



# DEMOLITION (Manuf. Dwelling) Permit Application

Community Development Department - Building Division  
305 Main Street, Klamath Falls OR 97601  
Phone: (541) 883-5121 #1 Fax: (541) 885-3644  
Web: [www.co.klamath.or.us](http://www.co.klamath.or.us)

Please Print Legibly

### (8) OFFICE USE ONLY

Permit No: 483-

Plan Review Deposit Pd: \$

Cash  Check  Credit Card

Receipt No:

Date Pd:

Received By:

Approved By:

### (1) TYPE OF WORK

Decommission  Demolition / Removal  
 Alteration/Conversion  Other:

### (2) CATEGORY

Manufactured Home (de-titled)  Manufactured Home (titled)  
 Commercial Manufactured Home  Park Model

### (3) JOB SITE LOCATION

Address (including Park name if applicable) or tax lot:

### (4) SCOPE OF WORK

Manufacturer, Model, Serial/ID, Year, Dealer, Foundation Type:

### (5) PROPERTY OWNER

Business name:

Contact person:

Address:

City, state, zip:

Phone:

Fax:

E-mail:

Signature:

Date:

### (6) DESIGN PROFESSIONAL OTHER APPLICANT

Business name:

Contact person:

Address:

City, state, zip:

Phone:

Fax:

E-mail:

### (7) CONTRACTOR SUB-CONTRACTOR

Business name:

Contact person:

Address:

City, state, zip:

Phone:

Fax:

E-mail:

CCB lic. no.:

Exp. date:

Signature:

Date:

### (9) DEMOLITION CHECKLIST

#### Asbestos/Lead Based Paint Information

Acknowledgment of Asbestos and LBP info (see reverse side)

#### Planning

Planning approval

State required forms verified on State website

#### Lender Permission (if applicable)

Signed letter from bank or other lender

Receipt of current tax payment status

#### Water Supply

Meter to be removed

Meter to remain and be protected

Private well to be filled and capped

Private well to be used for other purpose

#### Sewer

Sewer to be capped

Existing line to remain and be used

#### Septic System

Tank to be removed

Tank to be drained and filled

#### Electrical Supply

Electricity to be shut-off and meter removed

#### Gas

Scheduled underground utility locate prior to demolition

Gas to be shut-off and meter removed

#### Safety Fencing

Perimeter fencing installed where adjacent to right-of-way or work is likely to take more than 48 hours to complete

#### Existing Foundation

Foundations destroyed and removed

Site regraded and seeded

*Some demolition checklist items are described on the reverse page of this form; please review prior to checking off items.*

### (10) FEES - OFFICE USE ONLY

Fees are calculated by office staff based on project valuation. See reverse side for fee methodology.

Demolition Structure area:	sf
----------------------------	----

Half of ICC valuation:	\$
------------------------	----

MH Demo Permit (flat rate \$86):	\$
----------------------------------	----

State surcharge (12%):	\$
------------------------	----

Investigation or Reinspection:	\$
--------------------------------	----

If Decom.: CDD Fee (.003):	\$
----------------------------	----

<b>Total:</b>	<b>\$</b>
---------------	-----------

### (11) NOTICE

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractor's Board under ORS 701.

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete. Every permit issued shall expire and become void if work authorized by the permit is not started, or is suspended or abandoned for a period of 180 days or more.

<b>(12) DECOMMISSION PERMIT FEES</b>		
Project Valuation (Max. Inspections*)	Fee	
\$1 - \$2,000 (2)	\$86	
\$2,001 - \$25,000 (4)	\$86 for the first \$2,000+ \$10.70 for each additional \$1,000, or fraction thereof, to and including \$25,000	
\$25,001 - \$50,000 (6)	\$332.10 for the first \$25,000 + \$8.00 for each additional \$1,000 or fraction thereof, to and including \$50,000	
\$50,001 - \$100,000 (9)	\$532.10 for the first \$50,000 + \$6.00 for each additional \$1,000 or fraction thereof, to and including \$100,000	
\$100,001 and up. (9) plus (6) for ea. \$100k over 1 <sup>st</sup> \$100k	\$832.10 for the first \$100,000 + \$4.85 for each additional \$1,000 or fraction thereof. <b>*Inspections exceeding maximum shall be charged \$86 for each inspection.</b>	
<b>Reinspection or Investigation:</b>	\$86 / hour with 1 hour minimum.	
<b>Work commencing w/o permit:</b>	Actual investigative fee at \$86/hr	
<b>Inspection or plan review outside of normal hours or scope:</b>	\$129/ hour with 2 hour minimum.	
<b>CDD Fee:</b>	Equal to 0.3% of total Unincorporated project valuation (capped at \$27,700 for one single project). Fee supports the Planning and Code Enforcement departments.	

**(13) MANUFACTURED STRUCTURE DEMOLITION CHECKLIST**

**Asbestos Removal:** The Department of Environmental Quality (DEQ) requires an Asbestos Survey before a structure is demolished or intentionally burned. All manufactured dwelling demolition projects require an Asbestos Survey if the manufacture date is prior to 2004. Only an accredited inspector may perform an asbestos survey; owner-occupants are not allowed to perform friable asbestos abatement for demolition projects. Additional information is available on DEQ's asbestos information page <https://www.oregon.gov/deq/FilterDocs/asb-SurveyFS.pdf>. You may also contact their Salem office at (503) 229-5696.

**Lead Based Paint:** Any renovation, repair, or repainting of pre-1978 housing must be performed by RPP Certified Renovation Firms. Go to [www.healthoregon.org/lead](http://www.healthoregon.org/lead) or call 1-877-290-6767 for more information.

**Waste Disposal:** Property owners may use their own equipment to transport and dispose of construction waste in conjunction with demolition activities to the Klamath County Landfill (located at 801 Old Fort Rd, Klamath Falls). De-titled manufactured structures require a trip permit from the State of Oregon to be taken to the landfill. All manufactured structure are required to complete a Manufactured Dwelling Landfill Receipt. The Asbestos Survey Forms and Asbestos ANS Form must be turned in to both the landfill and at the Building Division counter (if applicable; see above). Incomplete or missing forms will result in admittance refusal at the landfill site.

**Planning Approval:** Ask the Klamath County Planning Department for a Demolition Packet (if you are within the county) or obtain the Demolition Packet online [www.klamathcounty.org](http://www.klamathcounty.org) (if you are in the city) which includes necessary State forms and information. The Planning Approval process must be completed prior to obtaining permits from the Building Division for all types of manufactured homes.

**State of Oregon Requirements:** If property owner is new or recently changed, ownership documents must be filled out and approved by the State of Oregon during the demolition permit process of mobile homes that are not de-titled. This process verifies outstanding liens and/or taxes owed prior to the asset being landfilled. Each lessor, mortgagee, trust-deed beneficiary, lien holder of record, and security interest-holder must be listed or, if none are listed, the manufactured structure must be free and clear of all mortgages, deeds of trust, security interests, and liens. All taxes must be currently paid; proof of current payment status will be required prior to demolition permit issuance. All pertinent ownership forms can be obtained at <https://www.oregon.gov/bcd/man-home-own/Documents/ManHomeOwnDocTransacGuideInteractive.pdf>. Prior to permit application for titled manufactured homes, applicant shall complete a "Manufactured Structure Multipurpose Change Application" (available at the MHODS system at Oregon MHODS [www.oregon.gov/bcd/man-home-own/Pages/man-home-owner.aspx](http://www.oregon.gov/bcd/man-home-own/Pages/man-home-owner.aspx)); this form must be completed and filed with the State of Oregon. Decommissioning or converting manufactured homes also requires forms to be filed with the State; please visit [https://aca-oregon.accela.com/OR\\_MHODS/](https://aca-oregon.accela.com/OR_MHODS/) to obtain these forms and additional information. **No demolition permit will be issued without verification on the State website that these forms have been completed and accepted by the State.**

**Wells:** The Oregon Water Resources Department should be contacted if you plan to abandon an existing well. They can be reached at (541) 883-4182.

**Sewer and Septic Systems:** The sewer line shall be capped on private property. If the waste disposal system is a septic system, then the Klamath County Onsite Department should be contacted at (541) 883-5121 ext. 6.

**Gas and Electricity Shutoff:** To disconnect gas service contact Avista Utilities at 1 (800) 227-9187. Contact Pacific Power to disconnect electrical service 1-888-221-7070. Contact the Oregon Utility Notification Center and schedule an underground utility locate prior to demolition by dialing 811 or visiting their website at <http://digsafelyoregon.com>.

**Scope of Work:** Full description of structure to be demolished and items to remain (septic, well, etc.)

**APPLICANT IS REQUIRED TO SCHEDULE A DEMOLITION INSPECTION PRIOR TO BACKFILLING — INSPECTION WILL VERIFY PROPER UTILITY TERMINATION**

*I hereby certify that I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not. By attaching my signature below, I certify herein that I have read, understood, and confirm all the statements listed above & throughout the application form.*

I agree: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_