



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon – Director
Suzanne Larson – Building Official

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816, Fax 541-926-2060

Submittal Requirements for Manufactured Dwellings

Linn County approvals must be obtained before a building permit can be issued.

1. LAND USE APPROVAL:

- a) If your building project is within a city, you must obtain land use approval from the city.
- b) If your building project is within Linn County and not within the city limits, land use approval must be obtained from the Linn County Planning and Building Department.

Note: Some planning reviews or hearings may delay your project. You should begin this process well before you wish to start building. Talk to the city or county planner about your project for specific requirements.

2. SANITATION:

- a) If your property is served by a municipal sewer system, approval must be obtained from the municipality.
- b) If a public system is not available, an on-site sewage disposal system may be used. For information regarding an existing or new disposal system, contact Environmental Health at (541) 967-3821. *Please contact this department regardless of the type of proposed structure.*

Note: Some delay may be experienced in obtaining sanitation approval. You should begin this process well before you wish to start building. Talk to a sanitarian about your project for specific requirements.

3. ROADS AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from one of the following: Linn County Road Department at (541) 967-3919, Oregon Department of Transportation at (503) 986-3435, or your local municipality.

4. FIRE AUTHORITY:

- a) Prior to submitting for a permit, obtain approval from the local fire authority. Complete the Access & Water Supply worksheet and return the form signed and approved with your plan submitted.

5. BUILDING PLAN REVIEW:

- a) *Residential:* See Requirements and Submittals Checklist.
- b) *Commercial:* See Requirements and Submittals Checklist. A pre-application meeting may be required for commercial or industrial building projects. Contact the Linn County Building Official for this determination.



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Type of work		Department Use Only	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration	Permit #	Date received
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	Tax lot/Parcel #	
Category of Construction			
<input type="checkbox"/> 1 & 2 family dwelling	<input type="checkbox"/> Commercial/Industrial		
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family		
<input type="checkbox"/> Other	<input type="checkbox"/> Manufactured Home		
Job Site Information and Location			
Job site address			
City/State/Zip			
Suite/bldg./apt. #	Project name		
Subdivision	Lot #		
Description of work _____			

Property Owner		Required Data: 1 & 2-Family Dwelling	
Name		Valuation; or	
Address		Number of bedrooms	
City/State/Zip		Number of bathrooms	
Phone		Total number of floors	
E-mail		New dwelling area	
		square feet	
		Garage/carport area	
		square feet	
		Covered porch area	
		square feet	
		Deck area	
		square feet	
Contact Person		Required Data: Commercial – Use Checklist	
Name		Valuation; or	
Address		Existing building area	
City/State/Zip		square feet	
Phone #1		New building area	
Phone #2		square feet	
Email		Number of stories	
		Type of construction	
		Occupancy groups	
		Existing	
		New	
Contractor		Notice	
Business Name		For Homeowner Installations: This installation is being made on residential or farm property owned by me or a member of my family, and is exempt from licensing requirements under ORS 701.010. Signature _____ Date _____	
Address			
City/State/Zip			
Phone	Fax		
CCB license			
Email			
Authorized signature			
Permit Fees		Manufactured Home Fees	
Permit fees are based on the value of the work performed. Indicate the value (round to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.		Manufactured Home Installation	
		\$	
		State Surcharge 12%	
		\$	
		State Service Charge	
		\$	
		Date	
		\$	
		Total	



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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 and 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 Linn County Planning and Building Department. The permit fees for this permit vary and are based on the size of the manufactured home (single, double, or triple) and any additional items such as a new electrical service, heat pump or air handler, wood burning, pellet stove or natural 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
315 SW 4th Ave, 2nd floor
Albany, OR 97321
Phone (541) 967-3821
Fax (541) 924-6904

Linn County Planning and Building
300 SW 4th Ave, room 114
Albany, OR 97321
Phone (541) 967-3816
Fax (541) 926-2060

Linn County Assessment & Taxation
300 SW 4th Ave, room 214
Albany, OR 97321
Phone (541)967-3808
Fax (541) 917-7448



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Linn County Planning and Building Department Checklist for
Manufactured Homes

Year Made _____ Make _____

Size _____ Serial or X Number _____

In an effort to have all the permits issued in one visit, please answer the following:

_____ Will the manufactured home be placed on concrete footings (runners) or a slab?
If yes, who will be doing the work? _____

Check one of the following:

Single Wide

Double Wide

Triple Wide

_____ Will you be installing a new electrical service?
If yes, who will be doing the installation? _____

_____ Is your manufactured home equipped with gas appliances?
If yes, who will be installing the gas line? _____

_____ Will you be installing a wood burning, pellet stove, or gas room heater?
If yes, who will be doing the work? _____

_____ Will your manufactured home be equipped with a heat pump or air conditioner?
If yes, who will be installing the electrical circuit(s)? _____

_____ Will you or an electrical contractor be installing either a septic or well pump?
If yes, who will be installing the electrical circuit(s)? _____

Owner/Contractor Signature

Date



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Manufactured Dwelling Plot Plan Permit Application Checklist

Permit number _____

Map number _____

The following items are required for plan review and shall be used by Linn County to determine a complete plot plan and compliance with OAR 918-500-0060.

- | | Yes | N/A |
|---|--------------------------|--------------------------|
| 1. Site/Plot plan drawn to scale. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Approximate elevations at each corner of the lot. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Location of all cuts and fills on lot. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Location of the manufactured dwelling and all accessory buildings and structures including walls. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Setbacks from property lines, lot lines, streets, public sidewalks, easements of record and other structures on the same or adjacent lots. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Intended finished grade. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Location and type of all site drainage including rain drains. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Where there is more than 12-inch difference in elevation between two adjacent corners of a site, the plot plan shall include contour lines or shall be submitted with a cross-sectional drawing of the lot showing the approximate elevations of the lot. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. When installed outside a manufactured dwelling park, other information such as location of wells, septic tanks, leach lines, petroleum tanks, natural waterways, easements of record and other information necessary to assure health and safety may be required by Linn County. | <input type="checkbox"/> | <input type="checkbox"/> |

Linn County Specific Requirements

- | | | |
|---|--------------------------|--------------------------|
| 1. Floodplain Elevation Certificate (Pre and Post Construction) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Geotechnical Report for Geohazard Areas | <input type="checkbox"/> | <input type="checkbox"/> |

Checklist must be completed before plan review start date. Minor changes or notes on submitted plans may be in blue or black ink. Red ink is reserved for department use only.



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Steve Michaels, Director

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Floodplain Elevation Certification Worksheet
(Pre-Development Form)

Property Information: Twp [S], Range [], Section [], Tax Lot []

Construction Address: City Zip Code

Development Permit Number Type of Development

Property Owner Phone #

Mailing Address City Zip Code

Floodplain Map Information:

FIRM Map Base Flood Elevation Numbered A Zone Unnumbered A Zone

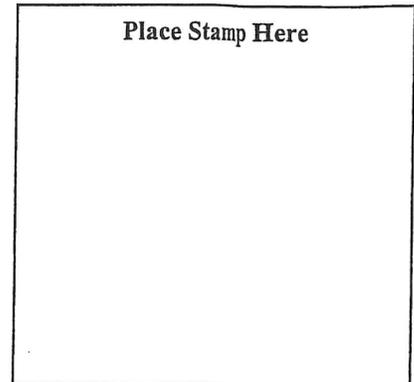
Floodway Not within floodplain Panel Number

This section to be completed by a registered Oregon Surveyor

Surface Elevation at development site Adjacent Grade Elevation

Surveyor Signature

Dated Registration Number



Staff Comments:

Five horizontal lines for staff comments.

Staff Determination by: Date



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Required Inspections for Manufacture Home Placement

General Information

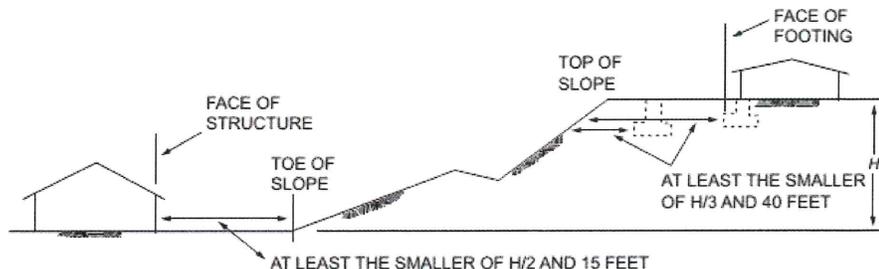
It is the responsibility of the permit holder to see that all inspections are made at the proper time and the address and lime green locator card are visible from the road. The yellow inspection card must be on the job site at all times. Inspections may be requested at any time by calling (541) 967-3816, option 1.

All inspections shall be made and approval given before the home is occupied.

When an inspector must enter an occupied building to make an inspection, the owner must accompany the inspector or an adult authorized by the owner. If the building is unoccupied and there are no personal items in the building, the inspector may go in to make the inspection. If there are any personal items in the building, the inspector will not enter the building.

Order of Inspections – *Each item must be scheduled for inspection in sequence*

- **Site Inspection** – Before doing any excavation or fill, a site inspection is required to determine stability of the soil. A separate grading or fill permit may be required per Linn County Fill and Ordinance *if* cut and fill exceeds 50 cubic yards or placed at a depth greater than 6-inches; this will require an Engineered Geology Report.
 - **Note:** Any fill greater than 6-inches in depth requires a compaction report.



- **Concrete Footings (Stringers or Slab)** – To be made after forms are erected and all required reinforcement steel is in place, but prior to pouring any concrete. *All property lines must be identified.*
- **Service Pedestal – Electrical** – After service pedestal and meter base has been installed. If service is approved, the inspector will place a green tag and the power company can energize.
- **Blocking and Utilities** – After the home is blocked, cross-over connections, vapor barrier, bonding, feeder electrical line hooked up, all water and sewer connections are made (*prior to burial of all utility lines*). **Skirting shall not be installed until after the installation inspection has been approved.**
- **Final** – After the unit is skirted with the ventilation in place, decks, landings, stairs, hand and guardrails, and grading is completed. **If skirting is installed prior to the installation inspection, the permit applicant maybe subject to a re-inspection fee of \$90.**



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Manufactured Home Placement Fees

The following fees are in effect from July 1, 2018 and until June 30, 2019

Single Wide

Single Wide Manufactured Dwelling	\$589.20
Single Wide Manufactured Dwelling with electrical service	\$684.40
Single Wide Manufactured Dwelling with electrical service & heat pump or A/C	\$765.60
Single Wide Manufactured Dwelling with electrical service & wood or pellet stove	\$772.88
Single Wide Manufactured Dwelling with electrical service & gas line and stove	\$825.52
Single Wide Manufactured Dwelling with heat pump or A/C (no electrical)	\$670.40
Single Wide Manufactured Dwelling with wood or pellet stove (no electrical)	\$677.68
Single Wide Manufactured Dwelling with gas line and stove (no electrical)	\$730.32

Double Wide

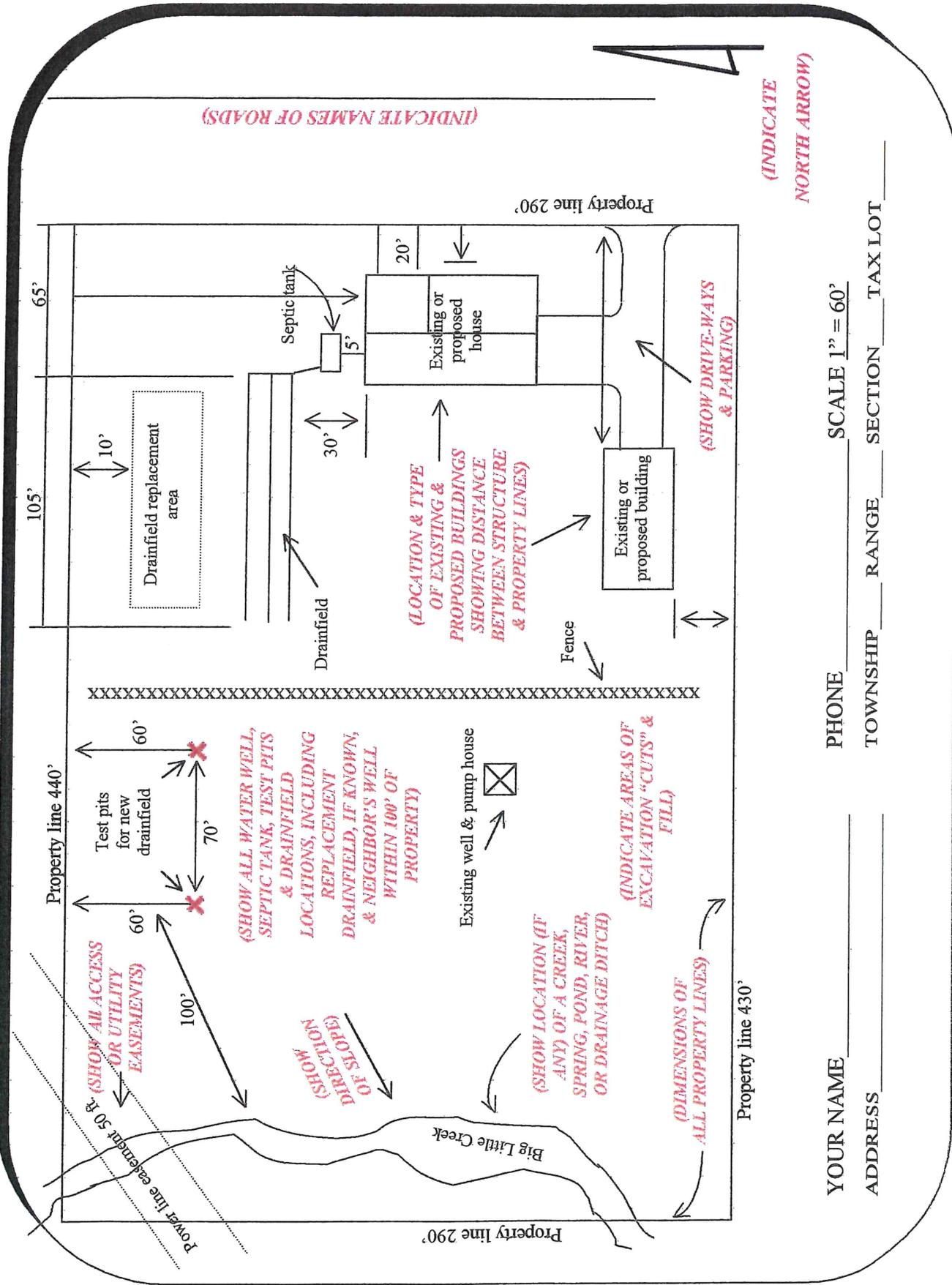
Double Wide Manufactured Dwelling	\$616.08
Double Wide Manufactured Dwelling with electrical service	\$711.28
Double Wide Manufactured Dwelling with electrical service & heat pump or A/C	\$792.48
Double Wide Manufactured Dwelling with electrical service & wood or pellet stove	\$799.76
Double Wide Manufactured Dwelling with electrical service & gas line and stove	\$852.40
Double Wide Manufactured Dwelling with heat pump or A/C (no electrical)	\$697.28
Double Wide Manufactured Dwelling with wood or pellet stove (no electrical)	\$704.56
Double Wide Manufactured Dwelling with gas line and stove (no electrical)	\$757.20

Triple Wide

Triple Wide Manufactured Dwelling	\$642.96
Triple Wide Manufactured Dwelling with electrical service	\$738.16
Triple Wide Manufactured Dwelling with electrical service & heat pump or A/C	\$819.36
Triple Wide Manufactured Dwelling with electrical service & wood or pellet stove	\$826.64
Triple Wide Manufactured Dwelling with electrical service & gas line and stove	\$879.28
Triple Wide Manufactured Dwelling with heat pump or A/C (no electrical)	\$724.16
Triple Wide Manufactured Dwelling with wood or pellet stove (no electrical)	\$731.44
Triple Wide Manufactured Dwelling with gas line and stove (no electrical)	\$784.08

These fees do not include any additional reviews required outside this placement permit

NOTE: All plot plans must be drawn to scale



YOUR NAME _____ PHONE _____ SCALE 1" = 60'

ADDRESS _____ TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____

(INDICATE NORTH ARROW)

(INDICATE NAMES OF ROADS)

(LOCATION & TYPE OF EXISTING & PROPOSED BUILDINGS SHOWING DISTANCE BETWEEN STRUCTURE & PROPERTY LINES)

(INDICATE AREAS OF EXCAVATION "CUTS" & FILL)

(DIMENSIONS OF ALL PROPERTY LINES)

(SHOW ALL WATER WELL, SEPTIC TANK, TEST PITS & DRAINFIELD LOCATIONS, INCLUDING REPLACEMENT DRAINFIELD, IF KNOWN, & NEIGHBOR'S WELL WITHIN 100' OF PROPERTY)

(SHOW DIRECTION OF STORE)

(SHOW LOCATION (IF ANY) OF A CREEK, RIVER, SPRING, POND, RIVER, OR DRAINAGE DITCH)

SAMPLE PLOT PLAN

*This form must be completed for residential structures when: (1) the roof area of the entire structure (including attached garage) will be greater than 3,600 square feet; (2) or the driveway access exceeds 150 feet; (3) or the slope of the access is greater than 10%.



Fire District Plan Review Verification

Department Use Only

Permit Number _____

Date _____

Access and Water Supply Worksheet

Owner Information

Name _____

Mailing Address _____

Phone Number _____

Permit Information

Tax Lot Number _____

Address _____

Fire Area – The total area that can be affected by fire. All areas covered including living space, covered porches, covered decks, garage, and any area that can be a habitable space such as an unfinished basement.

New Construction

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Addition

Living Area _____ Sq. ft.

Covered Porch or Deck _____ Sq. ft.

Garage _____ Sq. ft.

Other Habitable Space _____ Sq. ft.

New Addition Area _____ Sq. ft.

Total Fire Area _____ Sq. ft.

Access

Number of buildings on access _____

Approach is 8 degrees or less Yes No

Width (16 ft. Min.) _____ ft.

Length _____ Height _____

Grade _____ % (As measured at 25' increments)

Turn outs? Yes No

Turn around within 50' of the building Yes No

Turn around design

Y T MOD T CULDESAC

Is there a bridge or culvert within the access? Yes No

Water Supply

Building Construction Type – The type of framing or support members.

Building Construction Types

- 1) Fire Resistive
- 2) Non Combustible
- 3) Ordinary (Masonry)
- 4) Heavy Timber
- 5) Wood Framed (Typical Residential Home)

Building Construction Type _____

Other buildings closer than 50 ft.?

(Include adjacent properties) Yes No

Building height to the peak _____ ft.

Building height to the Eaves _____ ft.

Residential sprinklers proposed in your building plan?

Yes No

Fire Department Use Only

Date received _____ Fire Official Signature _____ Site Visit? _____

1142 Calculated Gallons _____ AM&M? _____

*****IF APPLICABLE, THIS FORM MUST BE SUBMITTED TO THE LOCAL FIRE DEPARTMENT PRIOR TO SUBMITTAL TO LINN COUNTY FOR PLAN REVIEW.*****

Access and Water Supply Worksheet

This section is meant to serve as information for the completion of the worksheet.

The purpose of this worksheet is to provide the Building Official with a recommendation for access and water supply for the referenced project. The Fire Agency is acting as a consultant and does not have the authority to require any elements of the building permit. It is within the authority of the Building Official to accept or deny any or all elements of the recommendation.

When filling out this document, please be as complete with the information that is being requested as possible. The information provided on the reverse side will allow the local Fire Authority to review the project for adequate access and water supply needs. Each project is reviewed separately and is no way all-inclusive for any future projects. Future projects or phases not declared at this time will be evaluated at the time of application. Please consult your local authority (listed below) if you have any other questions.

All projects will receive a review and corresponding results for each project. If you opt for alternate methods and means for compliance, the Building Official will need to be consulted on the requirements of what will need to be provided for a proper review. If changes are made to the project after a review has been completed, another review will need to be conducted by the local Fire Authority.

Fire Agencies in Linn County use the local fire department as a guide for access and water supply. You can contact your local Fire District for a copy of the standard.

Instructions:

1. Include plot plan (See Linn County Building permit requirements.)
2. Show any adjacent buildings that are within 50' of the proposed project.
3. Show access for project. New driveways may require a permit. Include plan for approach off public road if applicable.
4. Fill out Access and Water Supply Worksheet.
5. Contact your local Fire Authority to complete documentation required for a building permit application.

Contact Information

Albany Fire Department (Millersburg)
PO Box 490
Albany, OR 97321
(541) 917-7700

Brownsville Fire Department
600 E. Blakely Ave.
Brownsville, OR 97327
(541) 466-5227

Halsey Fire Department
740 W. 2nd St.
Halsey, OR 97348
(541) 369-2419

Harrisburg Fire Department
500 Smith St.
Harrisburg, OR 97446
(541) 995-6412

Lebanon Fire Department
1050 W. Oak St.
Lebanon, OR 97355
(541) 451-1901

Lyons Fire Department
1114 Main St.
Lyons, OR 97358
(503) 859-2410

Mill City Fire Department
400 S. 1st Ave
Mill City, OR 97360
(503) 897-2390

Scio Fire Department
38975 SW 6th Ave
Scio, OR 97374
(503) 394-3000

Tangent Fire Department
32053 Birdfoot Dr.
Tangent, OR 97389
(541) 928-8722

Application Checklist (for Building Department Staff only)

Date received _____ Permit number _____
Accepted by _____ Reviewed by _____
Floodplain _____ Flood zone _____
Date application deemed complete _____ Type of permit _____

Application Checklist (for Planning Staff only)

Map number _____
Date received _____ Planning permit number _____
Accepted by _____ Site plan complete _____
Setbacks Front _____ Rear _____ Side _____ Riparian _____ Other _____
Zoning District _____ Legal Lot _____ Wetlands _____ Geo-Hazard _____
Comments _____

Application Checklist (for EHD Staff only)

Date received _____ Received by _____
Septic permit number _____ Site plan approved _____
Comments _____

Application Checklist (for Road Department staff only)

Date received _____ Reviewed by _____
Road permit number _____
Comments _____

Application Checklist (for Fire Department staff only)

Date received _____ Reviewed by _____
Comments _____

