



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.klamathcounty.org

Please Print Legibly

(8) OFFICE USE ONLY	
Permit No: 483-	
Plan Review Deposit Pd: \$	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	
Receipt No:	Date Pd:
Received By:	Approved By:

(1) TYPE OF WORK	
<input type="checkbox"/> Decommission	<input type="checkbox"/> Demolition / Removal
<input type="checkbox"/> Alteration/Conversion	<input type="checkbox"/> Other:
(2) CATEGORY	
<input type="checkbox"/> Manufactured Home (de-titled)	<input type="checkbox"/> Manufactured Home (titled)
<input type="checkbox"/> Commercial Manufactured Home	<input type="checkbox"/> 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) <input type="checkbox"/> PROPERTY OWNER	
Business name:	
Contact person:	
Address:	
City, state, zip:	
Phone:	Fax:
E-mail:	
Signature:	Date:
(6) <input type="checkbox"/> DESIGN PROFESSIONAL <input type="checkbox"/> OTHER APPLICANT	
Business name:	
Contact person:	
Address:	
City, state, zip:	
Phone:	Fax:
E-mail:	
(7) <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> 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 Survey	
<input type="checkbox"/> Survey performed unless exempt (see reverse side)	
Planning	
<input type="checkbox"/> Planning approval	
<input type="checkbox"/> State required forms verified on State website	
Lender Permission (if applicable)	
<input type="checkbox"/> Signed letter from bank or other lender	
<input type="checkbox"/> Receipt of current tax payment status	
Water Supply	
<input type="checkbox"/> Meter to be removed	
<input type="checkbox"/> Meter to remain and be protected	
<input type="checkbox"/> Private well to be filled and capped	
<input type="checkbox"/> Private well to be used for other purpose	
Sewer	
<input type="checkbox"/> Sewer to be capped	
<input type="checkbox"/> Existing line to remain and be used	
Septic System	
<input type="checkbox"/> Tank to be removed	
<input type="checkbox"/> Tank to be drained and filled	
Electrical Supply	
<input type="checkbox"/> Electricity to be shut-off and meter removed	
Gas	
<input type="checkbox"/> Scheduled underground utility locate prior to demolition	
<input type="checkbox"/> Gas to be shut-off and meter removed	
Safety Fencing	
<input type="checkbox"/> Perimeter fencing installed where adjacent to right-of-way or work is likely to take more than 48 hours to complete	
Existing Foundation	
<input type="checkbox"/> Foundations destroyed and removed	
<input type="checkbox"/> Site regraded and seeded	
<i>Some demolition checklist items are described on the reverse page of this form; please review prior to checking off items.</i>	
(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):	\$
Total:	\$
(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.	

(12) DECOMMISSION PERMIT FEES		
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 st \$100k	\$832.10 for the first \$100,000 + \$4.85 for each additional \$1,000 or fraction thereof. *Inspections exceeding maximum shall be charged \$86 for each inspection.	
Reinspection or Investigation:	\$86 / hour with 1 hour minimum.	
Work commencing w/o permit:	Actual investigative fee at \$86/hr	
Inspection or plan review outside of normal hours or scope:	\$129/ hour with 2 hour minimum.	
CDD Fee:	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.

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 (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); 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/ 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: _____