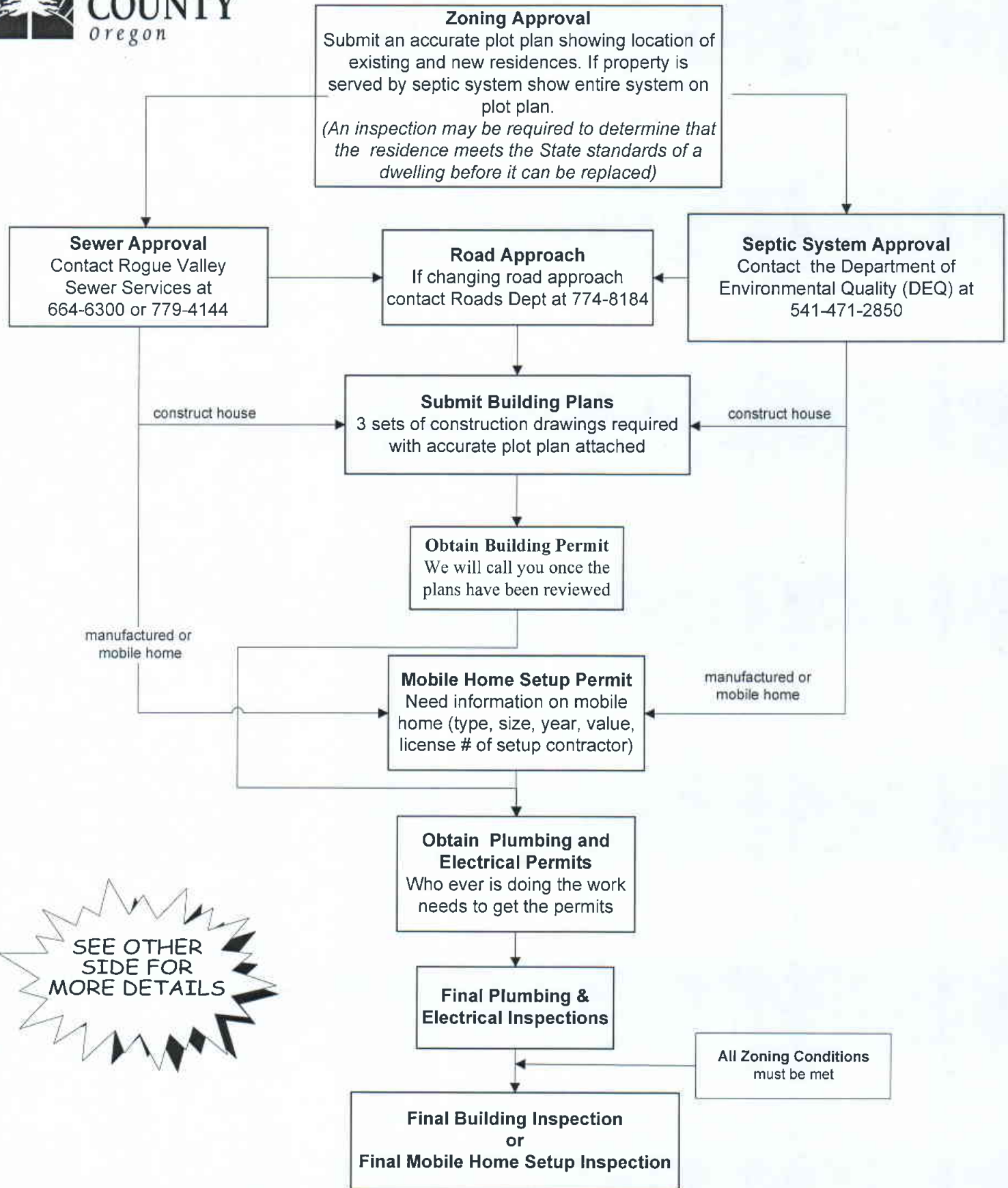


REPLACEMENT DWELLING



Note: Jackson County does not issue Certificates of Occupancy for mobile homes/manufactured homes.
See Building Permit card for inspector's sign-off and final date.



DEVELOPMENT SERVICES

CHECK LIST FOR REPLACEMENT DWELLING

Land Use and Building Permits

Proof of ownership or written authorization from current property owner is required before you can submit any application. Letter of Authorization is available on-line at www.jacksoncounty.org. Go to Department at top of web page and click on Development Services – Building – Forms and Applications.

An accurate plot plan is required when replacing a dwelling. The plot plan needs to show dimensions of property, property elevations, contours, location of existing and proposed structures, well, entire septic system (tank, drainfield, and sand filter box if applicable) and distances from proposed structures to property lines and all parts of septic system. There is a separate handout available with more detailed description of how to do a plot plan. These instructions are also available on our website.

Check with the Zoning Division to see if any land use applications are required for your proposed use. There is a charge for a zoning information sheet. An application process may be required if you plan to alter, restore, or replace a dwelling in forest and exclusive farm use zones.

You will need to check with the Department of Environmental Quality (DEQ) **if your property is served by a septic system**. Their main office is currently located at 221 Stewart Ave, Suite 201, Medford. Call to verify location, as they've mentioned moving. Their phone number is 541-776-6214 or toll free in Oregon 1-800-452-4011.

If you are **changing your road approach** check with Jackson County Roads Division to see what permits (road approach or utility permit) will be required from them. Their number is 541-774-8184. Call them for details and fees.

Replacing existing dwelling with stick built house – Apply for a building permit. Three complete sets of construction drawings will need to be submitted. Plan requirements are available in our office or on our website. Fees are determined by size, use and value of construction. Separate plumbing and electrical permits will be required.

Replacing existing dwelling with a manufactured or mobile home – Bring in your plot plan and the information on the specific mobile home you want to set up on the property. We will need the type, size, year, and value of your mobile home, and the MDI license number of the person doing the work. There is a charge for this setup permit. Let the counter staff know if you are going to add an aluminum carport or awning. Some plumbing and electrical permit items are included in the setup permit, but depending on your situation, you may also need separate plumbing and electrical permits. Separate permits may be required for any decks or porches. Check with the Building Division of our department to make sure.