

Demolition of a Manufactured Home (General overview only refer to the [Manufactured Home Ownership Document Guide](#) for more information)

DEMOLITION OF MANUFACTURED HOME

- [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952) completed and signed by the owners and the secured lender of record, if applicable. Make sure to mark the boxes that apply in “Nature of Filing” area on page -2- of form 2952.
- Taxes paid in full at time of transfer, including pre-payment of taxes, if applicable.
- A valid County Tax Certification. A valid county tax certification is one that has been certified by the county showing that the taxes are paid in full and the certificate is **submitted before the valid through date expires**.
- Original DMV title or ownership document with the secured lender release signature, if applicable. The secured lender may also sign their release on page 5 of form 2952 or on the [Security Interest Change](#) (form 2948) if the DMV title or ownership document is not available.
- All tags/labels on the unit returned to the Building Codes Division, Manufactured Home Section, PO Box 14470, Salem, OR 97309.
- We suggest that you also contact the Department of Environmental Quality (DEQ) at: 541-276-4063 to see if any permits are necessary.
- \$5 **per section** trip permit fee if moving to dump/landfill submitted with form 2952 and any supporting documents to Building Codes Division for processing. If you do not send into the Building Codes Division for processing, you will still receive tax statements on the Manufactured Home. It must first be processed through BCD records before it can be removed from the County Assessment & Tax Records.

Trip Permit / Moving a Manufactured Home (General overview only refer to the [Manufactured Home Ownership Document Guide](#) for more information)

MOVING A MANUFACTURED HOME / APPLYING FOR A TRIP PERMIT

- [Manufactured Home Ownership Document Application for New and Used Homes](#) (form 2952) with the applicant information, home information, current **AND** new location information, owner, and transporter information completed and signed.
- Taxes paid in full at time of transfer, including pre-payment of taxes, if applicable.
- A valid County Tax Certification. A valid county tax certification is one that has been certified by the county showing that the taxes are paid in full and the certificate is **submitted before the valid through date expires**.
- If the home is moving from one county to another within Oregon, a valid county Tax Certification will be needed from **BOTH** the county the home is moving from **AND** the county the home is moving to.
- Original DMV title or ownership document with the secured lender release signature, if applicable. The secured lender may also sign their release on page 5 of form 2952 or on the [Security Interest Change](#) (form 2948) if the DMV title or ownership document is not available.
- All forms along with the county tax certificate and necessary BCD fees must be submitted to the Building Codes Division for processing.

For additional information, contact us at 541-278-6298, or visit the Building Code Division website at <https://www.oregon.gov/bcd/man-home-own/Pages/man-home-own-forms.aspx> or view the [Manufactured Home Ownership Document Transaction Guide](#).

