

# **CITY OF LYONS MANUFACTURED HOME PLACEMENT PERMIT PROCESS**

- 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 placement permit.**
- 2. Applicant must have septic approval from Linn County Environmental Health.**
- 3. A Driveway Approach Permit application must be applied for at the same time if a new driveway is needed or if the current driveway needs altered. The Driveway Approach permit will be forwarded to the City Engineer for approval of the proposed driveway approach plan.**
- 4. Applicant applies in person at Linn County Planning & Building or Lyons City Hall.**
- 5. Along with the application include one site plan. The site plan must be drawn to scale, and city staff must approve the site plan.**
- 6. The City will forward the application to Linn County Planning & Building Department for their review and approval.**
- 7. After Linn County approves the plans, they will assess & collect fees, then the permit will be issued.**
- 8. Permits may be paid by any method and issued at the Linn County Planning & Building office – located at 300 SW 4<sup>th</sup> St, Rm 114, Albany. If paying by credit/debit card, permits may be issued at Lyons City Hall.**
- 9. You must contact Linn County Planning & Building for inspections. Accela Citizen Access:  
<https://aca-oregon.accela.com/oregon/Cap/CapHome.aspx?IsToShowInspection=yes&module=Building&TabName=Building>**



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  
 PO Box 100 Rm 114  
 300 SW 4th ST Rm 114  
 Albany, OR 97321  
 Phone: 541-967-3816  
 Web: co.linn.or.us  
 Email: planoffice@co.linn.or.us

<b>MANUFACTURED DWELLING PLACEMENT PERMIT APPLICATION</b>	<b>DEPARTMENT USE ONLY</b>	
	Permit #:	
	By:	Date:

*This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.*

<b>CONSTRUCTION CATEGORY</b>
<input type="checkbox"/> Manufactured Dwelling <i>For Mfd/RV Park, pull Area Development Permit separately – for Non-Dwelling Modular Placement Permit (ie. modular classroom, job trailer, etc), pull Structural Permit</i>
<b>TYPE OF WORK</b>
<input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Other <i>For work defined as addition, alteration, or repair – a Residential Structural Application would be required.</i>
<b>JOB SITE INFORMATION &amp; LOCATION</b>
Job site address:
City/State/ZIP:
Project Name:
Parcel #:
Directions to job site:
<b>DESCRIPTION OF WORK</b>
Job # (optional):
<b>PROPERTY OWNER INSTALLATION</b>
Name:
Address:
City/State/ZIP:
Phone:
Email:
<input type="checkbox"/> Owner acknowledges installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. ORS 479-540(1) and 479.560(1).
Signature:
<b>CONTRACTOR INSTALLATION</b>
Business name:
Address:
City/State/ZIP:
Phone:
Email:
Contractor CCB license #:
BCD license #:
MDI license #:

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.	
Applicant Signature:	
<b>REQUIRED INFORMATION</b>	
<b>Manufactured Home Siting Permit:</b> One single permit is assessed to cover the installation and setup to include the concrete slab, runners or foundations when prescriptive, electrical feeder and plumbing connections (up to 30 lineal feet each – water, sewer, storm) and all cross-over connections.	
<b>Associated Permits:</b> The manufactured dwelling permit does not include utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, new plumbing, and other such items that fall under the building code and may require separate permits up to and including decks, other accessory structures, and non-prescriptive foundations.	
Placement is: <input type="checkbox"/> Inside Park <input type="checkbox"/> Outside Park/Private Lot	
Number of Awnings:	
Serial Number:	
Length:	Width:
Height (original grade to highest roof point):	
Year:	Model:
Work being performed in Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>MANUFACTURED DWELLING FEE SCHEDULE</b>	
Mfd Dwelling Placement fee	\$
Earthquake-resistant bracing system install (if applicable)	\$
<b>Subtotal:</b> (add up ALL fees)	
12% surcharge (.12 x subtotal)	
State Manufactured Dwelling Fee	\$30.00
<b>GRAND TOTAL (fees + surcharges)</b>	



## *Manufactured Home Placement Fees*

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### Single Wide manufactured home Placement fee

1. Mobile or manufactured home installation
  - A. Single wide (base fee) .....\$471.50
  - B. Each additional section.....\$27.50
  - C. State Cabana Fee.....\$30.00
  - D. Linn County Planning fee.....\$100.00

Note: Manufactured home installation permits includes the concrete slab, runners of foundation that are prescriptive, electrical feeder and plumbing connections and all cross-over connections up to 30 lineal feet of site utilities. Decks, other accessory structures and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits and new plumbing- may require separate permits. All decks 30" above ground, carports, garages, porches and patios are based on valuation and will require separate permits per OAR 918-050-0130

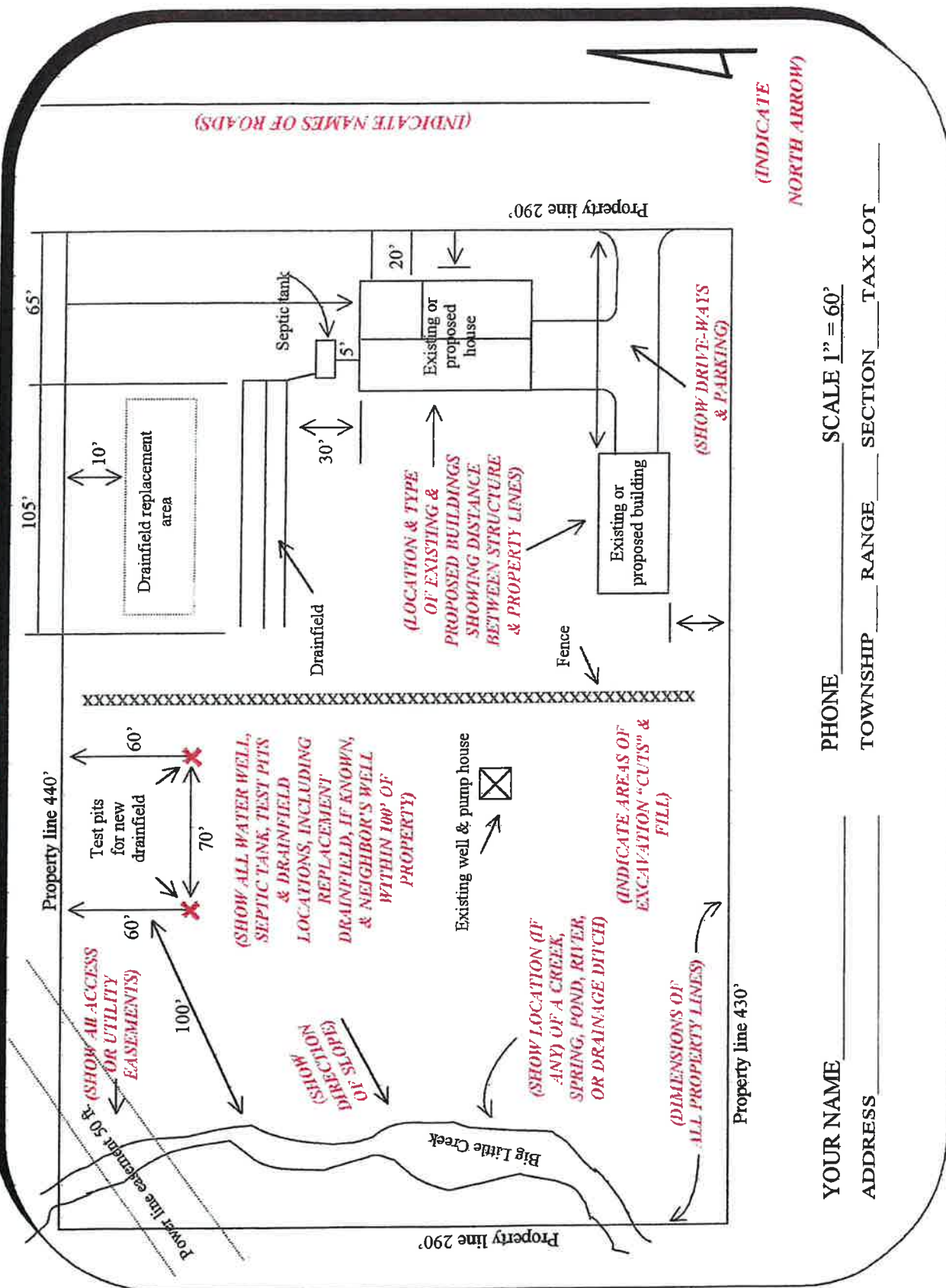
Planning Conditions	

Fire Department Conditions	

EH Conditions	

Roads Department Conditions	

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



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

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

**SAMPLE PLOT PLAN**

11" x 17" OR 8 1/2" x 11" SHEET OF PAPER



**Superintendent  
Lee W. Loving**



**1155 N 3<sup>rd</sup> Avenue  
Stayton, Oregon 97383  
Phone: 503.769. 6924  
Fax: 503.769. 3578**

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## **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 for 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 the 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 ORS279A.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 a 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:

- \$1.56 per square foot on residential construction;
- \$0.78 per square foot on non-residential construction. For non-residential construction only, the excise tax is limited to \$39,100 per building permit.

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

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

Superintendent  
Lee W. Loving



1155 N 3<sup>rd</sup> Avenue  
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**North Santiam School District  
Construction Excise Tax Calculation Form**

Building Permit Applicant:

Name (printed): \_\_\_\_\_

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

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

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

*See Exemptions Form for the exceptions to this tax.*

**Construction Category:**

- Residential.** Construction excise tax of \$1.56 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 \$0.78 per square foot for all new or replacement nonresidential structures or additions. Nonresidential construction excise tax is limited to \$39,100 per building permit.

**Construction Excise Tax Calculation:**

Taxable square footage of construction.

Times \$1.56 per square foot for residential or \$0.78 per square foot for nonresidential

Equals total Construction Excise Tax due (maximum \$39,100 for nonresidential).

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

If you have additional questions, you may contact the North Santiam School District 29J Business Director, Rhonda Allen, email [rhonda.allen@nsantiam.k12.or.us](mailto:rhonda.allen@nsantiam.k12.or.us), or by phone at 503-769-4187



Superintendent  
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**Claim for Exemption  
North Santiam School District  
Construction Excise Tax**

Claimant Requesting an Exemption is:

Person: \_\_\_\_\_  
(name)

Entity: \_\_\_\_\_  
(name)

If an entity, please circle the correct entity: LLC, Partnership, Corporation, Other \_\_\_\_\_

**The claim for exemption is because the construction project is for:**

Private School improvements.

Public Improvements as defined in ORS 279A.010

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.

Public or private hospital improvements.

Improvements to religious facilities primarily used for worship or education associated with worship.

Agricultural buildings as defined in ORS 455.315(2)(a).

Improvements involving a detached non-occupied residentially related building (such as a garage, shop, or barn) on a lot with an existing residential structure. (attach supporting information).

The square footage of a replacement residential structure that is equal to or less than the square footage of the residential structure being removed. (supporting information confirming the square footage of both residential structures must be provided).

*The term "residential structure" means single-family dwelling.*

The purpose of the construction is to: \_\_\_\_\_

**Certification:** Under penalties of perjury, I hereby certify that the above-referenced project is not subject to the construction excise tax. With this certification, I am avoiding paying the construction excise tax, or I am paying a reduced square footage under the allowance of the last exemption. If this application is false, not only will I be subject to prosecution for the felony of perjury, I am guilty of the crime of theft.

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

The North Santiam School District has the right to contest the claim of exemption and the claim of exemption will be tried in the Circuit Court for the County in which the real property is located. If the applicant is not successful, the school district shall be entitled to recover the tax due at the rate of 1% per month, or any portion of a month, together with all costs, including but not limited to, any expert witness fees, attorney fees and all other costs and expenses as allowed by law, whether by administrative rule, statute or rule of civil procedure.

Address and project description of construction for which exemption is claimed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have additional questions, you may contact the North Santiam School District 29J Business Director, Rhonda Allen, email [rhonda.allen@nsantiam.k12.or.us](mailto:rhonda.allen@nsantiam.k12.or.us), or by phone at 503-769-4187

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## 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.



## 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

### 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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# Required Inspections for Manufacture Home Placement

## General Information

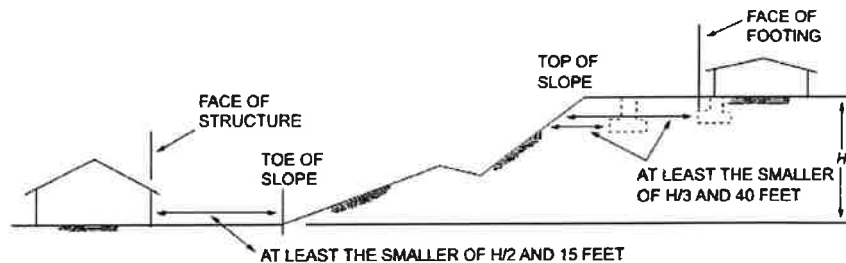
It is the responsibility of the permit holder to see that all inspections are made at the proper time and the address and lime green locator card are visible from the road. The yellow inspection card must be on the job site at all times. Inspections may be requested at any time by calling (541) 967-3816, 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 may be subject to a re-inspection fee of \$90.**