

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Requirements and Submittal 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. BUILDING PLAN REVIEW:

- a) *Residential:* See Requirements and Submittals Checklist. Please note Linn County uses 1,000 PSF soil bearing pressure and footings for conventional light frame construction and should accommodate the following widths: 1 story – 18", 2 stories – 23", 3 stories – 27". This review can take up to ten working days after **complete** plans have been submitted.
- b) *Commercial:* See Requirements and submittals checklist. A pre-application meeting may be required for all commercial or industrial building projects. Contact Linn County Building Department for this determination.

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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

LINN COUNTY PLANNING AND BUILDING DEPARTMENT



Building Permit Application

Linn County Planning and Building
 PO Box 100; Albany, OR 97322
 Phone (541) 967-3816
 Fax (541) 926-2060
 www.co.linn.or.us

Type of work		Contractor	
New construction	Addition/alteration	Business Name	Date received
Demolition	Other	Address	Date issued
If other, explain		City/State/Zip	By
Category of Construction		Permit Fees	
1 & 2 family dwelling	Commercial/Industrial	Phone	Fax
Accessory building	Multi-family	CCB license	
Manufactured Home	Other	Authorized signature	
If other, explain		Print name	
Job Site Information and Location		Permit Fees	
Job site address	Project name	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.	
City/State/Zip			
Suite/bldg./apt. #			
Cross street/directions to job site			
Subdivision	Lot #		
Tax map/parcel #			
Description of Work		Required Data: 1 & 2-Family Dwelling	
		Valuation Number of bedrooms Number of bathrooms Total number of floors New dwelling areasquare feet Garage/carport areasquare feet Covered porch areasquare feet Deck areasquare feet Other structure areasquare feet	
Property Owner	Applicant	Required Data: Commercial - Use Checklist	
Name		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.	
Address			
City/State/Zip			
Phone	Fax		
E-mail			
Tenant	Contact Person	Valuation Existing Building Area square feet New Building Area square feet Number of Stories Type of Construction Occupancy groups Existing New	
Business name			
Contact name			
Address			
City/State/Zip			
Phone	Fax		
Email			

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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

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

LINN COUNTY PLANNING AND BUILDING DEPARTMENT

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. | | |
| 2. Approximate elevations at each corner of the lot. | | |
| 3. Location of all cuts and fills on lot. | | |
| 4. Location of the manufactured dwelling and all accessory buildings and structures including walls. | | |
| 5. Setbacks from property lines, lot lines, streets, public sidewalks, easements of record and other structures on the same or adjacent lots. | | |
| 6. Intended finished grade. | | |
| 7. Location and type of all site drainage including rain drains. | | |
| 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. | | |
| 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. | | |

Linn County Specific Requirements

1. Floodplain Elevation Certificate (Pre and Post Construction)
2. Geotechnical Report for Geohazard Areas

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.

Required Inspections for Manufacture Home Placement

General Information

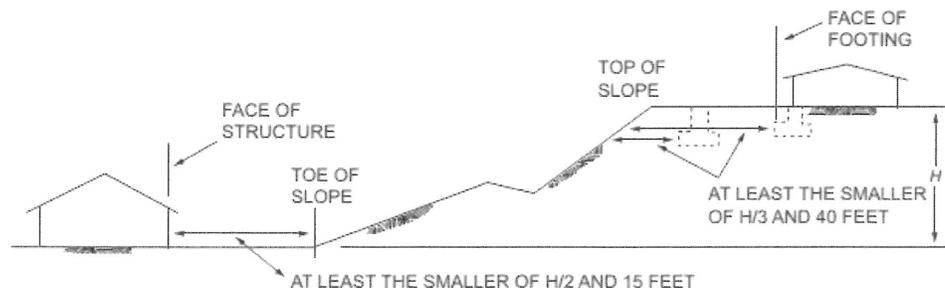
It is the responsibility of the permit holder to see that all inspections are made at the proper time and the address and lime green locator card are visible from the road. The yellow inspection card must be on the job site at all times. Inspections may be requested at any time by calling (541) 967-3816,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

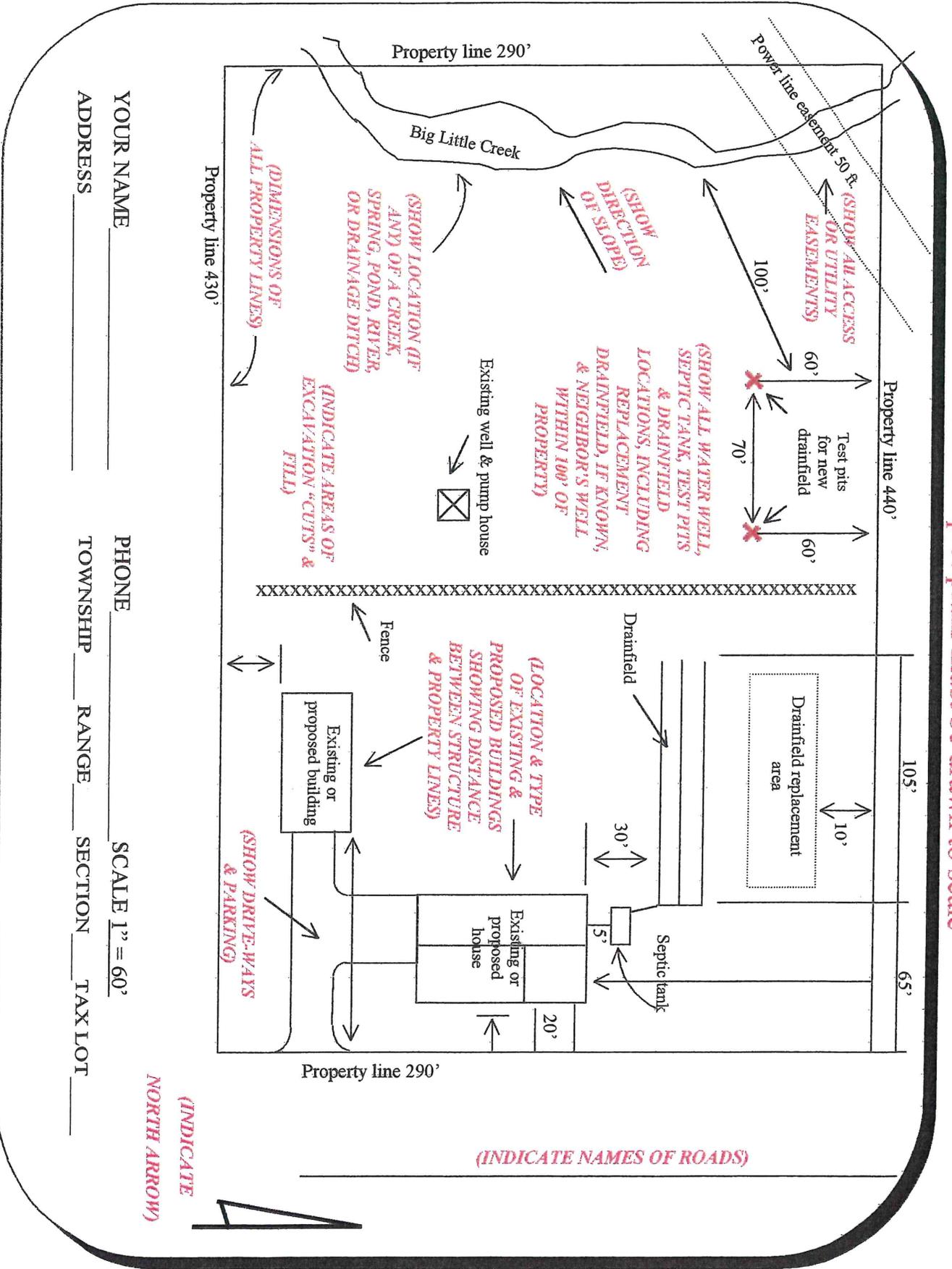
Order of Inspections – *Each item must be scheduled for inspection in sequence*

- **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.**

NOTE: All plot plans must be drawn to scale



YOUR NAME _____
 ADDRESS _____

PHONE _____
 TOWNSHIP _____ RANGE _____ SECTION _____ TAX LOT _____

SCALE 1" = 60'

(INDICATE NORTH ARROW)

(INDICATE NAMES OF ROADS)

SAMPLE PLOT PLAN



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

CONTRACT CITIES MOBILE HOME PLACEMENT PERMIT FEES

The following fees are in effect from July 1, 2018 and until June 30, 2019 (includes state surcharges and NO ELECTRICAL SERVICE).

SINGLE WIDE

Single Wide Manuf. Dwelling	\$489.20
Single Wide Manuf. Dwelling w/heat pump or A/C	\$570.40
Single Wide Manuf. Dwelling w/wood or pellet stove	\$577.68
Single Wide Manuf. Dwelling w/gas stove & gas line	\$630.32

DOUBLE WIDE

Double Wide Manuf. Dwelling	\$516.08
Double Wide Manuf. Dwelling w/heat pump or A/C	\$597.28
Double Wide Manuf. Dwelling w/wood or pellet stove	\$604.56
Double Wide Manuf. Dwelling w/gas stove & gas line	\$657.20

TRIPLE WIDE

Triple Wide Manuf. Dwelling	\$542.96
Triple Wide Manuf. Dwelling w/ heat pump or A/C	\$624.16
Triple Wide Manuf. Dwelling w/wood or pellet stove	\$631.44
Triple Wide Manuf. Dwelling w/gas stove & gas line	\$684.08