



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

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## LINN COUNTY MANUFACTURED HOME PLACEMENT PERMIT PROCESS

- The first step in the process of placing a manufactured home on your property in Linn County is to obtain **Land Use Approval** from the Planning & Building Department.
- After obtaining land use approval, the next step is to contact the Linn County **Environmental Health Department**. Disconnecting and reconnecting to a septic system requires a review.
- Once you have been issued your septic permit, you may submit your **Placement Permit Application** to the city or county where the property is located. For properties located outside the city limits of Albany, Brownsville, Halsey, Harrisburg, Lebanon, Lyons, Mill City, Scio, Sweet Home and Tangent, you will submit your Placement Permit to the Linn County Planning & Building Department. The permit fees for this permit vary and are based on the size of the manufactured home (single, double or triple wide) and any additional items such as a new electrical service, heat pump or air conditioner, wood burning, pellet stove or gas heater, or a well or septic pump.
- After being issued your placement permit, you must contact the Tax Assessment office at the county that the manufactured home is presently located in to obtain your **Transportation Permit**. To obtain this permit, you must have information on your manufactured home and the name of the transportation company.
- You may also be required to file papers with the Tax Assessor's Office in regards to ownership of the manufactured home.

The following contact information is provided for any of the departments involved in this process:

Linn County Environmental Health  
Phone: 541-967-3821

315 SW 4<sup>th</sup> Ave, 2<sup>nd</sup> floor  
Fax: 541-924-6904

Linn County Planning & Building  
Phone: 541-967-3816

300 SW 4<sup>th</sup> Ave (Courthouse) Room 114  
Fax: 541-926-2060

Linn County Assessment & Taxation  
Phone: 541-967-3808

300 SW 4<sup>th</sup> Ave (Courthouse) Room 214  
Fax: 541-917-7448