



Community Development Department  
360 SW Avery Avenue  
Corvallis, OR 97333  
(541) 766-6819  
FAX (541) 766-6891  
INSPECTIONS (541) 766-6898

## STRUCTURAL DECOMMISSION

### APPLICATION FEE: \$93.00

This decommission application is used when an old dwelling will be replaced by a new dwelling but the old building will remain on the property and be converted for use as an accessory structure. The **old structure can no longer be used as a dwelling and must be demolished (see Demolition Application Form) or decommissioned.** Decommissioned buildings and structures are regulated by the Oregon State Building Codes Division. The Decommissioning Permit converts the status of the structure from a dwelling to an accessory building. A separate structural permit application, plans and inspections for the physical modifications to a manufactured home is required (see General Information for Interior Remodel Permits).

**DECOMMISSIONING PERMIT** – This application must be approved by the Community Development Planning Division, Building Division, and the Environmental Health Division. The provisions for sleeping, cooking or sanitation will be required to be removed. See “Dwelling Unit” as defined in the Oregon Residential Specialty Code, Chapter 2.

- Decommissioning of a dwelling **will require an additional fee** for preparation, processing and recording of a **covenant** that will be attached to the deed records for the property, certifying that the structure will no longer be used as a dwelling.
- To replace a dwelling in a **resource zone** (farm or forest zone), you will need to obtain zoning approval. For more details, call 541-766-6819 and ask to speak to a planner in our Planning Division. The zoning approval will require, at a minimum, photographs of the old dwelling to show habitability. These photographs will require interior and exterior views of the dwelling, walls, intact roof, interior wiring, heat source, plumbing, etc.
- To replace a structure devoted to a “**non-conforming use**”, you will need to obtain zoning approval. For more details, call 541-766-6819 and ask to speak with a planner at our Planning Division. A “non-conforming use” is the use of any building or land that was legally established prior to the enactment of a current land use regulation with which the use does not comply. Alteration or expansion of a non-conforming use requires zoning approval.
- Also note when replacing one dwelling with another, using the existing septic system, a **Septic Authorization** application for the Environmental Health Division is required. For more information regarding septic systems, call Environmental Health at 541-766-6841.

### **Additional Requirements for DECOMMISSIONING A MANUFACTURED HOME**

- A separate structural application for a building permit and fees are required when converting a manufactured home into an accessory building. See INTERIOR REMODEL PERMITS. Because decommissioning involves removal of the kitchen and potentially the sleeping facilities, the unit as a manufactured home is voided and the state insignia of compliance or the HUD label must be removed by the owner and said insignia or label returned to the Department of Consumer and Business Services ORS 446.245(a).
- To modify a manufactured home, building plans must be submitted that comply with the Oregon Residential Specialty Code, including original engineered plans and specifications.
- The roof framing, wall framing, floor framing and foundation systems shall meet the minimum design standards of the Oregon Residential Specialty Code requirements. The architect or engineer shall identify those portions of the structure requiring modifications and design any required modifications or show that the existing construction meets

the design standards. Calculations will be required for the framing system and must be included with the submitted plans.

### **Additional Requirements for DECOMMISSIONING A SITE-BUILT HOME**

- The removal for provisions of cooking, sleeping, cooking or sanitation as required by the Planning Division, Building Division and Environmental Health Division.

#### **TO APPLY FOR A REMODEL PERMIT**

(See GENERAL INFORMATION – INTERIOR REMODEL PERMITS)

- One (1)** completed Structural Permit Application form
- Three (3)** floor plans (label the change of use of room(s))
- Two (2)** engineering (at least one set must contain the original engineer's wet-stamp)
- Three (3)** plot plans (on 8-1/2" x 11" separate from the building plans)

#### **TO APPLY FOR A DECOMMISSION PERMIT**

The following items are required for submitting an application for a decommission permit.

- One (1)** completed Decommission application. Include the proposed use(s) of the dwelling after decommission. Include a decommission schedule or date of the decommission.
- Two (2) plot plans** on 8-1/2" X 11", drawn to scale. See **Sample Plot Plan** for complete information on plot plan requirements.
  - Label the structure to be decommissioned and its distances to property lines.
  - Label the septic tank and drain field areas.
  - Label the utility connections.
  - Label the driveway and all other structures on the property and their distances to property lines.
- Two (2) floor plans** on 8-1/2" X 11", drawn to scale. Floor plans need to show existing floor plan and proposed floor plan.
- Photographs** - If the replacement dwelling is in a resource zone, attach pictures of the dwelling to be decommissioned. Include the intact roof, exterior walls, functioning electrical and plumbing, heat source, etc.

This application, plot plans, photos (if required) and **payment** are required at time of permit application. NOTE: Fee may be waived if a replacement dwelling is applied for at the same time the decommission permit is applied for.

#### **INSPECTION REQUIREMENTS**

Call the **inspection line at 1-888-299-2821** at least 24 hours prior to inspection in order to verify the removal of cooking, sleeping and sanitation facilities and to close this file. **You will need a 12-digit "IVR number" to call for inspection.** The IVR number for your permit is provided in the "Description of Work" on your issued Building Permit. This IVR number can also be found by going to the ePermitting website at <https://aca.oregon.accela.com/oregon/> and searching for your permit. If you have difficulty finding the IVR number, please call our office.



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Use black or blue ink

DWELLING DECOMMISSIONING

Permit Number \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Title of applicant: \_\_\_\_\_
(i.e., owner, contractor, relative, etc.)

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Contractor CCB Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_
(list street address & town)

Site Address: \_\_\_\_\_
(list street address & town)

Map & Tax Lot Number: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Date dwelling established on property: \_\_\_\_\_ Source of this information: \_\_\_\_\_

Zoning at time dwelling was established: \_\_\_\_\_

NOTE: If replacement dwelling is located in a resource zone, attach photographs to this application as described in the permit directions. This application must be submitted, approved and issued before any alteration to the structure is to begin.

Proposed use(s) of decommissioned structure (be specific): \_\_\_\_\_

Permit Application number: \_\_\_\_\_
(replacement dwelling)

Permit Application number: \_\_\_\_\_
(remodel for decommissioned structure)

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: Decommissioning of a dwelling will require an additional fee for recording of a covenant that will be attached to the property, certifying that the structure will no longer be used as a dwelling.)

The applicant is responsible for calling the Building Inspection line at 1-888-299-2821 for an inspection upon completion of the decommission to verify and close this file. You will need the 12-digit "IVR number" on your issued permit to

**call for inspection. Decommissioning shall not start until this and the structural (remodel) permits are approved and issued.**

**For Office Use Only**

\_\_\_\_\_ Permit Number

**Approvals for Decommissioning**

**Planning Division:**

Historic Resource? Yes / No

Inventory \_\_\_\_\_ Register \_\_\_\_\_

If "Yes", notify County Historic Preservation Officer \_\_\_\_\_

Current Zoning of property: \_\_\_\_\_ Photos Attached (required for resource zones) Yes / No / NA

Taxes paid (manufactured homes only)? Yes / No / NA

Covenant Required? Yes / No

The Planning Department has reviewed this application for compatibility with applicable land use regulations. The following conditions shall apply to the proposed decommissioning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Building Division:**

Approved  Yes  No

The following modifications shall be made to the dwelling to render it "decommissioned":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Building Official

\_\_\_\_\_  
Date

**Environmental Health Division:**

Approved  Yes  No

Conditions of approval for decommissioning:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Environmental Health

\_\_\_\_\_  
Date