



City of Umatilla

Building Division

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MANUFACTURED HOME SUBMITTAL INTAKE CHECKLIST

OAR 918-090-0320

2 Complete sets of legible plans drawn to scale, showing conformance to the applicable state or local building codes. Lateral wall design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.

Site Plan drawn to scale. The plan must show: frontage street name; lot dimensions and building setback dimensions; property corner elevations (+ for high point, - for low point); location of easements and driveway; driveway apron width; footprint of all structures (new & existing); all utility lines – indicate if above/below ground; any known fill sites; direction of drainage from structure; downspouts; and new & existing retaining walls.

Manufactured Home. Footings and construction details for exterior porches, decks, roofs (res. Decay). Floor plan with options indicated. If the home includes gas appliances, a separate mechanical permit is required. Skirting details and skirting material to be used. Foundation: runners, slab pier block detail plan.

Garage/Carport. Foundation/floor framing plan each floor, (slab, post & beam or joists w/size and spacing). Ceiling/roof framing plan or truss layout with reactions. MFH manufacturer's cut sheet for garage roof attachment. Floor plan with room I.D.'s to include location and size of under-floor and attic access. Window sizes, heard sizes. Electric layout. Complete building sections-special sections. Construction details (i.e.; structural members, sheathing, roofing, bracing, dimension, etc.). Engineering for special conditions.

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***