

**CITY OF LYONS
BUILDING PERMIT PROCESS
MANUFACTURED HOME**

- 1. The applicant must own the property or the applicant must have a letter from the owner giving permission to file the application for a building permit.**
- 2. Applicant must have septic approval from Linn County Environmental Health.**
- 3. Applicant applies in person at Lyons City Hall with the application, 3 sets of building plans, 3 site plans, and complete construction information. The site plan must be drawn to scale and city staff must approve the site plan.**
- 4. Applicant pays the site plan review fee and the Manufactured Home Placement Fee.**
- 5. The City will mail or hand-deliver the application to Linn County Planning & Building Department for their review and approval.**
- 6. After Linn County approves the plans they will return the building permit to Lyons City Hall.**
- 7. The City will notify the applicant or property owner when the permit is received in our office. The applicant or property owner comes to Lyons City Hall to pick up the permit and inspection cards.**
- 8. You must call Linn County for inspections. The phone number is provided on the Inspection Card.**



City of Lyons
449 5th St Ph 503.859.2167
Lyons, OR 97358 Fax 503.859.5167
Email: cityoflyons@wavecable.com

MANUFACTURED HOME PLACEMENT PERMIT

Property Legal: _____

Job Address: _____

Owner: _____

Address: _____

Zone: _____ Lot Size: _____

Manufactured Home Dimensions: _____

Roofing Materials: _____

Roof Design/Pitch: _____

Foundation Support System: _____

Perimeter Crawl Space Enclosure Materials: _____

I agree to build according to the submitted plans and specifications, the laws of the State of Oregon and Linn County, and Lyons Zoning Code 18.30.120 which regulates the placement of manufactured homes on individual lots. I understand that this permit expires 180 days after the date of approval, but may be extended for an additional 180 days. If the manufactured home is removed from its permanent supports, I agree to remove the supports, the home, and all additions thereto from the property and permanently disconnect and secure all utilities, unless a placement permit for a replacement manufactured home has been obtained.

THE MANUFACTURED HOME SHALL NOT BE OCCUPIED UNTIL ALL PROVISIONS OF THIS ORDINANCE HAVE BEEN MET AND UNTIL THE BUILDING OFFICIAL CERTIFIES THAT IT COMPLIES WITH ALL CITY AND STATE REQUIREMENTS.

I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT / REPRESENTATIVE _____

Placement Fee: _____

Other Fees: _____

Date: _____

Total: _____

Rec'd By: _____

Zoning, land use regulations and septic requirements have been approved for manufactured home placement at this location.

By: _____ Date: _____



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon – Director
Suzanne Larson – Building Official

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

Submittal Requirements for Manufactured Dwellings

Linn County approvals must be obtained before a building permit can be issued.

1. LAND USE APPROVAL:

- a) If your building project is within a city, you must obtain land use approval from the city.
- b) If your building project is within Linn County and not within the city limits, land use approval must be obtained from the Linn County Planning and Building Department.

Note: Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the city or county planner about your project for specific requirements.

2. SANITATION:

- a) If your property is served by a municipal sewer system, approval must be obtained from the municipality.
- b) If a public system is not available, an on-site sewage disposal system may be used. For information regarding an existing or new disposal system, contact Environmental Health at (541) 967-3821. *Please contact this department regardless of the type of proposed structure.*

Note: Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to a sanitarian about your project for specific requirements.

3. ROADS AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from one of the following: Linn County Road Department at (541) 967-3919, Oregon Department of Transportation at (503) 986-3435, or your local municipality.

4. FIRE AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from the local fire authority. Complete the Access & Water Supply worksheet and return the form signed and approved with your plan submitted.

5. BUILDING PLAN REVIEW:

- a) *Residential:* See Requirements and Submittals Checklist.
- b) *Commercial:* See Requirements and Submittals Checklist. A pre-application meeting may be required for commercial or industrial building projects. Contact the Linn County Building Official for this determination.



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Type of work		Department Use Only	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration	Permit #	Date received
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	Tax lot/Parcel #	
Category of Construction			
<input type="checkbox"/> 1 & 2 family dwelling	<input type="checkbox"/> Commercial/Industrial		
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family		
<input type="checkbox"/> Other	<input type="checkbox"/> Manufactured Home		
Job Site Information and Location			
Job site address			
City/State/Zip			
Suite/bldg./apt. #	Project name		
Subdivision	Lot #		
Description of work _____ _____ _____ _____			
Property Owner		Required Data: 1 & 2-Family Dwelling	
Name	Address	Valuation; or	
City/State/Zip	Phone	Number of bedrooms	
E-mail		Number of bathrooms	
Contact Person		Total number of floors	
Name	Address	New dwelling area	
City/State/Zip	Phone #1	square feet	
Phone #2	Email	Garage/carport area	
Contractor		square feet	
Business Name	Address	Covered porch area	
City/State/Zip	Phone	square feet	
Phone	Fax	Deck area	
CCB license		square feet	
Email		Required Data: Commercial – Use Checklist	
Authorized signature	Date	Valuation; or	
Permit Fees		Existing building area	
Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.		square feet	
		New building area	
		square feet	
		Number of stories	
		Type of construction	
Manufactured Home Fees		Occupancy groups	
		Existing	
		New	
		Notice	
		For Homeowner Installations:	
		This installation is being made on residential or farm property owned by me or a member of my family, and is exempt from licensing requirements under ORS 701.010.	
		Signature _____ Date _____	
		Manufactured Home Installation	
		\$	
		State Surcharge 12%	
		\$	
		State Service Charge	
		\$	
		Date	
		\$	
		Total	



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Linn County Manufactured Home Placement Permit Process

The first step in the process of placing a manufactured home on your property in Linn County is to obtain **Land Use Approval** from the Planning and Building Department.

After obtaining land use approval, the next step is to contact the Linn County **Environmental Health Department**. Disconnecting and reconnecting to a septic system requires a review.

Once you have been issued your septic permit, you may submit your **Placement Permit Application** to the city or county where the property is located. For properties located outside the city limits of Albany, Brownsville, Halsey, Harrisburg, Lebanon, Lyons, Mill City, Scio, Sweet Home, and Tangent, you will submit your placement permit to Linn County Planning and Building Department. The permit fees for this permit vary and are based on the size of the manufactured home (single, double, or triple) and any additional items such as a new electrical service, heat pump or air handler, wood burning, pellet stove or natural gas heater, or a well or septic pump.

After being issued your placement permit, you must contact the Tax Assessment office at the county that the manufactured home is presently located in to obtain your **Transportation Permit**. To obtain



this permit, you must have information on your manufactured home and the name of the transportation company.

You may also be required to file papers with the Tax Assessor's Office in regards to ownership of the manufactured home.

The following contact information is provided for any of the departments involved in this process:

Linn County Environmental Health
315 SW 4th Ave, 2nd floor
Albany, OR 97321
Phone (541) 967-3821
Fax (541) 924-6904

Linn County Planning and Building
300 SW 4th Ave, room 114
Albany, OR 97321
Phone (541) 967-3816
Fax (541) 926-2060

Linn County Assessment & Taxation
300 SW 4th Ave, room 214
Albany, OR 97321
Phone (541)967-3808
Fax (541) 917-7448



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Linn County Planning and Building Department Checklist for Manufactured Homes

Year Made _____ Make _____

Size _____ Serial or X Number _____

In an effort to have all the permits issued in one visit, please answer the following:

_____ Will the manufactured home be placed on concrete footings (runners) or a slab?
If yes, who will be doing the work? _____

Check one of the following:

Single Wide

Double Wide

Triple Wide

_____ Will you be installing a new electrical service?
If yes, who will be doing the installation? _____

_____ Is your manufactured home equipped with gas appliances?
If yes, who will be installing the gas line? _____

_____ Will you be installing a wood burning, pellet stove, or gas room heater?
If yes, who will be doing the work? _____

_____ Will your manufactured home be equipped with a heat pump or air conditioner?
If yes, who will be installing the electrical circuit(s)? _____

_____ Will you or an electrical contractor be installing either a septic or well pump?
If yes, who will be installing the electrical circuit(s)? _____

Owner/Contractor Signature

Date



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Manufactured Dwelling Plot Plan Permit Application Checklist

Permit number _____
Map number _____

The following items are required for plan review and shall be used by Linn County to determine a complete plot plan and compliance with OAR 918-500-0060.

- | | Yes | N/A |
|---|--------------------------|--------------------------|
| 1. Site/Plot plan drawn to scale. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Approximate elevations at each corner of the lot. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Location of all cuts and fills on lot. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Location of the manufactured dwelling and all accessory buildings and structures including walls. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Setbacks from property lines, lot lines, streets, public sidewalks, easements of record and other structures on the same or adjacent lots. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Intended finished grade. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Location and type of all site drainage including rain drains. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Where there is more than 12-inch difference in elevation between two adjacent corners of a site, the plot plan shall include contour lines or shall be submitted with a cross-sectional drawing of the lot showing the approximate elevations of the lot. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. When installed outside a manufactured dwelling park, other information such as location of wells, septic tanks, leach lines, petroleum tanks, natural waterways, easements of record and other information necessary to assure health and safety may be required by Linn County. | <input type="checkbox"/> | <input type="checkbox"/> |

Linn County Specific Requirements

- | | | |
|---|--------------------------|--------------------------|
| 1. Floodplain Elevation Certificate (Pre and Post Construction) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Geotechnical Report for Geohazard Areas | <input type="checkbox"/> | <input type="checkbox"/> |

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.



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Required Inspections for Manufacture Home Placement

General Information

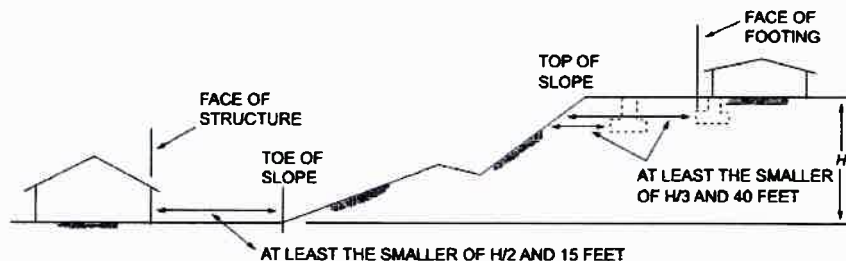
It is the responsibility of the permit holder to see that all inspections are made at the proper time and the address and lime green locator card are visible from the road. The yellow inspection card must be on the job site at all times. Inspections may be requested at any time by calling (541) 967-3816, option 1.

All inspections shall be made and approval given before the home is occupied.

When an inspector must enter an occupied building to make an inspection, the owner must accompany the inspector or an adult authorized by the owner. If the building is unoccupied and there are no personal items in the building, the inspector may go in to make the inspection. If there are any personal items in the building, the inspector will not enter the building.

Order of Inspections – Each item must be scheduled for inspection in sequence

- **Site Inspection** – Before doing any excavation or fill, a site inspection is required to determine stability of the soil. A separate grading or fill permit may be required per Linn County Fill and Ordinance *if* cut and fill exceeds 50 cubic yards or placed at a depth greater than 6-inches; this will require an Engineered Geology Report.
 - **Note:** Any fill greater than 6-inches in depth requires a compaction report.



- **Concrete Footings (Stringers or Slab)** – To be made after forms are erected and all required reinforcement steel is in place, but prior to pouring any concrete. *All property lines must be identified.*
- **Service Pedestal – Electrical** – After service pedestal and meter base has been installed. If service is approved, the inspector will place a green tag and the power company can energize.
- **Blocking and Utilities** – After the home is blocked, cross-over connections, vapor barrier, bonding, feeder electrical line hooked up, all water and sewer connections are made (*prior to burial of all utility lines*). **Skirting shall not be installed until after the installation inspection has been approved.**
- **Final** – After the unit is skirted with the ventilation in place, decks, landings, stairs, hand and guardrails, and grading is completed. **If skirting is installed prior to the installation inspection, the permit applicant maybe subject to a re-inspection fee of \$90.**



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Steve Wills, Building Official

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CONTRACT CITIES MOBILE HOME PLACEMENT PERMIT FEES

The following fees are in effect from July 1, 2020 and until June 30, 2021 (includes state surcharges and NO ELECTRICAL SERVICE).

SINGLE WIDE

Single Wide Manuf. Dwelling	\$489.20
Single Wide Manuf. Dwelling w/heat pump or A/C	\$570.40
Single Wide Manuf. Dwelling w/wood or pellet stove	\$577.68
Single Wide Manuf. Dwelling w/gas stove & gas line	\$630.32

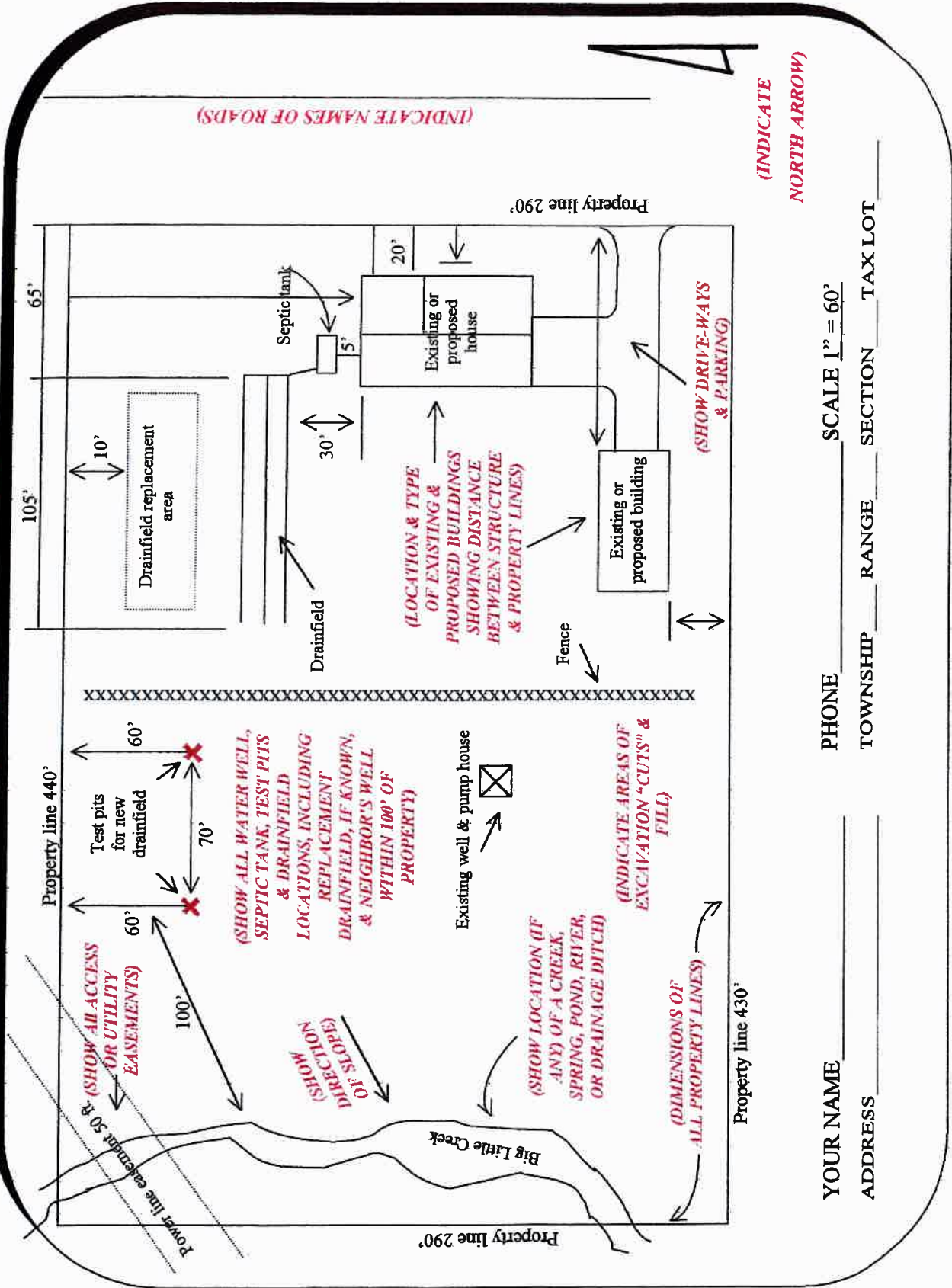
DOUBLE WIDE

Double Wide Manuf. Dwelling	\$516.08
Double Wide Manuf. Dwelling w/heat pump or A/C	\$597.28
Double Wide Manuf. Dwelling w/wood or pellet stove	\$604.56
Double Wide Manuf. Dwelling w/gas stove & gas line	\$657.20

TRIPLE WIDE

Triple Wide Manuf. Dwelling	\$542.96
Triple Wide Manuf. Dwelling w/ heat pump or A/C	\$624.16
Triple Wide Manuf. Dwelling w/wood or pellet stove	\$631.44
Triple Wide Manuf. Dwelling w/gas stove & gas line	\$684.08

NOTE: All plot plans must be drawn to scale



(INDICATE NORTH ARROW)

YOUR NAME _____ PHONE _____ SCALE 1" = 60'
 ADDRESS _____ TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____



Fire District Plan Review Verification

Department Use Only

Permit Number _____

Date _____

Access and Water Supply Worksheet

Owner Information

Name _____

Mailing Address _____

Phone Number _____

Permit Information

Tax Lot Number _____

Address _____

Fire Area – The total area that can be affected by fire. All areas covered including living space, covered porches, covered decks, garage, and any area that can be a habitable space such as an unfinished basement.

New Construction

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Addition

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

New Addition Area _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Access

Number of buildings on access _____

Approach is 8 degrees or less Yes No

Width (16 ft. Min.) _____ ft.

Length _____ Height _____

Grade _____% (As measured at 25' increments)

Turn outs? Yes No

Turn around within soft of the building Yes No

Turn around design

Y T MOD T CULDESAC

Is there a bridge or culvert within the access? Yes No

Water Supply

Building Construction Type – The type of framing or support members.

Building Construction Types

- 1) Fire Resistive
- 2) Non Combustible
- 3) Ordinary (Masonry)
- 4) Heavy Timber
- 5) Wood Framed (Typical Residential Home)

Building Construction Type _____

Other buildings closer than 50 ft.?

(Include adjacent properties) Yes No

Building height to the peak _____ ft.

Building height to the Eaves _____ ft.

Residential sprinklers proposed in your building plan?

Yes No

Fire Department Use Only

Received _____

Site Visit? _____

1142 Calculated Gallons _____

AM&M? _____

Date approved _____

Fire Official _____

*****FIRE DEPARTMENT REVIEW & APPROVAL MUST BE COMPLETED PRIOR TO SUBMITTAL TO LINN COUNTY FOR PLAN REVIEW*****

Access and Water Supply Worksheet

This section is meant to serve as information for the completion of the worksheet.

The purpose of this worksheet is to provide the Building Official with a recommendation for access and water supply for the referenced project. The Fire Agency is acting as a consultant and does not have the authority to require any elements of the building permit. It is within the authority of the Building Official to accept or deny any or all elements of the recommendation.

When filling out this document, please be as complete with the information that is being requested as possible. The information provided on the reverse side will allow the local Fire Authority to review the project for adequate access and water supply needs. Each project is reviewed separately and is no way all-inclusive for any future projects. Future projects or phases not declared at this time will be evaluated at the time of application. Please consult your local authority (listed below) if you have any other questions.

All projects will receive a review and corresponding results for each project. If you opt for alternate methods and means for compliance, the Building Official will need to be consulted on the requirements of what will need to be provided for a proper review. If changes are made to the project after a review has been completed, another review will need to be conducted by the local Fire Authority.

Fire Agencies in Linn County use the local fire department as a guide for access and water supply. You can contact your local Fire District for a copy of the standard.

Instructions:

1. Include plot plan (See Linn County Building permit requirements.)
2. Show any adjacent buildings that are within 50' of the proposed project.
3. Show access for project. New driveways may require a permit. Include plan for approach off public road if applicable.
4. Fill out Access and Water Supply Worksheet.
5. Contact your local Fire Authority to complete documentation required for a building permit application.

Contact Information

Albany Fire Department (Millersburg)

PO Box 490
Albany, OR 97321
(541) 917-7700

Harrisburg Fire Department

500 Smith St.
Harrisburg, OR 97446
(541) 995-6412

Mill City Fire Department

400 S. 1st Ave
Mill City, OR 97360
(503) 897-2390

Brownsville Fire Department

600 E. Blakely Ave.
Brownsville, OR 97327
(541) 466-5227

Lebanon Fire Department

1050 W. Oak St.
Lebanon, OR 97355
(541) 451-1901

Scio Fire Department

38975 SW 6th Ave
Scio, OR 97374
(503) 394-3000

Halsey Fire Department

740 W. 2nd St.
Halsey, OR 97348
(541) 369-2419

Lyons Fire Department

1114 Main St.
Lyons, OR 97358
(503) 859-2410

Tangent Fire Department

32053 Birdfoot Dr.
Tangent, OR 97389
(541) 928-8722

Application Checklist (for Building Department Staff only)

Date received _____ Permit number _____
Accepted by _____ Reviewed by _____
Floodplain _____ Flood zone _____
Date application deemed complete _____ Type of permit _____

Application Checklist (for Planning Staff only)

Map number _____
Date received _____ Planning permit number _____
Accepted by _____ Site plan complete _____
Setbacks Front _____ Rear _____ Side _____ Riparian _____ Other _____
Zoning District _____ Legal Lot _____ Wetlands _____ Geo-Hazard _____
Comments _____

Application Checklist (for EHD Staff only)

Date received _____ Received by _____
Septic permit number _____ Site plan approved _____
Comments _____

Application Checklist (for Road Department staff only)

Date received _____ Reviewed by _____
Road permit number _____
Comments _____

Application Checklist (for Fire Department staff only)

Date received _____ Reviewed by _____
Comments _____

North Santiam School District Construction Excise Tax

What is the Construction Excise Tax for the North Santiam School District?

The Oregon Legislature passed SB 1036, a law that provides a financial tool to help school districts pay for capital improvements, expanded facilities, and equipment needed as a result of community growth. The law authorizes a school district, in cooperation with cities and counties, to tax new residential and non-residential development. Specifically, the tax applies to improvements to real property that result in a new structure or additional square footage to an existing structure.

What does the tax pay for?

The excise tax revenue would be used for capital improvements such as acquisition of land, the construction, reconstruction or improvement of school facilities; acquisition or installation of equipment, furnishings, or other tangible property; related architectural, engineering expenses, legal expenses or similar costs related to capital improvements. The excise revenue would allow the district to purchase and prepare sites for future school facilities and/or to help defray the cost of new school facilities.

Who has to pay and when?

The tax is required to be paid by the developer or property owner who is developing property in the North Santiam School District 29J at the time when he or she wishes to have a permit issued by the City or County. A permit will not be issued unless the tax is paid or unless an approved exemption is submitted on the Exemption Form.

Who is exempt from paying the tax?

The following are exempt from the Construction Excise Tax:

1. Private school improvements;
2. Public improvements as defined in ORS 279A.010;
3. Residential housing that is guaranteed to be affordable (under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction for residential house);
4. Public or private hospital improvements;
5. Improvements to religious facilities primarily used for worship or education associated with worship;
6. Agricultural buildings as defined by ORS 455.315 (2)(a).
7. The square footage of a residential structure that is equal to or less than the square footage of the residential structure being removed. The structure being removed has to have been currently occupied to qualify for the exemption. (Supporting information confirming the square footage of both residential structures must be provided.)

How much is the tax?

The tax may not exceed:

- \$1.35 per square foot on residential construction;
- \$.67 per square foot on non-residential construction. For non-residential construction only, the excise tax is limited to \$33,700 per building permit.

Whom can I contact for more information?

If you have additional questions, you may contact the North Santiam School District business manager at (503)769-4187 or by emailing jnofziger@nsantiam.k12.or.us

North Santiam School District
Construction Excise Tax Calculation Form

Building Permit Applicant:

Name (Printed): _____

Address: _____

Phone Number: _____

Construction Address: _____

See *Exemptions Form* for exceptions to this tax.

Construction Category:

- Residential.** Construction excise tax of \$1.35 per square foot of living space in new or replacement structures intended for residential use, including:
1. All new or relocated single or multiple unit housing, including manufactured housing units.
 2. Conversion of an existing non-residential structure to a residential structure.
 3. Addition of living space to an existing residential structure.
- Nonresidential.** Construction excise tax of \$.67 per square foot for all new or replacement nonresidential structures or additions. Nonresidential construction excise tax is limited to \$33,700 per building permit or per structure, whichever is less.

Construction Excise Tax Calculation:

Taxable square footage of construction.

Times \$1.35 per square foot for residential or \$.67 per square foot for nonresidential.

\$ _____ Equals total Construction Excise Tax due (maximum \$33,700 for nonresidential).

_____ Deduction of Qualifying Exemption if application

_____ Adjusted Total Construction Excise Tax

Jurisdiction Issuing Building Permit: _____ Permit No. _____

For questions on this tax, please contact North Santiam School District Business Director, Jane Nofziger, (503) 769-4187.

**Construction Excise Tax Exemption Application Form
For North Santiam School District 29J**

APPLICANTS NAME: _____
PERMIT No. _____
Address: _____
CITY: _____ **STATE:** _____ **ZIP:** _____

Exemption Description (check applicable exemption):

- 1. Private School Improvements.
- 2. Public Improvements as defined in ORS 279A.010.
- 3. Residential housing that is guaranteed to be affordable, under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction of the residential housing.
- 4. Public or Private hospital improvements.
- 5. Improvements to religious facilities primarily used for worship or education associated with worship.
- 6. Agricultural buildings as defined in ORS 455.315(2)(a).
- 7. The square footage of a replacement structure to a formerly existing residential structure which is equal to or less than the amount of square footage in the removed structure. (Attach supporting documentation). The original structure must be in a condition that is able to be occupied. For example, an old structure that is not in adequate condition to be occupied, will not meet the conditions of the exclusion. The structure being removed has to have been currently occupied to quality for the exemption.

Application for any of the above exemptions provides consent for the District to audit the applicant's records to verify the legal status and compliance with the exemption prerequisites.

I do hereby certify that by signing I am verifying eligibility for the above Exemption to the Construction Excise Tax.

Date

Applicant

APPROVAL OF EXEMPTION BY SCHOOL DISTRICT

Name of District Representative

Signature

Date