

**CITY OF LYONS  
BUILDING PERMIT PROCESS  
MANUFACTURED HOME**

- 1. The applicant must own the property or the applicant must have a letter from the owner giving permission to file the application for a building permit.**
- 2. Applicant must have septic approval from Linn County Environmental Health.**
- 3. Applicant applies in person at Lyons City Hall with the application, 3 sets of building plans, 3 site plans, and complete construction information. The site plan must be drawn to scale and city staff must approve the site plan.**
- 4. Applicant pays the site plan review fee and the Manufactured Home Placement Fee.**
- 5. The City will mail or hand-deliver the application to Linn County Planning & Building Department for their review and approval.**
- 6. After Linn County approves the plans they will return the building permit to Lyons City Hall.**
- 7. The City will notify the applicant or property owner when the permit is received in our office. The applicant or property owner comes to Lyons City Hall to pick up the permit and inspection cards.**
- 8. You must call Linn County for inspections. The phone number is provided on the Inspection Card.**



City of Lyons  
449 5<sup>th</sup> St Ph 503.859.2167  
Lyons, OR 97358 Fax 503.859.5167  
Email: [cityoflyons@wavecable.com](mailto:cityoflyons@wavecable.com)

## MANUFACTURED HOME PLACEMENT PERMIT

Property Legal: \_\_\_\_\_

Job Address: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Zone: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Manufactured Home Dimensions: \_\_\_\_\_

Roofing Materials: \_\_\_\_\_

Roof Design/Pitch: \_\_\_\_\_

Foundation Support System: \_\_\_\_\_

Perimeter Crawl Space Enclosure Materials: \_\_\_\_\_

I agree to build according to the submitted plans and specifications, the laws of the State of Oregon and Linn County, and Lyons Zoning Code 18.30.120 which regulates the placement of manufactured homes on individual lots. I understand that this permit expires 180 days after the date of approval, but may be extended for an additional 180 days. If the manufactured home is removed from its permanent supports, I agree to remove the supports, the home, and all additions thereto from the property and permanently disconnect and secure all utilities, unless a placement permit for a replacement manufactured home has been obtained.

THE MANUFACTURED HOME SHALL NOT BE OCCUPIED UNTIL ALL PROVISIONS OF THIS ORDINANCE HAVE BEEN MET AND UNTIL THE BUILDING OFFICIAL CERTIFIES THAT IT COMPLIES WITH ALL CITY AND STATE REQUIREMENTS.

I have read this application in its entirety and certify that the stated information is true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT / REPRESENTATIVE \_\_\_\_\_

Placement Fee: \_\_\_\_\_

Other Fees: \_\_\_\_\_

Date: \_\_\_\_\_

Total: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

Zoning, land use regulations and septic requirements have been approved for manufactured home placement at this location.

By: \_\_\_\_\_ Date: \_\_\_\_\_



## LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon – Director  
Suzanne Larson – Building Official

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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	<b>Permit #</b>	<b>Date received</b>
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	<b>Tax lot/Parcel #</b>	
<b>Category of Construction</b>			
<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		
<b>Job Site Information and Location</b>			
Job site address			
City/State/Zip			
Suite/bldg./apt. #	Project name		
Subdivision	Lot #		
Description of work _____ _____ _____ _____			
<b>Property Owner</b>		<b>Required Data: 1 &amp; 2-Family Dwelling</b>	
Name	Address	Valuation; or	
City/State/Zip	Phone	Number of bedrooms	
E-mail		Number of bathrooms	
<b>Contact Person</b>		Total number of floors	
Name	Address	New dwelling area	square feet
City/State/Zip	Phone #1	Garage/carport area	square feet
Phone #2	Email	Covered porch area	square feet
<b>Contractor</b>		Deck area	square feet
Business Name	Address	<b>Required Data: Commercial – Use Checklist</b>	
City/State/Zip	Phone	Valuation; or	
Phone #1	Fax	Existing building area	square feet
Phone #2	CCB license	New building area	square feet
Email		Number of stories	
Authorized signature	Date	Type of construction	
<b>Permit Fees</b>		Occupancy groups	
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.		Existing	
		New	
		<b>Notice</b>	
		<b>For Homeowner Installations:</b>	
		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 _____
<b>Manufactured Home Fees</b>			
		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 4<sup>th</sup> Ave, 2<sup>nd</sup> floor  
Albany, OR 97321  
Phone (541) 967-3821  
Fax (541) 924-6904

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

**Linn County Assessment & Taxation**  
300 SW 4<sup>th</sup> 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.

- 1. Site/Plot plan drawn to scale. Yes N/A
2. Approximate elevations at each corner of the lot. Yes N/A
3. Location of all cuts and fills on lot. Yes N/A
4. Location of the manufactured dwelling and all accessory buildings and structures including walls. Yes N/A
5. Setbacks from property lines, lot lines, streets, public sidewalks, easements of record and other structures on the same or adjacent lots. Yes N/A
6. Intended finished grade. Yes N/A
7. Location and type of all site drainage including rain drains. Yes N/A
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. Yes N/A
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. Yes N/A

Linn County Specific Requirements

- 1. Floodplain Elevation Certificate (Pre and Post Construction) Yes N/A
2. Geotechnical Report for Geohazard Areas Yes N/A

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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Suzanne Larson – Building Official

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PO Box 100, Albany, Oregon 97321  
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# Required Inspections for Manufacture Home Placement

## General Information

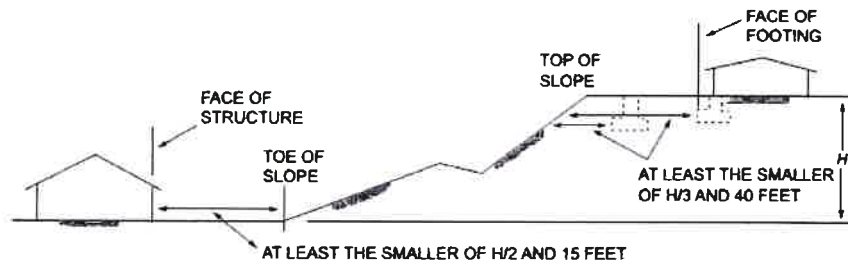
It is the responsibility of the permit holder to see that all inspections are made at the proper time and the address and lime green locator card are visible from the road. The yellow inspection card must be on the job site at all times. Inspections may be requested at any time by calling (541) 967-3816, 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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Phone 541-967-3816  
Fax 541-926-2060 [www.co.linn.or.us](http://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

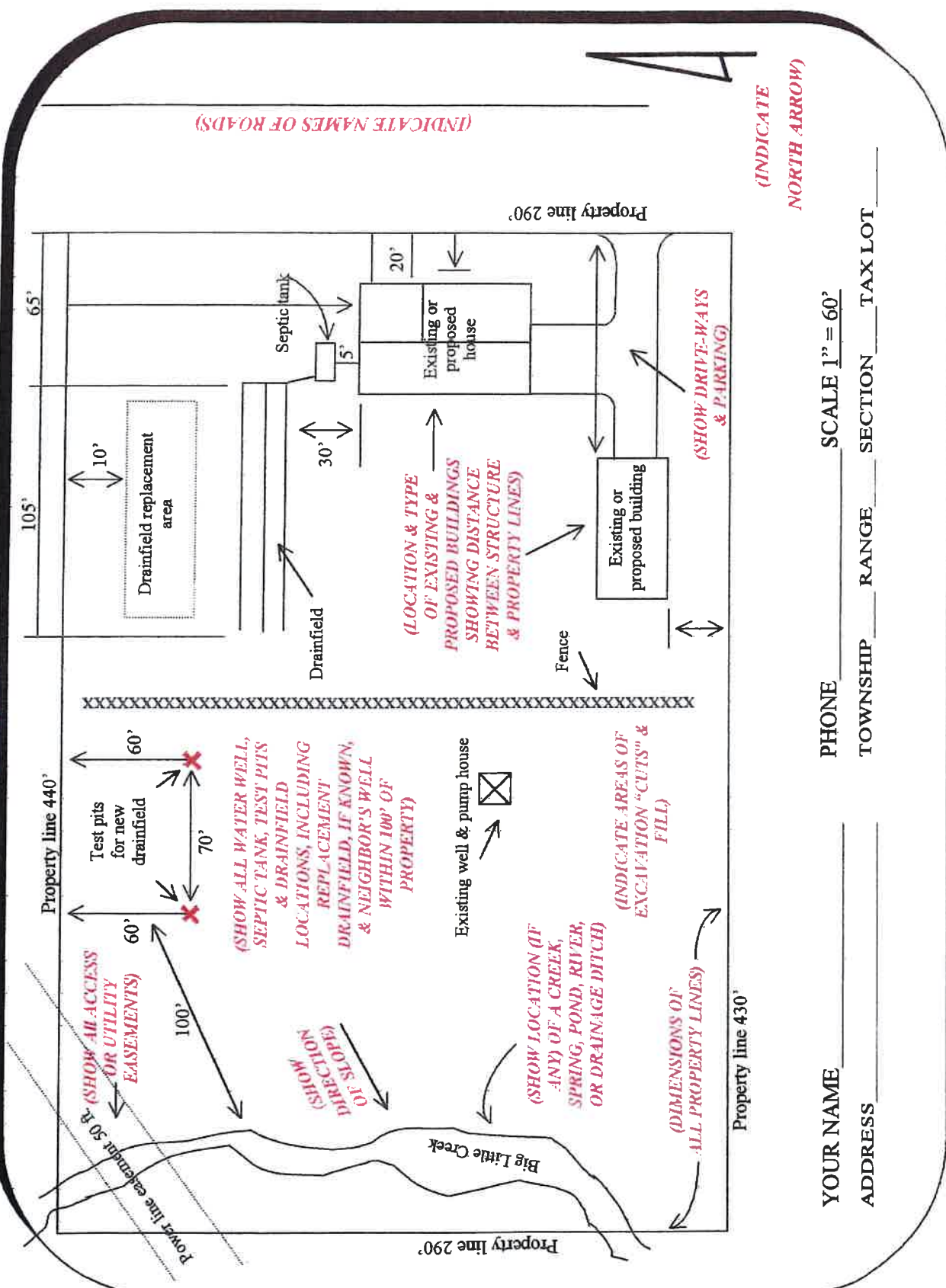
### **DOUBLE WIDE**

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

**NOTE: All plot plans must be drawn to scale**



(INDICATE NORTH ARROW)

YOUR NAME \_\_\_\_\_ PHONE \_\_\_\_\_ SCALE 1" = 60'

ADDRESS \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ SECTION \_\_\_\_\_ TAX LOT \_\_\_\_\_

**SAMPLE PLOT PLAN**



# 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 soft 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

Received \_\_\_\_\_

Site Visit? \_\_\_\_\_

1142 Calculated Gallons \_\_\_\_\_

AM&M? \_\_\_\_\_

Date approved \_\_\_\_\_

Fire Official \_\_\_\_\_

**\*\*\*FIRE DEPARTMENT REVIEW & APPROVAL MUST BE COMPLETED 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

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

*Mill City Fire Department*  
400 S. 1<sup>st</sup> Ave  
Mill City, OR 97360  
(503) 897-2390

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

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

*Scio Fire Department*  
38975 SW 6<sup>th</sup> Ave  
Scio, OR 97374  
(503) 394-3000

*Halsey Fire Department*  
740 W. 2<sup>nd</sup> St.  
Halsey, OR 97348  
(541) 369-2419

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

*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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## North Santiam School District Construction Excise Tax

### **What is the Construction Excise Tax for the North Santiam School District?**

The Oregon Legislature passed SB 1036, a law that provides a financial tool to help school districts pay for capital improvements, expanded facilities, and equipment needed as a result of community growth. The law authorizes a school district, in cooperation with cities and counties, to tax new residential and non-residential development. Specifically, the tax applies to improvements to real property that result in a new structure or additional square footage to an existing structure.

### **What does the tax pay for?**

The excise tax revenue would be used for capital improvements such as acquisition of land, the construction, reconstruction or improvement of school facilities; acquisition or installation of equipment, furnishings, or other tangible property; related architectural, engineering expenses, legal expenses or similar costs related to capital improvements. The excise revenue would allow the district to purchase and prepare sites for future school facilities and/or to help defray the cost of new school facilities.

### **Who has to pay and when?**

The tax is required to be paid by the developer or property owner who is developing property in the North Santiam School District 29J at the time when he or she wishes to have a permit issued by the City or County. A permit will not be issued unless the tax is paid or unless an approved exemption is submitted on the Exemption Form.

### **Who is exempt from paying the tax?**

The following are exempt from the Construction Excise Tax:

1. Private school improvements;
2. Public improvements as defined in ORS 279A.010;
3. Residential housing that is guaranteed to be affordable (under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction for residential house);
4. Public or private hospital improvements;
5. Improvements to religious facilities primarily used for worship or education associated with worship;
6. Agricultural buildings as defined by ORS 455.315 (2)(a).
7. The square footage of a residential structure that is equal to or less than the square footage of the residential structure being removed. The structure being removed has to have been currently occupied to qualify for the exemption. (Supporting information confirming the square footage of both residential structures must be provided.)

### **How much is the tax?**

The tax may not exceed:

- \$1.35 per square foot on residential construction;
- \$.67 per square foot on non-residential construction. For non-residential construction only, the excise tax is limited to \$33,700 per building permit.

### **Whom can I contact for more information?**

If you have additional questions, you may contact the North Santiam School District business manager at (503)769-4187 or by emailing [jnofziger@nsantiam.k12.or.us](mailto:jnofziger@nsantiam.k12.or.us)

North Santiam School District  
Construction Excise Tax Calculation Form

**Building Permit Applicant:**

Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Construction Address: \_\_\_\_\_

See *Exemptions Form* for exceptions to this tax.

**Construction Category:**

- Residential.** Construction excise tax of \$1.35 per square foot of living space in new or replacement structures intended for residential use, including:
1. All new or relocated single or multiple unit housing, including manufactured housing units.
  2. Conversion of an existing non-residential structure to a residential structure.
  3. Addition of living space to an existing residential structure.
- Nonresidential.** Construction excise tax of \$.67 per square foot for all new or replacement nonresidential structures or additions. Nonresidential construction excise tax is limited to \$33,700 per building permit or per structure, whichever is less.

**Construction Excise Tax Calculation:**

Taxable square footage of construction.

Times \$1.35 per square foot for residential or \$0.67 per square foot for nonresidential.

\$ \_\_\_\_\_ Equals total Construction Excise Tax due (maximum \$33,700 for nonresidential).

\_\_\_\_\_ Deduction of Qualifying Exemption if application

\_\_\_\_\_ Adjusted Total Construction Excise Tax

Jurisdiction Issuing Building Permit: \_\_\_\_\_ Permit No. \_\_\_\_\_

For questions on this tax, please contact North Santiam School District Business Director, Jane Nofziger, (503) 769-4187.

**Construction Excise Tax Exemption Application Form  
For North Santiam School District 29J**

**APPLICANTS NAME:** \_\_\_\_\_

**PERMIT No.** \_\_\_\_\_

**Address:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**Exemption Description (check applicable exemption):**

- 1. Private School Improvements.
- 2. Public Improvements as defined in ORS 279A.010.
- 3. Residential housing that is guaranteed to be affordable, under guidelines established by the United States Department of Housing and Urban Development, to households that earn no more than 80% of the median household income for the area in which the construction tax is imposed, for a period of at least 60 years following the date of construction of the residential housing.
- 4. Public or Private hospital improvements.
- 5. Improvements to religious facilities primarily used for worship or education associated with worship.
- 6. Agricultural buildings as defined in ORS 455.315(2)(a).
- 7. The square footage of a replacement structure to a formerly existing residential structure which is equal to or less than the amount of square footage in the removed structure. (Attach supporting documentation). The original structure must be in a condition that is able to be occupied. For example, an old structure that is not in adequate condition to be occupied, will not meet the conditions of the exclusion. The structure being removed has to have been currently occupied to qualify for the exemption.

Application for any of the above exemptions provides consent for the District to audit the applicant's records to verify the legal status and compliance with the exemption prerequisites.

I do hereby certify that by signing I am verifying eligibility for the above Exemption to the Construction Excise Tax.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Applicant

**APPROVAL OF EXEMPTION BY SCHOOL DISTRICT**

\_\_\_\_\_   
Name of District Representative

\_\_\_\_\_   
Signature

\_\_\_\_\_   
Date