeowner's immediate family, or by an Oregon licensed electrician.

(f) Electrical installations, alterations, or repairs on cabanas, accessory structures, accessory buildings, and manufactured dwellings being re-manufactured or rehabilitated shall be made only by the homeowner, the homeowner's immediate family, or an Oregon licensed electrician.

(g) Electrical installations, alterations, or repairs performed in conjunction with re-manufacturing or refurbishing a manufactured dwelling shall be performed only by an Oregon licensed electrician, unless the manufacturer is certified according to **24 CFR 3282.362**.

(h) Electrical installations, alterations, or repairs in mobile home parks or manufactured dwelling parks shall be performed by an Oregon licensed electrician only, except as otherwise stated in this section.

1-11.4 Plumbing. As required by **ORS 693.030** and **ORS 446.395**, plumbing installations and connections shall be made only by persons identified in this section.

(a) Plumbing utility, crossover and fixture connections that are part of a manufactured dwelling installation shall be made only by the homeowner, an Oregon licensed manufactured dwelling installer, or an Oregon licensed plumber.

(b) Under-floor drain pipe systems that are shipped loose and ready to be connected to the site sewer inlet; shipped loose in one or more pre-assembled sections to be attached with unions and then connected to the site sewer inlet; or shipped loose in sections for site assembly and provided with all pipe, fittings, cement, supports, and DAPIA approved manufacturer's instructions necessary for proper site installation, shall be installed only by the homeowner, an Oregon licensed manufactured dwelling installer, or an Oregon licensed plumber.

(c) Under-floor drain pipe systems that are shipped loose with no pre-assembled sections, supports, or

instructions; requiring extensive plumbing design and work on site shall be installed only by the homeowner or an Oregon licensed plumber.

(d) Plumbing utility terminations on a manufactured dwelling lot shall be installed only by the homeowner, an Oregon licensed plumber, or by others as permitted by **ORS 693.030**.

(e) Plumbing warranty work on a manufactured dwelling, consisting of minor repairs with approved component parts, adjustment and maintenance of equipment, or replacement of equipment or accessories in kind, may be performed by the manufacturer, manufacturer's representative, the homeowner, or an Oregon licensed plumber.

(f) Plumbing installations, alterations, or repairs on a manufactured dwelling may be performed by the manufacturer or the manufacturer's representative if the work is done at the plant or is part of the manufacturer's warranty work. All other plumbing installations, alterations, or repairs on a manufactured dwelling may be performed only by the homeowner or by an Oregon licensed plumber.

(g) Plumbing installations, alterations, or repairs on cabanas, accessory structures, accessory buildings, and manufactured dwellings being re-manufactured or rehabilitated shall be made only by the homeowner or an Oregon licensed plumber.

(h) Plumbing installations, alterations, or repairs performed in conjunction with re-manufacturing or refurbishing a manufactured dwelling shall be performed only by an Oregon licensed plumber, unless the manufacturer is certified according to **24 CFR 3282.362**.

(i) Plumbing installations, alterations, or repairs in mobile home or manufactured dwelling parks shall be performed only by an Oregon licensed plumber, except as otherwise stated in this section.

1-11.5 Liquid Petroleum Gas. As required by **ORS 484.010** through

484.460, persons installing or connecting liquid petroleum gas (LPG) shall be licensed by the State Fire Marshal's Office as "licensed LPG fitters".

1-11.6 Fuel Gas. As required by **ORS 701.055** and **446.395**, fuel gas crossover and appliance connections shall be made only by the manufacturer or the manufacturer's representative, an Oregon registered contractor, an Oregon licensed manufactured dwelling installer, the homeowner, or members of the homeowner's immediate family. Gas utility connections shall be made only by an Oregon registered contractor, a gas utility company, the homeowner, or members of the homeowner's immediate family.

1-11.7 Mechanical. As required by **ORS 701.055** and **446.395**, mechanical installations and connections shall only be made by persons identified in this section.

(a) Appliance and crossover connections on manufactured dwellings and cabanas shall be made only by the manufacturer or the manufacturer's representative, or an Oregon registered contractor, an Oregon licensed manufactured dwelling installer, the homeowner, or members of the homeowner's immediate family.

(b) Mechanical warranty work on a manufactured dwelling, consisting of minor repairs with approved component parts, conversion of listed fuel burning appliances in accordance with the terms of their listing, adjustment and maintenance of equipment, or replacement of equipment or accessories in kind, may be performed by the manufacturer, manufacturer's representative, the homeowner, or an Oregon registered contractor.

1-11.8 Accessory Structures. As required by **ORS 701.055** through **701.065**, persons, other than the homeowner or the homeowner's immediate

family, building, installing, altering, or repairing manufactured dwellings, cabanas, ramadas, or manufactured dwelling accessory buildings or structures shall be registered or licensed with the Oregon Construction Contractors Board or shall be employed by a person licensed with the Oregon Construction Contractors Board.

1-12 Violations and Penalties

1-12.1 Notice of Violation. Notices of violation shall be issued according to the following:

(a) When an inspection reveals a manufactured dwelling installation, alteration, repair, or conversion violates any portion of this code, law, rule, or regulation, the authority having jurisdiction shall serve a Notice of Violation upon the owner or contractor.

(b) When an inspection reveals mobile home or manufactured dwelling park construction, alterations, additions, or conversions violates any portion of this code, law, rule, or regulation, the authority having jurisdiction shall serve a Notice of Violation upon the owner or contractor.

(c) Upon such notices, no work shall be covered unless authorized by the authority having jurisdiction. Such notice shall be in writing, shall state the specific violations and cite the applicable code references. The notice shall be posted on the work site or given to the owner or owner's authorized agent.

(d) All violations noted shall be corrected within 30 days from the date of such notice, or at a later date if approved by the authority having jurisdiction.

(e) A Notice of Violation posted on the work site shall not be removed until authorized by the authority having jurisdiction.

1-12.2 Injunctions. As authorized by **ORS 446.190**, the authority having jurisdiction may obtain an injunction

against a person when it appears the person is engaged in, or about to engage in, an act or practice in violation of this code, statute, or state rules or regulations.

1-12.3 Civil Penalties. Persons violating this code, failing to make required corrections, employing unlicensed persons, or working without a license when one is required, may be subject to the penalties contained in **ORS 446.270, 446.415, 446.990, 455.895** and the ordinances of the municipality.

1-13 Appeals.

1-13.1 Informal Appeal. Persons with complaints or disagreements with decisions, interpretations or actions of the authority having jurisdiction may appeal to the Division's Chief of Manufactured Structures and Parks through an appeal process as authorized by **ORS 455.475**.

1-13.2 Municipal Appeal Board. As authorized by **ORS 455.020(4)**, a municipality may enact administrative regulations for enforcement and appeals. Disagreements with the decisions resulting from the appeal process may be taken to the municipality's appeal board if one exists. Appeals must be written and submitted to the municipal appeal board prior to their meeting in accordance with local regulations.

1-13.3 State Appeal Board. As required by **ORS 455.690**, decisions resulting from a municipal appeal board or from the informal appeal process, where no municipal board exists, may be formally appealed to the Oregon Manufactured Structures and Parks Advisory Board or other appropriate board. A formal appeal must be submitted to the Oregon Building Codes Division in writing on a Division form and be accompanied by a \$20 fee. A hearings officer may be appointed to

hear the case and make recommendations to the board. The Division may refer matters to other boards where appropriate.

1-13.4 Appeals to State Courts. As permitted by **ORS 455.070**, decisions and interpretations resulting from the formal appeal process may be appealed to the state court system. Code interpretations may be appealed to the Circuit Court. License revocations may be appealed to the Court of Appeals.