



# Manufactured Dwelling Submittal Intake Checklist

City of Warrenton Planning and Building Department  
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**FOR DEPARTMENT USE ONLY**

Permit No.:

Submittal Date:

## PROJECT TYPE

- New Manufactured Dwelling     
  New Manufactured Dwelling Located within Park     
  Secondary (Used) Manufactured Dwelling Located within Park  
 Secondary (Used) Installation Manufactured Dwelling

## MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST FOR PLAN REVIEW

Required / Requested

1.  **Site/Plot Plan** - Please include property lines and location of proposed dwelling, as well as all existing structures or proposed accessory structures, including but not limited to; stairs, decks, detached garage, carport, barns, sheds, in accordance with OMDISC 1-5.4.& OAR 918-500-0063
2.  **Floor Plans & Elevations** - Please include manufactured provided floor plans, elevations, and any other drawings or details made available by the manufacturer, per OMDISC 1-5.5.
3.  **Manufactured Installations Instructions** - Please provide two copies of manufactures installation instructions (MII) at time of permit submission; one copy shall be available on-site during time of inspections, per OMDISC 1-5.3.
4.  **Manufacturer & Model Number** - A manufacturer and dwelling model number may be submitted in lieu of the required floor plans, elevations, and manufactures installation instructions, if sufficient documentation and information is available via a manufacturers website to determine compliance with the code and local design standards; per OMDISC 1-4.3.
5.  **Footing Construction** - Please specify which of the approved prescriptive methods is proposed to be used at the footing construction; per OMDISC 3-6. In accordance with the Warrenton Municipal Code (WMC) 16.168.010 "Manufactured Home Design Standards", skirting and perimeter foundation of the manufactured home shall consist of masonry or poured concrete. Please provide construction documents specific to continuous concrete footing or slab design, and associated anchorage specifications for approved attachment system to structural footing, per OMDISC 3-2.6(1)(b).
6.  **Pier Construction** - Please specify the proposed method to be used at the pier construction; per OMDISC 3-7.
7.  **Anchorage Method** - Please specify which of the approved prescriptive methods is proposed to be used as anchorage, per OMDISC 3-2.6. Manufactured dwellings, new or secondary installations, shall be anchored to resist overturning, sliding, and lateral movement according to the requirements of OMDISC 3-2.3. Be advised, with structural foundations, (*i.e. concrete footings, runners, slabs*) anchorage shall be installed in accordance with OMDISC 3-2.6(1)(B) and Figure 3-2.6.
8.  **Skirting Construction** - Please specify which of the approved prescriptive methods is proposed to be used at the skirting construction; per OMDISC Chapter 4. In accordance with the Warrenton Municipal Code 16.168.010 "Manufactured Home Design Standards", skirting and perimeter foundation of the manufactured home shall consist of masonry or poured concrete.

## ADDITIONAL SUBMITTAL DOCUMENTS FOR REVIEW (SEPARATE RESIDENTIAL BLDG. PERMIT)

9.  **Carport / Garage Plans** - Please provide carport or garage construction documents with sufficient clarity to demonstrate compliance. Manufactured carports and garages shall be engineered in accordance with accepted engineering practice, with construction documents provided by a registered design professional. In accordance with the WMC 16.168.010 (H), a manufactured home is required to have an attached or detached garage or carport that complies with WMC Chapter 16.180
10.  **Decks & Stairs Plans** - Please specify the size, location, and construction methods of proposed decks and stairs. In accordance with the WMC 16.168.010 (I), manufactured home shall have a no less than one permanent porch with a minimum area of 24 square feet.

**Note: This checklist must be completed in full before the plan review process will begin.**