



# City of Dayton

416 Ferry Street, Dayton Oregon (503) 864-2221 [www.ci.dayton.or.us](http://www.ci.dayton.or.us)

## Manufactured Home Placement – *Submittal Information*

### General Information

The City of Dayton issues Manufactured Home Placement, Structural, Mechanical & Plumbing Permits. Electrical Permits are issued through the Yamhill County Building Department (503) 434-7516. Additional information, permits or fees may also be required (for example, fences & sprinkler systems).

### Submittal Requirements

- One (1) copy of each of the required permit applications. *Original signatures for all property owners must be provided.* This information must be reproduced so please print clearly using black or blue ink. Do not use pencil.
- Three (3) complete sets of legible building/construction plans drawn to scale, showing conformance to local & state building codes. Engineered plans must include at least one copy with the required wet stamp.
- Two (2) copies of a Site Plan, that **must** show all of the following:
  - Site Address
  - Name of Applicant or Property Owners if different from applicant
  - Existing and proposed structures on the subject property, including required garage or carport
  - Excavated and back-filled Foundation
  - All concrete or asphalt patios, slabs and driveways
  - Percentage of property covered with impermeable surfaces (buildings, driveways, in-ground pools, etc)
  - Setbacks for all structures new and existing, including from property lines & buildings
  - Existing and proposed driveways or points of access
  - Existing and proposed placement of water, sewer and storm drainage lines
  - Proof of all easements and/or right-of-ways, existing or proposed on the property
  - Map and Tax Lot numbers or tax account numbers for subject property
  - North arrow & Scale (the preferred scale is 1 inch equals 20 feet)
- Written proof, that the manufactured home was manufactured after June 15, 1976
- Title Report for the subject property
- Certification from the home manufacturer of Energy Efficiency
- Plan Check/Review fee made payable to the City of Dayton and is required whether the permit is issued or not.

### New Manufactured Home Placement on an Individual Lot

- System Development Charges (Based on meter size) see attached fee sheet.
- Construction Excise Tax = \$1.11 per/square foot of living space & .55 per/square foot of non-living space. Make excise tax check payable to Dayton School District.
- Type “A” Construction Permits are required when working in the right-of-way, including but not limited to sidewalks, curbs, street improvements, driveways, storm water, water and sewer connections.
- Water meters must be purchased from the City of Dayton. Service application and deposit are required at the time of purchase, water and sewer services will begin when the meter is purchased.

### Contractor Requirements

Contractor information must be supplied when using a contractor for building projects, contractor license information will be verified through the State of Oregon’s Contractors Board. In addition, contractors are required to register their business with the City of Dayton. If your contractor is not registered they will be asked to fill out the proper forms and submit a registration fee before construction is started.

### Process

Building plans are reviewed and approved by the City’s Building Inspector. Depending on your type of construction, building plans may also be reviewed by the Planning Department, Public Works, City Engineer and the Rural Fire Department. The plan review process takes approximately 6 to 8 weeks. You will be contacted when your permit is ready to be picked up. Permit fees are due when permits are issued.

# Manufactured Home Placement – *General Information*

## Manufactured Home Placement on Individual Lots

- ü **Manufactured Date:** Homes must be manufactured after June 15, 1976, and exhibits the Oregon Dept of Commerce “Insignia of Compliance” that indicated conformance with Housing and Urban Development (HUD) standards.
- ü **Area:** Homes must be multi-sectional with a minimum area of 1,000 square feet
- ü **Roofs:** Must have a nominal pitch of 3 feet for each 12 feet in width.
- ü **Foundation:** The home must be placed on an excavated and back-filled foundation, enclosed at the perimeter with either concrete, concrete block, brick, stone, pressure treated wood, or combination thereof.
- ü **Energy Efficiency:** Home must be certified by the manufacturer to have an exterior thermal envelope meeting the performance standards required of single-family dwellings constructed under the State Building Code and a copy of the certification must be submitted.
- ü **Design Standards:** Home must comply with all applicable development and design standards, including but not limited to setbacks and height limitations, in the development code.
- ü **Exterior Material:** Siding must be residential in appearance.
- ü **Garage:** A garage with exterior material that is residential in appearance or a carport with a concrete parking surface is required to be placed on the property prior to occupancy of the Home.
- ü **Transportation Equipment:** The tongue, axles, wheels and traveling lights shall be removed from the home.
- ü A meeting with the City’s Building Inspector is required prior to placement of the home to assure understanding of the standards for placement of the home including foundation requirements and other building code requirements.
- ü Lots adjacent to significant historical resources require a conditional use permit and are subject to the requirements of Section 7.2.404(J) as well as the decision criteria contained in Section 7.3.107 of the Land Use and Development Standards.

## Manufactured Home Parks

Manufactured home parks are subject to the minimum standards and conditions set forth in section 7.2.404 of the Dayton Municipal Code.

- ü **Manufactured Date:** Homes must be manufactured after June 15, 1976, and exhibits the Oregon Dept of Commerce “Insignia of Compliance” that indicated conformance with Housing and Urban Development (HUD) standards.
- ü **Garage, Carport, Storage.** Each manufactured home shall have a garage or carport with an enclosed storage area.
- ü **Additions.** Carports, cabanas, ramadas, and other structures attached to a manufactured home shall conform to building code requirements.
- ü **Manufactured Home Space.** The minimum area shall be 3,000 square feet with a minimum space width of 40 feet. Spaces within 15 feet of the boundary of a manufactured home park shall contain a minimum of 4,000 square feet.
- ü **Boundaries.** The boundaries of each manufactured space shall be clearly marked by a fence, landscaping or similar markers.
- ü **Space Coverage.** No more than 50% of a space shall be occupied by the manufactured home and any accessory structures.
- ü **Parking.** Two parking spaces are required for each manufactured home.
- ü **On-Site Storage.** Outdoor storage of furniture, tools, equipment, building materials or supplies shall be screened with a 6 foot sight-obscuring fence, wall or hedge.

## Building Inspections

- ü Building inspections are done by the City of Newberg’s Building Department
- ü To request an inspection call (503) 554-7714 – leave a message
- ü For building questions call (503) 537-1240 ext 3
- ü Inspection results on line: [www.oregon-epermitting.info](http://www.oregon-epermitting.info)

# Building Permit Application for Manufactured Home Placement



City of Dayton  
 PO Box 339 - 416 Ferry Street  
 Dayton OR 97114  
 503 864-2221 - www.ci.dayton.or.us

NEWBERG PERMIT #	
Dayton Permit #	
Date Submitted:	
Date Issued:	Issued By:

This permit is issued under OAR 918-460-0030 and Chapter 7 of the Dayton Land Use and Planning Code. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days. Credit card payments are not accepted for Building Permits.

TYPE OF WORK - Check all that apply	
<input type="checkbox"/> MFG Placement	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Plan Review
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Single Family <input type="checkbox"/> Industrial <input type="checkbox"/> Garage
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Multi-Family <input type="checkbox"/> Government <input type="checkbox"/> Carport
<input type="checkbox"/> Structural	<input type="checkbox"/> Slope <input type="checkbox"/> Next to Historical Home
<b>Special Zones:</b>	<input type="checkbox"/> Flood Plain <input type="checkbox"/> In a Historic District
JOB SITE INFORMATION	
Site Address:	
Map & Tax Lot:	Zoning:
Estimated Valuation:	
Job Description (be specific):	
House Sq Feet:	Garage Sq Feet:
<input type="checkbox"/> Applicant	PROPERTY OWNER INFORMATION
Name:	
Address:	
City:	State: Zip:
Cell Phone:	Phone:
Signature:	
<input type="checkbox"/> Applicant	STRUCTURAL CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	
<input type="checkbox"/> Applicant	MECHANICAL CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	
<input type="checkbox"/> Applicant	PLUMBING CONTRACTOR INFORMATION
Business Name:	
Mailing Address:	
City:	State: Zip:
Phone:	CCB #:
Email:	

FOR CITY OF DAYTON USE		
PERMIT FEES		
Structural Fees: (Garage)		\$
Mechanical Fees:		\$
Plumbing Fees:		\$
Construction Permit A B		\$
SDC's Fees		\$
Plan Review Only		\$
Fire & Life Safety 40%		\$
Const. Excise Tax		\$
Cabana Fee OAR 918-500-0105	\$ 30.00	
Mfg Home Set Up Fee	\$ 250.00	
<b>TOTAL AMOUNT DUE</b>		\$
PAYMENT RECORD		
DATE	AMOUNT	RECEIPT #
BUILDING DEPARTMENT APPROVAL		
Adjusted Valuation:		
Plan Review Date:		
Reviewed By:		
STRUCTURAL PERMIT FEES		
Permit Fee		\$
State Surcharge 12%		\$
Plan Review Fees 65%		\$
Other:		\$
<b>Total Permit Fees</b>		\$
MECHANICAL PERMIT FEES		
Permit Fee		\$
State Surcharge		\$
Plan Review Fees 25%		\$
Other:		\$
<b>Total Permit Fees</b>		\$
PLUMBING PERMIT FEES		
Permit Fee		\$
State Surcharge		\$
Plan Review Fees 30%		\$
Other:		\$
<b>Total Permit Fees</b>		\$

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
 I hereby state that I have read and understand both sides of this application and the information provided on both sides is correct.

<input type="checkbox"/> Applicant			<b>ARCHITECT INFORMATION</b>		
Business Name:					
Mailing Address:					
City:		State:		Zip:	
Phone:		CCB #:			
Email:					
<b>OTHER/ADDITIONAL INFORMATION</b>					
Business Name:					
Mailing Address:					
City:		State:		Zip:	
Phone:		CCB #:			
Email:					

SYSTEM DEVELOPMENT CHARGES		
Water	4,242	\$
Sewer	7,564	\$
Streets/Storm	1,125	\$
Parks	100	\$
<b>Total Amount Due:</b>		\$
CONSTRUCTION EXCISE TAX		
House Square Feet	x \$1.20 =	
Garage Square Feet	x \$ .60 =	
Accessory Structure Square Feet	x .60=	
- Make ckeck payable to Dayton School Dist -		
<b>TOTAL AMOUNT DUE:</b>		

Detailed Description of Work to be done:					

Building Permit & Plan Check Fees Calculation			
Structural	Valuation:		
	For the First \$		\$
Plus \$	for each additional \$1,000		\$
			Tota \$
(Preliminary Plan Check Fees)			Tot \$

**ADDITIONAL IMPORTANT INFORMATION**

- 1) Applicant must provide all required contractor informatin.
- 2) Once an application has been submitted for review, the applicant is responsible for any and all fees, including but not limited to plan review, state surcharge and permit fees, regardless if the permit is issued or not.
- 3) Permit Applications will not be accepted without the accompanying payment
- 4) Emailed and faxed permit applications will not be accepted
- 5) Plans will not be accepted digitally
- 6) The City of Dayton does not print or duplicate plans or permit documents
- 7) Permits expire when work is not started within 180 days of issuance or if work is suspended for 180 days
- 8) Property Owner information and signature is required regardless of who will be doing the work
- 9) **Property owner installations - by siging this permit the property owner agrees that this installation is being made on residential or farm property owned by the property owner or a member of their immediate family, and is exempt from licensing requirements under ORS 701.010**
- 10) Credit Card payments are not accepted for building permits
- 11) It is the responsibility of the property owner or contractor to call for inspections
- 12) Plumbing Permits - Property Owner/Contractor certifys that all plumbing work will be done in accordance with applicable provisions of the City of Dayton Municipal Code and Oregon Revised Statutes Chapters 447 & 693, and applicable codes, and that no help will be employed unless under ORS 693
- 13) Occupancy is not permitted until all required work is finished and approved by the City

FOR CITY OF DAYTON USE - PAYMENT REIMBURSEMENT		
Final Date	75% Amount Paid	Month/Year Paid
Scanned & Efiled	Plan Review Paid	Month/Year Paid
Completed By:	25% Amount Paid	Month/Year Paid
Business Registration #	Emailed permit to Newberg Building:	

## Building Permit Fee Table

Adopted August 3, 2009 - Resolution 2009/10-04 - Attachment C

TOTAL VALUATION	FEE
\$1.00 - \$2,000.00	\$55.00
\$2,001.00 - \$25,000.00	\$55.00 for the first \$2,000.00 plus \$8.50 for each additional \$1,000 or fraction thereof to and including, \$25,000
\$25,001.00 - \$50,000.00	\$250.00 for the first \$25,000.00 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$50,000
\$50,001.00 - \$100,000.00	\$363.00 for the first \$50,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$100,000
\$100,001.00 - \$500,000.00	\$588.00 for the first \$100,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$500,000.00
\$500,001.00 - \$1,000,000.00	\$2,388.00 for the first \$500,000 plus \$4.50 for each additional \$1,000 or fraction thereof to and including \$1,000,000
\$1,000,001.00 and up	\$4,388.00 for the first \$1,000,000 plus \$3.50 for each additional \$1,000.00 or fraction thereof
INSPECTION SERVICES	COST PER/HOUR
Outside normal business hours	\$60.00 per/hour – with a minimum charge of 2 hours
Re-Inspection	\$60.00 per/hour
Additional Plan Review	\$60.00 per/hour
No-Fee indicated Inspections	\$60.00 per/hour
Deferred Submittal	\$60.00 per/hour, with a minimum charge of 2 hours
Plan Review Fees	Shall be equal to 65 percent of the Building Permit Fees
Fire & Life Safety Plan Review Fees	Shall be equal to 40 percent of the Building Permit Fees
Fire Suppression Type I Hoods	Shall be based on the above Building Permit Fee Table

MISC. CONSTRUCTION	Ordinance/Resolution	Date	FEE
Fence Permit 5.4.6	376	10/06/1980	\$5.00
Demolition Permit			\$15.00

## Plumbing Permit Fee Table

Attachment B - Resolution 2009/10-04 - Adopted August 3, 2009

ONE/TWO FAMILY DWELLINGS	FEE
For One Bath	\$168.94
For Two Baths	\$223.44
For Three Baths	\$277.94
For Four Baths	332.44
For Five Baths	\$392.39
For each additional bath beyond 5	\$44.00
For an additional kitchen beyond the first kitchen	\$44.00
Additions and Repairs	\$16.35 per Fixture
Water Service	\$44.00 for first 100 feet; \$27.25 for each additional 100 feet or fraction thereof
Back Flow Device	\$44.00
Sanitary Sewer	\$44.00 for first 100 feet; \$27.25 for each additional 100 feet or fraction thereof
Storm Sewer	\$44.00 for first 100 feet; \$27.25 for each additional 100 feet or fraction thereof
Alternate Water Heating	\$49.05
COMMERCIAL/INDUSTRIAL	FEE
2 – 10 Fixtures	\$240.00
More than 10 Fixtures	\$20.00 per fixture
Additions and Repairs	\$54.50 per fixture up to 3; \$16.35 per fixture over 3
Water Service	\$44.00 for first 100 feet; \$27.25 for each additional 100 feet or fraction thereof
Sanitary Sewer	\$44.00 for first 100 feet; \$27.25 for each additional 100 feet or fraction thereof
Storm Sewer	\$44.00 for first 100 feet; \$27.25 for each additional 100 feet or fraction thereof
Alternate Water Heating	\$49.05
Plan Review Fees (residential & commercial)	Shall be equal to 30 percent of the permit fees

The following additional plumbing related fees shall apply:

- The fees associated with prefab structures shall be 50 percent of the plumbing permit fee.

Plumbing Fees Associated with Med-Gas	
\$1.00 - \$25,000	\$219.00 + \$1.00 per outlet
\$25,000 - \$50,000	\$221.90 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$50,001 - \$100,000	\$368.15 for the first \$50,000 plus \$3.90 for each additional \$1,000 or fraction thereof
\$100,000 and above	\$563.15 for the first \$100,000 plus \$3.15 for each additional \$1,000 or fraction thereof

- One and Two Family Rain Drains

Commercial/Industrial – Rain Drains			
1 – 3 Down Spouts	\$44.00	4 or more Down Spouts	\$60.00

# Mechanical Permit Valuation Table

*Resolution 2009/10-04 Adopted August 3, 2009 - Exhibit G*

<b>MECHANICAL RESIDENTIAL PERMIT FEES &amp; COMMERCIAL/INDUSTRIAL VALUE</b> <b>(Residential/Commercial/Industrial)</b>		
<b>DESCRIPTION</b>	<b>Residential Fee</b>	<b>Commercial Value</b>
MINIMUM PERMIT FEE - (minimum permit fee is \$60.00 unless calculated fee is greater)	\$60.00	n/a
STATE SURCHARGE FEE	12%	12%
PLAN REVIEW FEE	25%	25%
<b>FURNACES:</b>		
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 BTU/H	\$16.08	\$1,300.00
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliances over 100,000 BTU/H	\$19.35	\$1,500.00
For the installation or relocation of each floor furnace, including vent	\$16.08	\$1,300.00
<b>OTHER HEATING UNITS:</b>		
Woodstove, including hearth and wall shield; fireplace stove, masonry or factory built fireplace	\$28.07	\$1,000.00
Room heaters, no-portable	\$20.44	\$100.00
<b>APPLIANCE VENTS:</b>		
For the installation, relocation or replacement of each appliance vent installed and not included in a appliance permit	\$9.54	\$600.00
<b>REPAIRS OR ADDITIONS:</b>		
For the repair of, alteration or, addition to each heating appliance, refrigeration unit absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation or controls regulated by this code	\$16.08	n/a
<b>BOILERS, COMPRESSORS AND ABSORPTION SYSTEMS</b>		
For the installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system to and including 100,000 BTU/H (29.3 KW)	\$16.08	\$1,300.00
For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or for each absorption system over 500,000 BTU/H (146.6 KW)	\$26.98	\$2,300.00
For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or for each absorption system over 1,000,00 BTU/H (293.1 KW)	\$35.70	\$3,100.00
For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,00 BTU/H to and including 1,750,000 BTU/H (512.9 KW)	\$52.05	\$4,600.00
For the installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 BTU/H (512.9 KW)	\$84.75	\$6,700.00
<b>AIR HANDLERS:</b>		
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. Note: This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	\$12.81	\$1,500.00
For each air-handling unit over 10,000 cfm	\$19.35	\$2,200.00
<b>EVAPORATIVE COOLERS:</b>		
For each evaporative cooler other than portable type	\$12.81	\$1,300.00
<b>VENTILATION AND EXHAUST</b>		
For each ventilation fan connected to a single duct	\$9.54	\$600.00
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$12.81	\$600.00

VENTILATION AND EXHAUST CONTINUED		
For the installation of each hood which is served by mechanical exhaust, including the ducts, for such hood	\$12.81	\$1,000.00
INCINERATORS		
For the installation or relocation of each domestic-type incinerator	\$19.35	\$2,200.00
For the installation or relocation of each commercial or industrial-type incinerator	\$68.40	\$6,200.00
GAS PIPING		
For each gas-piping system of one to four outlets	\$11.72	\$500.00
For each gas-piping system of five or more outlets, per outlet	\$5.18	\$100.00
MISCELLANEOUS		
For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code	\$12.81	n/a
<b>Plan Review Fees (Mechanical Residential &amp; Commercial)</b>		Shall be equal to 25% of the permit fee
<b>Residential</b>	Fees shall be based on the total fixtures the permit serves as described in the Valuation Table for Residential Mechanical Evaluation	

COMMERCIAL - MECHANICAL PERMIT VALUATION TABLE	
Total Valuation	F E E
\$1.00 - \$2,000.00	\$72.50
\$2,001.00 - \$5,000.00	\$72.50 for the first \$2,000 plus \$2.30 for each additional \$100 or fraction thereof to and including \$5,000
\$5,001.00 - \$10,000.00	\$141.50 for the first \$5,000 plus \$1.80 for each additional \$100 or fraction thereof to and including \$10,000
\$10,001.00 - \$50,000.00	\$231.50 for the first \$10,000 plus \$1.35 for each additional \$100 or fraction thereof to and including \$50,000
\$50,001.00 - \$100,000.00	\$771.50 for the first \$50,000 plus \$1.25 for each additional \$100 or fraction thereof to and including \$100,000
\$100,001.00 and Above	\$1,396.50 for the first \$100,000 plus \$1.10 for each additional \$100 or fraction thereof

## Manufactured Home Fee Table

Resolution 2009/10-04 - Adopted August 3, 2009 - Exhibit D

Manufactured Home Fee Schedule	
Manufactured Home Setup Fee	\$250.00
Manufactured Home Awning Fee	\$50.00
Manufactured Home Water	\$44.00 for first 30 feet; \$27.25 for each additional 100 feet or fraction thereof
Manufactured Home Sanitary Sewer	\$44.00 for first 30 feet; \$27.25 for each additional 100 feet or fraction thereof
Manufactured Home Storm Sewer	\$44.00 for first 30 feet; \$27.25 for each additional 100 feet or fraction thereof
Plan Review Fee	Shall be equal to 65 percent of the Building Permit Fee





# City of Dayton

416 Ferry Street, Dayton Oregon (503) 864-2221 [www.ci.dayton.or.us](http://www.ci.dayton.or.us)

## Building Department – General Information

### What YOU Need to Know:

- ü Where your **property lines** are – Sometimes the deed to your property will indicate where your property pins are located. The best way to know where your property lines are is to have your property surveyed. The City of Dayton does not have this information.
- ü If your property is listed on the **National Historic Register**. Homes that are listed on the National Register may require review by the Dayton Historic Preservation Committee, a public hearing and approval from the Dayton Planning Commission and/or City Council may also be required.
- ü If any part of your property is in a **flood zone**.
- ü If your property is **sloped**.

### New Construction Additional Permits & Fees

- ü **System Development Charges** are based on the size of the water meter that will be installed on the property and must be paid when the permit is issued. A complete list of SDC fees is included in your Construction Permit Packet. The most common size meter is 5/8”-3/4”. SDC’s for this size meter is \$6123.
- ü **Water meters** must be purchased from the City of Dayton, the cost of the meter is based on the purchase price from the manufacturer.
- ü **Water service** begins on the day that water meters are purchased. You will be required to sign up for water service, shown proof of Id and pay the required deposit amount of \$150.00.
- ü **Construction Excise Tax** is paid to the Dayton School District and is calculated as \$1.00 per/square foot of living space & .50 per/square foot of non-living space. Checks for Construction Excise Tax should be separate from the building permit check and should be made payable to Dayton School District. Construction Excise Tax Fees are due at the time the permit is issued.
- ü **Type “A” Construction Permits & Inspections** are required when working in the public right-of-way, including but not limited to work on sidewalks, curbs, street improvements, driveways, storm water, water and sewer connections.
- ü **Construction Permit Inspection Request: (503) 864-2221–24 HOUR ADVANCE NOTICE IS REQUIRED** and a Construction Inspection Request form will need to be filled out and submitted, before an inspection can be scheduled.
- ü **Fence Permits** – Cost \$5.00 and are required when constructing a fence or retaining wall. Applications can be obtained from the City of Dayton. A Site plan is required to be submitted with the application.
- ü **Sprinkler Systems** require a backflow device to be installed. A plumbing permit will need to be issued before installing a sprinkler system. **Backflow devices** are required to be inspected yearly. The City of Dayton has an automatic backflow testing program to help with the cost of this process, for more information contact Patty at (503) 864-2221.
- ü **Permit Fees** – Structural Building Permit fees are based on the value of the project and are calculated by City of Dayton Staff. Once an application has been submitted for review, plan review fees are required to be paid regardless if the permit is issued or not. Please do not send in building permit fees without consulting a building department staff member. Building permit fee schedule is available upon request from the City of Dayton.

### New Construction Requirements

- ü Single Family Dwellings and Manufactured Homes located on individual lots, must have at least three (3) of the following items on the front side of the house which fronts the street:
  - o Dormer(s) or gable(s)
  - o Cupola(s)
  - o Bay or bow windows
  - o Exterior Shutters
  - o Recessed entry or entries
  - o Front porch at least 100 square feet in area
  - o Covered porch entry or entries
  - o Pillars or posts in the front entry or entries
  - o Eave(s) (minimum 6”)
  - o Off-set(s) on building face or roof (minimum 16”)

# City of Dayton

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## **New Construction Additional Requirement**

- Û Required Sidewalk Installation. Sidewalks, curbs and storm sewers, running the full length of contact between the property line and the public street right-of-way, shall be constructed, between the property line and the paved portion of the street by any contractor constructing new construction or performing property renovations that increase the value of an improvement by 50% or more.

## **Building Inspections**

- Û Building inspections are done by the City of Newberg's Building Department
- Û To request an inspection call (503) 554-7714 – leave a message
- Û For building questions call (503) 537-1240
- Û Inspection results on line: [www.oregon-epermitting.info](http://www.oregon-epermitting.info)

## **Permit Expiration**

- Û Building permits become invalid if there is no activity after 6 months. Once a building permit has been deemed invalid you will need to re-submit all the required documents and fees.

## **During Construction**

- Û House Numbers will need to be posted and be visible from the street. Permanent house numbers will need to be affixed to the structure in order to pass the final inspection.

## **Occupancy Permit Issuance**

- Û Occupancy Permits – Can be issued when all the required work is finished and final approval is given for building and construction permits. Occupancy Permits do not require a signature from the building inspector and can be issued through the City of Dayton Building Department upon request.

**TITLE 7: LAND USE AND DEVELOPMENT CODE**  
**SECTION 7.2.4**  
**SUPPLEMENTAL STANDARDS FOR SPECIAL USES**

7.2.404 MANUFACTURED HOMES ON INDIVIDUAL LOTS

Where permitted as a special use, manufactured homes located on individual lots outside of a mobile home park shall meet the following requirements:

- A. Construction Date. The manufactured home shall have been manufactured after June 15, 1976, and exhibit the Oregon Department of Commerce "Insignia of Compliance" that indicates conformance with Housing and Urban Development (HUD) standards.
- B. Minimum Area. The manufactured home shall be multi-sectional with a minimum area of 1,000 square feet.
- C. Foundation. The manufactured home shall be placed on an excavated and back-filled foundation, enclosed at the perimeter with either concrete, concrete block, brick, stone, pressure treated wood, or combination thereof. No more than 24 inches of the enclosing material may be exposed above grade. Where the building site has a sloped grade, no more than 24 inches of the enclosing material shall be exposed on the uphill side of the home. If the manufactured home is placed on a basement, or within an identified flood hazard zone, the 24-inch limitation shall not apply.
- D. Roof. The manufactured home roof shall have a nominal pitch of 3 feet for each 12 feet in width.
- E. Exterior Material. The manufactured home shall have an exterior that is residential in appearance.
- F. Garage. The manufactured home shall have a garage with exterior material that is residential in appearance, or, a carport with a concrete parking surface. The garage or carport shall be placed on the property prior to occupancy of the manufactured home.
- G. Energy Efficiency. The manufactured home shall be certified by the manufacturer to have an exterior thermal envelope meeting the performance standards which reduce heat loss to levels equivalent to the performance standards required of single-family dwellings constructed under the state building code.
- H. Lot Development Standards. The manufactured home shall meet all applicable development standards, such as setbacks and height limitations, in the Development Code.
- I. Transportation Equipment. The tongue, axles, wheels and traveling lights shall be removed from the manufactured home.
- J. A Conditional Use permit shall be required to place a manufactured home on an individual lot or parcel adjacent to a significant historical resource as identified in the Dayton Comprehensive Plan. The application shall be subject to the decision criteria contained in Section 7.3.107 as well as the following factors:  
*(Revised ORD 510 – Effective 12/07/98)*
  - 1. Location - The dwelling shall be situated to maintain the greatest possible distance from the adjacent historical site or structure while maintaining compliance with the setback requirements.

2. Orientation - If the primary entrance of the adjacent historical building faces a public street, the primary entrance to the manufactured home shall also face the same public street. This provision does not apply if either lot or parcel is a “corner lot” as defined by this Code.
3. Screening - Screening and buffering shall be required. Screening may include fencing, berms, vegetation or any combination thereof. The screening shall be designed to maintain the visual integrity of the adjacent historic site or building. For example, a wooden fence may be required instead of a chain-link fence.
4. Intent - It is not the intent of this section to grant a conditional use permit in all circumstances, even if factors 1 to 3 above are successfully met. The Conditional Use shall be granted only under those circumstances which are unique to the subject property and will not impair or adversely impact the integrity of the adjacent historical site. The burden of proof shall be placed by the applicant to ensure these concerns are adequately addressed.

## 7.2.405 MANUFACTURED HOME PARKS

### 7.2.405.01 General Requirements

- A. Minimum Area. The minimum area for a manufactured home park shall be one acre.
- B. Density. The number of manufactured home spaces shall comply with the density regulations of the underlying zone.

### 7.2.405.02 Design Standards

Manufactured home parks are subject to the minimum standards and conditions set forth in this section.

- A. Type of Manufactured Home Permitted. Only those manufactured homes used as permanent residences, manufactured after June 15, 1976, which exhibit the Oregon Department of Commerce "Insignia of Compliance" that indicates conformance with Housing and Urban Development (HUD) standards shall be permitted.
- B. Garage, Carport, Storage. Each manufactured home shall have a garage or carport with an enclosed storage area. The garage or carport may either be located on the manufactured home space or in an area within the park specifically designed for such use.
- C. Additions to Manufactured Homes. Carports, cabanas, ramadas, and other structures which are attached to a manufactured home shall conform to building code requirements. These additions and structures shall be considered as a part of the manufactured home for determining the lot coverage, setbacks and other requirements.
- D. Manufactured Home Space. The minimum area shall be 3,000 square feet with a minimum space width of 40 feet. Spaces within 15 feet of the boundary of a manufactured home park shall contain a minimum of 4,000 square feet. The boundaries of each manufactured home space shall be clearly marked by a fence, landscaping or similar markers.
- E. Manufactured Home Space Coverage. No more than 50% of a space shall be occupied by the manufactured home and any accessory structures.
- F. Separations and Setbacks. Building separations and setbacks from the park boundary for mobile homes, accessory structures, and buildings shall be as follows:
  - 1. General park development. Setbacks for structures other than a manufactured homes, carports and related accessory buildings shall comply with the minimum residential setbacks in the underlying zone.
  - 2. Manufactured homes:
    - a. Front: 5 feet minimum to the sidewalk; 8 feet minimum to the curb
    - b. Side and rear: 10 feet minimum to any adjacent manufactured home; 6 feet minimum to any adjacent non-residential structure
    - c. Park Boundary. Manufactured homes on the periphery of a manufactured home park shall maintain the same setbacks as required for the rear yard in the underlying zone.

3. Accessory structures:
    - a. Front: 5 feet minimum to the sidewalk; 8 feet minimum to the curb.
    - b. Side and rear: 6 feet minimum to any adjacent manufactured home, or, adjacent non-residential structure.
    - c. Park Boundary. Accessory structures on the periphery of a manufactured home park shall maintain the same rear yard setbacks for accessory structures in the underlying zone.
  4. Carports:
    - a. Front: 20 feet minimum to the sidewalk.
    - b. Side and rear: Carports attached to, or within 3 feet of, the manufactured home shall comply with the setbacks for the manufactured home. Otherwise, the setback provisions for accessory structures shall apply.
    - c. Connecting Garages. When a double carport or garage is built to serve two adjacent manufactured homes, a minimum 6 foot separation shall be required between the double carport and any adjacent structure, manufactured home, or accessory structure. Alternatively, a 1-hour fire separation may be provided through the center of the double carport.
- G. Parking. Two automobile parking spaces shall be required for each manufactured home space. Parking spaces may be designed end-to-end, side-to-side, or provided in off-street parking areas.
- H. On-site Storage. Outdoor storage of furniture, tools, equipment, building materials, or supplies belonging to the park management shall be screened with a 6 foot sight-obscuring fence, wall or hedge.

7.2.405.03 Park Development Requirements

- A. Park Street Standards. Park streets shall be located on park property and shall be maintained by the park owner. The streets shall conform to the following:
1. Width. The park street shall be a minimum of 20 feet in width. If parking is allowed on either side of the street, the minimum width shall be increased by 7 feet for each side of the street on which parking is allowed.
  2. Paving. Park streets shall be paved with Portland cement, concrete, or asphalt concrete and designed and constructed to adequately support traffic loads and provide adequate drainage.
  3. Dead-end Streets. Dead-end park streets over 150 feet in length shall have a cul-de-sac bulb with 35-foot curb radius. No dead-end street shall exceed 500 feet in length.
  4. Curbs. Concrete curbs shall be required. Rolled curbs which comply with ADA requirement shall be acceptable.

5. Connection to Public Street. The interior street system of the park shall have a direct connection to a public street.
- B. Street Names and Addresses. Each park street shall be named and each manufactured home space shall be numbered off the park street.
- C. Driveways. Each manufactured home space shall have direct access to a park street or a public street. The driveway shall be an unobstructed area, not less than 10 feet in width and shall be constructed of concrete and well drained.
- D. Sidewalks and Walkways. Sidewalks and walkways shall connect each manufactured home space to the park buildings, a public street or park street. The sidewalks and walkways shall be concrete, well-drained and not less than 5 feet in width.
- E. Buffering. The perimeter of the park shall be screened. At a minimum, the screening and buffering design shall comply with the standards in Section 7.2.306 and shall be installed prior to completion of the park.
- F. Fire Hydrants. Fire hydrants shall be required within the park on park streets or on a public street in conformance with the design and capacity requirements of the fire district.
- G. Lighting. Park streets and walkways designed for the general use of the park residents shall be lighted during the hours of darkness. Such lighting shall be under control of the park management.
- H. Water and Sewer. All spaces shall be served by a public water and sewer system and comply with City standards.
- I. Storm Drainage. All spaces shall be provided with adequate storm drainage and connected to the public storm drainage system if available. All connections to the public storm drainage system shall be approved by the City. Where a connection is not possible, an on-site storm water detention system may be required.
- J. Garbage Service. Garbage service shall be provided to all residents of the park either in the form of individual curb-side service or the use of waste disposal containers. Where used, waste containers sized and located to accommodate the expected service requirements and screened with sight obscuring fencing on at least three sides.
- K. Recreational Vehicles. Only manufactured homes may be placed upon manufactured home park spaces. The use of a recreational vehicle for permanent or temporary residential use is prohibited.
- L. Building Height, Location, and Lot Coverage. Except as modified by this section, all structures within a manufactured home park shall comply with all provisions of the zone in which the park is located.