MANUFACTURED DWELLING PERMIT PROCESS
The Jackson County Development Services office consists of two (2) divisions: Zoning and Building.

ZONING APPROVAL
Submit accurate plot plan and talk to the Zoning Division to determine what applications may be required. (See item #2 and #3 on back)

SEWER

OBTAINT SEWER APPROVAL Contact Rogue Valley Sewer Services or City jurisdiction (See item #5-B on back)

ROAD APPROACH PERMIT/ APPROVAL
(See item #6 on back)

ZONED SEPTIC PERMIT THRU DEQ, AND IF REQUIRED AN ELECTRICAL PERMIT FOR SEPTIC PUMP FROM JACKSON COUNTY (See item #5-A on back)

PAY SYSTEM DEVELOPMENT FEES (See item #7 on back)

OBTAINT MANUFACTURED DWELLING PERMIT (See item #10 on back)

OBTAINT PLUMBING & ELECTRICAL PERMITS (See item #11 on back)

FINAL PLUMBING & ELECTRICAL INSPECTIONS

ZONING 'PRIOR TO PERMITS' CONDITIONS NEED TO BE MET

DOCUMENTATION OF SEPTIC COMPLETION WILL BE REQUIRED Contact State Department of Environmental Quality (DEQ)

FINAL MANUFACTURED DWELLING INSPECTION

SEE OTHER SIDE FOR CHECK LIST

Note: Jackson County does not issue Certificates of Occupancy for manufactured dwellings or mobile homes. See orange Manufactured Dwelling Permit card for inspector's sign-off and final date.

revised March 2009
Land Use, Septic/Sewer System, and Building Permits

This checklist is designed as a general guide for the property owner who wishes to build on rural land in Jackson County. Only general steps in our permit process are listed here; for more specific information or help with unusual situations, please contact the division involved (zoning or building) or visit our website at www.jacksoncounty.org.

PROOF OF OWNERSHIP IS REQUIRED BEFORE YOU CAN SUBMIT ANY APPLICATION

1. You will need the Township, Range, Section, and Tax Lot number for all applications. Also a plot plan showing all current and proposed development on your property is required for each application. Sample available.

2. Check with the zoning section to see if any zoning applications are required for your proposed use. There is a charge for the zoning information sheet.

3. Submit any zoning applications which may be required. Conditions may need to be met prior to issuance of building permits. Inquire at the zoning counter for fees and requirements.

4. Apply for an address. The address needs to be posted prior to inspections. The zoning division issues new addresses for Jackson County.

5. There will be sanitation concerns for structures with plumbing. You will need to contact the proper jurisdiction depending on the location of your property. A separate electrical permit will be required for any septic pumps.
   a. Septic: Apply through the State Department of Environmental Quality (DEQ) at 221 Stewart Ave, Suite 201, Medford. Phone number is 541-776-6214. Toll free in Oregon is 800-452-4011.
   b. Sewer: Apply for sanitary sewer permit from Rogue Valley Sewer Service (RVSS) located at 138 West Vilas Rd, PO Box 3130, Central Point. Phone number is 541-664-6300.

6. Check with the Jackson County Roads Department to see what permits (road approach or utility permit) will be required from them. Call 541-774-8184 for details and fees.

7. Arrange for payment of the Jackson County System Development Charge. This must be paid before a building or mobile home permit can be issued for a first-time dwelling. This fee is subject to change every July 1st.

8. Apply for a building permit. The property will need an address, zoning, sanitation, and road approach approvals before permits can be issued. Separate plumbing and electrical permits will be required.

9. Community Development Fee is a calculation based on value of construction payable at time of building and/or mobile home permit.

10. For mobile homes a mobile home setup permit is required. Some plumbing and electrical work is included in the setup permit, but depending on your situation, you may need separate plumbing and electrical permits.

11. For houses and other structures, apply for plumbing and electrical permits. Commercial structures may also require plan review. Plumbing and electrical are separate permits.

12. There are School Excise fees for new residential living space in some school districts throughout Jackson County.

No dwelling may be occupied until both a final inspection for the structure and, if on a septic system, an approval from DEQ has been obtained.

CODE COMPLIANCE: You may receive written notification by an enforcement officer if the procedures and permits outlined by the Department and State Law are not adhered to.