



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

NOTICE OF TEMPORARY OPERATIONS AND PROCEDURES

All of us in the Planning and Building Department take pride in providing excellent service to our customers. We are here to assist you and we will work to respond as quickly as we can. To help slow and prevent the spread of COVID-19, the Department is implementing the following temporary changes to our operating procedures, subject to change as circumstances dictate. We ask for your patience as we focus on providing essential public services while striving to keep our community and staff safe.

- **To maintain social distancing requirements, the lobby is limited to one party at a time. Face coverings are required in the lobby starting July 1, 2020.**
- **Department services will be conducted via email, phone, or regular mail.**
- **It is strongly encouraged to schedule an appointment for office visits.**
- **General property and land use inquiries are encouraged to be conducted via email or by phone only.**
- **Email is generally the best way to contact staff and to make general inquiries. Please also leave a phone number.**
- **Staff phone numbers and email addresses can be found in the [Department Directory](#).**
- **Property information is available on the [GIS mapping page](#), and applicable land use regulations are found in the [Linn County Land Development Code](#).**
- **All application forms are available to download online from the [Department web page](#). You may also contact the Department and the appropriate application will be mailed to you.**
- **Permit applications and payments made by check may be submitted via standard mail to: Linn County Planning and Building Department, PO Box 100, Albany, OR 97321.**
- **Permit applications and payments made by check may be deposited through the mail slots at the Planning and Building Department Office, Linn County Courthouse, Room 114.**
- **Permit applications may also be submitted via email to PlanOffice@co.linn.or.us.**
- **Credit card payments will be accepted over the phone on a temporary basis.**
- **When a credit card payment is requested, Department staff will first review the application then contact you to obtain credit card payment information.**
- **Permits will be issued via U.S. Mail or by appointment.**
- **Building plans may be picked up by appointment.**

Again, we thank you for your patience and understanding during this challenging time.