



Manufacture Home Placement Permit Application

Marion County Public Works

5155 Silverton Rd NE
 Salem, Oregon 97305
 Phone: (503) 588-5147
 Fax: (503) 588-7948
 Email: Building@co.marion.or.us
 Internet address: www.co.marion.or.us

FOR CITY USE ONLY	
Setbacks	
Front:	Rear:
Left:	Right:
Special:	
Property is located in flood plain: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Zoning by:	Received by:

***** FLOOR PLAN & SITE PLAN Required *****

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> Residential	<input type="checkbox"/> Government	<input type="checkbox"/> Commercial
MANUFACTURED HOME INFORMATION		
Length:	Width:	
Area: _____ sq. feet	No. Bedrooms:	
JOB SITE INFORMATION AND LOCATION		
Owner name:		
Owner phone number: ()		
Job site address:		
City/State/Zip:		
Space number (if applicable):		
Cross Street/ Directions to job site:		
Subdivision:		Lot no:
Tax map/parcel no:		
DESCRIPTION OF WORK		
PROPERTY OWNER INFORMATION		
Name:		
Mailing Address:		
City/State/ ZIP:		
Phone: ()		Fax: ()
E-mail:		
This installation is being made on residential or farm property owned by me or a member of my immediate family, and is exempt from licensing requirements under OAR 918-515-0010.		
Signature:		

CONTRACTOR INFORMATION	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
E-mail:	
CCB license no. :	MDI license no. :
Print Name :	
Signature :	Date :

FEE SCHEDULE			
Description	Qty	Cost each	Total
(1) Manufactured dwelling			
(a) Placement (includes placement electrical feeder, and up to 30' of water/sewer connection):		\$285.00	
(b) Reinspection fee		\$52.00	
(2) Recreational – park trailer			
(a) Installation (includes stand and lot preparation; support blocking; anchoring; temporary steps; plumbing, mechanical, and electrical):		\$285.00	
(b) Reinspection fee		\$52.00	
<i>Electrical service permit to be obtained only by homeowner performing work or signing supervisor of Oregon-licensed electrical contractor performing work.</i>			

FEE SCHEDULE	
(A) Subtotal (total from above)	\$
(B) State Surcharge, 12% (0.12 x A)	
(C) State administrative fee - \$30.00 for manufactured dwelling (item 1a) only, OAR 918-500-0105(5)	
(D) Zoning Check with local Planning Dept.	
TOTAL fees and surcharges (A + B + C+D)	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.



MARION COUNTY BUILDING INSPECTION DIVISION
5155 Silverton Rd NE
Salem OR 97305
(503) 588-5147
Fax: (503) 588-7948

LAND USE COMPATIBILITY STATEMENT (LUCS)
PROCEDURES AND FORMS

WHEN IS A LUCS REQUIRED? A LUCS is required for all Marion County On-Site Sewage Disposal construction-installation permits for new or expanded systems, and for authorizations to connect to existing systems. It is not needed for a Record Review.

SEPTIC-RELATED PERMITS – NON URBAN (no UGB or UT Zoning):

1. Customer submits septic permit application. No LUCS form is needed – Work Flow is used instead.
2. Keep the route line open and the Zoning Coordinator will sign-off over in Planning. Do not send the customer over to Planning for zoning sign-off.

SEPTIC-RELATED PERMITS – URBAN (UGB, UT-zoned, or inside city limits)

None of these need Marion County Planning Division sign-off.

1. Customer submits septic permit application. While waiting, customer is given a LUCS form to complete Section 1.
2. After customer completes Section 1, Permit Specialist then:
 - a. Faxes the LUCS form, along with the “LUCS Fax Transmittal Cover Sheet” to the appropriate city upon completion of accepting the permit.
 - b. Enters “LUCS faxed to City of _____. Waiting for reply” in routing line.
 - c. Acknowledgment form from fax machine is also put in the file.
3. Returned LUCS forms from the cities are put in the Septic Specialist’s in-basket.
4. Septic Specialist will note the returned form on the route line and file the form in the septic file.
5. If the returned LUCS form notes some type of problem, the form and file will be turned over to the appropriate Sanitarian.



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**DIRECTIONS FOR COMPLETING A “LUCS”
(LAND USE COMPATIBILITY STATEMENT)
FOR ON-SITE SEWAGE SYSTEMS**

WHAT IS A LUCS? The LUCS is the process Marion County uses to determine that Marion County permits and other approvals that affect land use are consistent with the local comprehensive plan.

WHY IS LUCS REQUIRED? Oregon law requires activities that impact land use be consistent with local comprehensive plans. Permits for on-site sewage disposal systems cannot be issued until a favorable statement of land use compatibility is provided from the responsible local planning authorities. The LUCS cannot be approved until all requirements are met.

WHEN IS A LUCS REQUIRED? A LUCS is required for: Site Evaluations OAR 340-071-0150, Construction – Installation OAR 340-071-0160, Alterations OAR 340-071-0160, Repairs OAR 340-071-0160, and Authorizations OAR 340-071-0205. NOT REQUIRED ON: Existing System Evaluations and Record Reviews.

HOW TO COMPLETE A LUCS:

URBAN PERMIT: (property is in an Urban Growth Boundary, zoned UT, or inside city limits)

1. Complete Section 1 of the LUCS – this can be done at the same time you submit the on-site sewage disposal permit.
2. Submit the completed form to the Permit Specialist who will fax the completed LUCS form to the appropriate city planning office/official to determine if the business or facility meets all local planning requirements. **OR:**

The applicant can submit the completed LUCS form directly to the appropriate city planning office/official.

3. The city planning office/official will complete Section 2 and fax back to the Building Inspection Division.
If the applicant chooses to submit the LUCS to the city, once the city has completed Section 2 the applicant must return the completed form to the Building Inspection Division.
4. If approved by the city, the LUCS form, attachments, and on-site sewage permit application are then submitted to the Building Inspection sanitarians for review.

If the returned LUCS form notes some type of problem, the form and file will be turned over to the Sanitarian who will contact the applicant regarding the appropriate course of action.

A permit cannot be issued if the applicant does not comply with all applicable local land use requirements.

The local jurisdiction will need to provide a favorable land use statement before Marion County can proceed with a permit application.

ATTENTION: A LUCS CANNOT BE APPROVED AND SIGNED UNTIL ALL LOCAL REQUIREMENTS HAVE BEEN MET.

CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of Federal and State cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction or alteration of an archeological site or object, or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, ext. 232.



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**LAND USE COMPATIBILITY STATEMENT (LUCS)
FOR ON-SITE SEWAGE SYSTEMS**

DATE: _____

MCBI File #: _____

SECTION 1 – APPLICANT INFORMATION

1. Property Address: _____ Property ID #: _____

Section: _____ Township: _____ Range: _____ Tax Lot #: _____

2. Name of Applicant: _____ Telephone #: _____
Mailing Address: _____

3. Describe type of facility the on-site sewage system will serve (business, residence or other):

- Single Family Residence
- Business
- Other: _____

4. Type of on-site sewage system permit application being proposed for this property:

- New Installation Permit
- Repair Permit
- Alteration Permit for: Replacement Dwelling Bedroom(s) addition
- Other changes in land use involving potential sewage flow increase:

SECTION 2 - TO BE FILLED OUT BY CITY OR COUNTY PLANNING OFFICIAL

5. The facility proposal is located:
 Inside City limits Inside UGB Outside UGB
6. If inside the UGB, the proposed facility is subject to:
 City jurisdiction County jurisdiction Shared city/county jurisdiction
7. Does the business or facility comply with local land use requirements? ? YES NO
Comments:

8. Is a public notice and hearing required? YES NO DATE: _____

SANITARY SEWER AVAILABILITY

DEQ OAR 340-071-0160 requires a permit application for onsite sewage disposal be denied if:
A sewerage system which can serve the proposed sewage flow is both legally and physically available.

* *Physical Availability:* A sewerage system shall be deemed physically available if its nearest connection point from the property to be served is:

- For a single family dwelling, or other establishment with a maximum projected daily sewage flow of not more than 450 gallons, within 300 feet;
- For a proposed subdivision or group of two to five single family dwellings, or equivalent projected daily sewage flow, not further than 200 feet multiplied by the number of dwellings or dwelling equivalents;
- For proposed subdivisions or other developments with more than five single family dwellings, or equivalents, the county agent shall make a case-by-case determination of sewerage availability.

EXCEPTION: A sewerage system shall not be considered available if topographic or man-made features make connection physically impractical.

* *Legal Availability:* A sewerage system shall be deemed legally available if the system is not under a DEQ connection permit moratorium, and the sewerage system owner is willing or obligated to provide sewer service.

- 9a. Is a sewerage system physically available and legally available to serve this property?
Physically available: YES NO Legally available: YES NO

- 9b. If service is not available, please explain why, and when service may become available:

SIGNATURES

CITY OF _____ PLANNING OFFICIAL:

(Print Name)

PLANNING OFFICIAL (Signature)

DATE

ADDRESS

TELEPHONE #

* COUNTY PLANNING OFFICIAL

(Print Name)

PLANNING OFFICIAL (Signature)

DATE

ADDRESS

TELEPHONE #

** If necessary, depending upon city/county agreement on jurisdiction outside city limits but within UGB.*



Information Notice to Owners About Construction Responsibilities

(ORS 701.325 (3))

Homeowners acting as their own general contractors to construct a new home or make a substantial improvement to an existing structure, can prevent many problems by being aware of the following responsibilities:

- Homeowners who use labor provided by workers not licensed by the Construction Contractors Board, may be considered an employer, and the workers who provide the labor may be considered employees. **As an employer, you must comply with the following:**
- **Oregon's Withholding Tax Law:** Employers must withhold income taxes from employee wages at the time employees are paid. You will be liable for the tax payments even if you don't actually withhold the tax from your employees. For more information, call the Department of Revenue at 503-378-4988.
- **Unemployment Insurance Tax:** Employers are required to pay a tax for unemployment insurance purposes on the wages of all employees. For more information, call the Oregon Employment Department at 503-947-1488.
- **Oregon's Business Identification Number (BIN):** is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, go online to the Oregon Business Registry. For questions, call 503-945-8091.
- **Workers Compensation Insurance:** Employers are subject to the Oregon Workers Compensation Law, and must obtain Workers Compensation Insurance for their employees. If you fail to obtain Workers Compensation Insurance, you could be subject to penalties and be liable for all claim costs if one of your workers is injured on the job. For more information, call the Workers Compensation Division at the Department of Consumer and Business Services at 800-452-0288.
- **Tax Withholding:** Employers must withhold Social Security Tax and Federal Income Tax from employee wages. You may be liable for the tax payment, even if you didn't actually withhold the tax. For a Federal EIN number, go online to www.irs.gov.

Other Responsibilities of Homeowners:

- **Code Compliance:** As the permit holder for a construction project, the homeowner is responsible for notifying building officials at the appropriate times, so that the required inspections can be performed. Homeowners are also responsible for resolving any failure to meet code requirements that may be found through inspections.
- **Property Damage and Liability Insurance:** Homeowners acting as their own contractors should contact their insurance agent to ensure adequate insurance coverage for accidents and omissions, such as falling tools, paint overspray, water damage from pipe punctures, fire, or work that must be redone. Liability Insurance must be sufficient to cover injuries to persons on the job site who are not otherwise covered as employees by Workers Compensation Insurance.
- **Expertise:** Homeowners should make sure they have the skills to act as their own general contractor, and the expertise required to coordinate the work of both rough-in and finish trades.

CONSTRUCTION CONTRACTORS BOARD

PO Box 14140, Salem, OR 97309-5052

Telephone: 503-378-4621 – Fax: 503-373-2007

Website Address: www.oregon.gov/ccb

Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.325 (2))

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

Name

CCB#

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

Print Name of Permit Applicant

Signature of Permit Applicant

Date

Permit #: _____

Address: _____

Issued by: _____ Date: _____





SITE PLAN INSTRUCTIONS FOR A SEPTIC APPLICATION

Draw a site plan with actual measurements to any test pits, existing septic tanks, disposal fields, and other items listed even if they are to be replaced. Site plan must be current, legible, and contain all items listed below. If the form provided is not used, the plan must include the title "Site Plan," owner name, and site address of the property.

ITEMS THAT MUST BE SHOWN ON YOUR SITE PLAN:

- 1. NORTH ARROW.**
- 2. WELLS:** Include all wells, including irrigation wells on property and within 100' of property.
- 3. ALL PROPERTY LINES AND DIMENSIONS, EXISTING AND PROPOSED:** For partitions or property line adjustments, designate proposed properties with dashed lines; label parcels as "Parcel 1", "Parcel 2", etc. Contrasting color is recommended.
- 4. EXISTING AND PROPOSED STRUCTURES:** Label as "Proposed" and "Existing." Include dimensions and distances to property lines.
- 5. EXISTING AND PROPOSED PROPERTY ACCESS:** Label the **Street Name** accessing the parcel. Label driveways and parking areas.
- 6. UTILITIES AND EASEMENTS:** Including any deed restrictions or encumbrances, if known.
- 7. SURFACE WATER:** Including, but not limited to, storm water systems, ponds, lakes, springs, rivers, streams, creeks, ditches, canals, detention ponds, pools, French drains, field tile, and irrigation. Show existing and proposed.
- 8. EXISTING AND PROPOSED SEPTIC SYSTEM:** All septic tanks and drainfields, initial and replacement areas. Drainfield layout, dimensions (between lines and length of lines), distribution method, and header pipe will be required on all installation applications. Installations **MUST** occur within boundaries of previously approved areas.
- 9. TEST HOLES:**** Accurately locate the test holes on the site plan diagram. Must be drawn to scale. Show distances between holes; and between each test hole and property lines. Test holes should be located in the vicinity of the proposed area for both initial and repair drainfields.
- 10. ANY OTHER FEATURES REQUIRING SETBACKS LISTED IN 340-071-0220 Table 1.**

**FAILURE TO INCLUDE ALL OF THE ITEMS LISTED ABOVE MAY
DELAY THE APPLICATION AND ANY PERMITS RELATED TO THE PROPERTY**

****The soil evaluation pertains only to the immediate vicinity of the test holes. A favorable report designates a defined usable area based on measurements to fixed property boundaries or permanent physical features. To complete the evaluation an accurate diagram is required. Property corners, existing lot lines, and proposed lot lines must be located and must be evident at the time of the field visit. Accuracy and completeness of the site plan will be verified during the field evaluation. Inaccurate or incomplete plans that prevent completion of the evaluation will be returned and re-inspection fees may apply.**

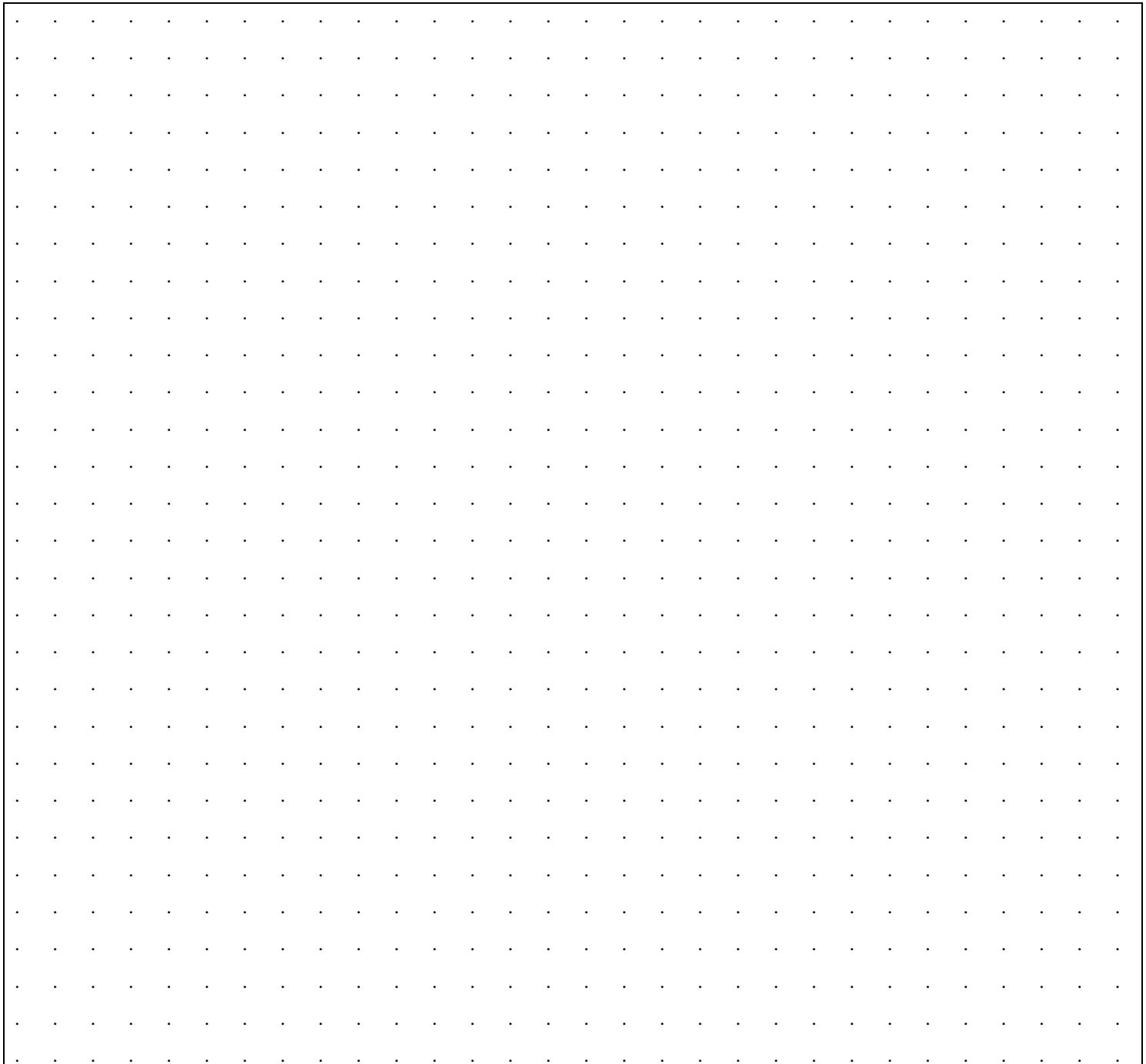
SITE PLAN FOR PROPOSED RESIDENTIAL DEVELOPMENT

Site Address: _____

Total Acres _____

TAXLOT

Drawn to Scale: _____ Not Drawn to Scale -OR- 1 square = _____ feet

A large rectangular area filled with a grid of small dots, intended for drawing a site plan. The grid consists of approximately 30 columns and 30 rows of dots.

I certify that the above information is accurate to the best of my knowledge. I AM THE [] Owner or [] Authorized Agent.

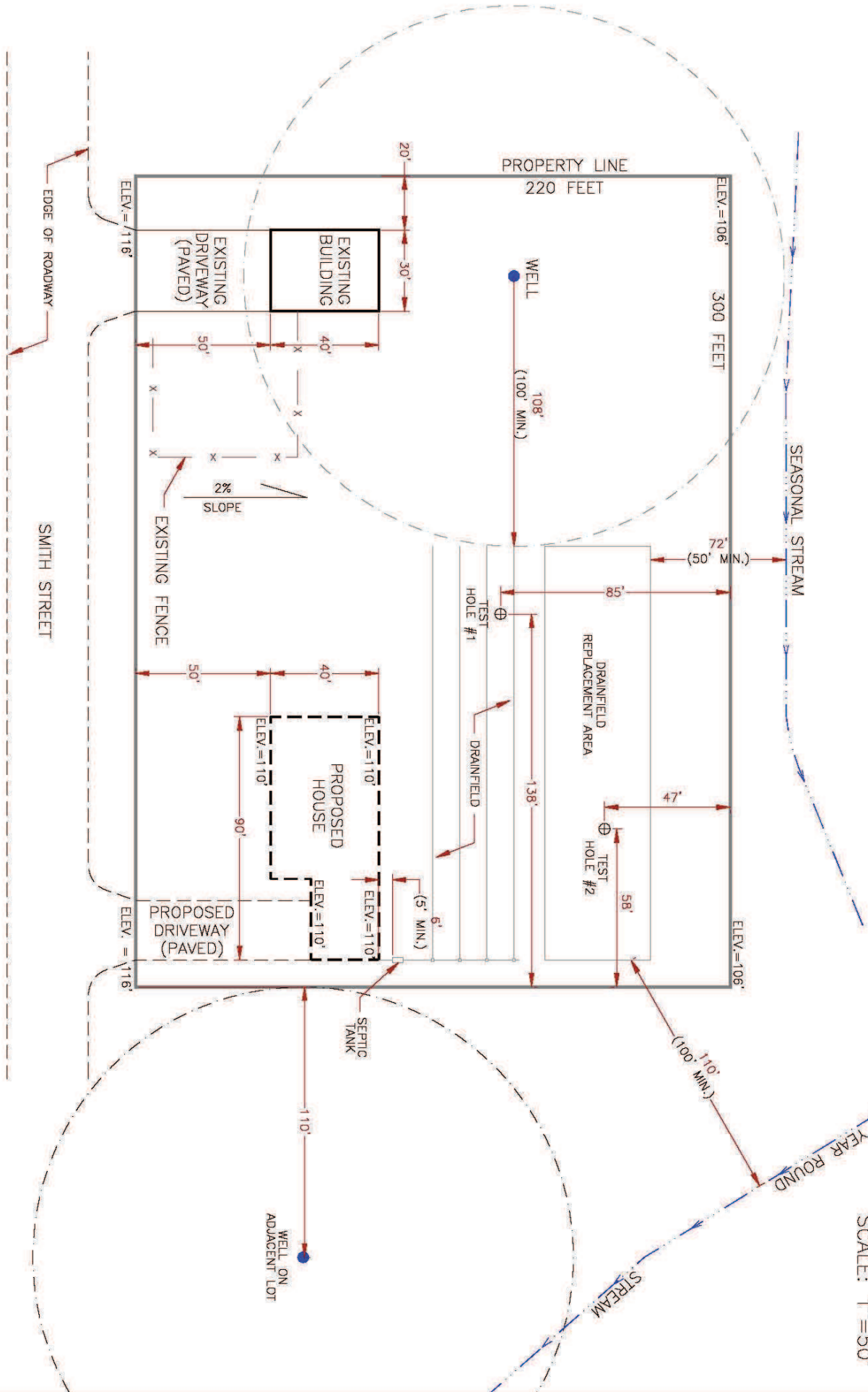
NAME (please print): _____ Telephone # _____

Applicant's Signature: _____ Date: _____

Applicant's Mailing Address: _____

City: _____ Zip: _____ Applicant's email: _____

SAMPLE RESIDENTIAL SITE PLAN



SCALE: 1"=50'

