

**Where is your property located?**

Use the account number from your property tax statement or site address to identify the property location. The planning office will use this specific location to identify the zoning. The land use zones define the potential use of the property (e.g. farm use, residential). Check with the planning office to determine potential uses of property.

**Remember ....**

If you are located on the Umatilla Indian Reservation contact the Tribal Planning Office.

If you are located within city limits contact your city planner or recorder to obtain development or zoning permits.

If you are outside the city limits, but inside the urban growth boundary, check with either the city or the county to determine zoning jurisdiction.

If your property is outside the urban growth boundary, or if you are not sure where your property is located in terms of land use jurisdiction contact the **Umatilla County Planning Department, County Courthouse, Room #104, 216 SE 4<sup>th</sup> Street, Pendleton at (541) 278-6252.**

**Have a land use question?**

**Call the  
Umatilla County  
Land Use Planning Office  
(541) 278-6252**

**or visit us on the web at  
[www.umatillacounty.net](http://www.umatillacounty.net)**

**Before construction begins, you will need the following permits in this order:**

**1** **Land Use Approval** may be necessary for the development prior to the zoning permit issuance. To determine whether or not this will be required contact the Planning Department.

**2** A **Zoning Permit** from the Planning Department for: new structures and additions, a mobile home setup, or change in use of a building such as a home occupation or business. If the property is located in a Floodplain a **Flood Hazard Development Permit** may be required.

**3** A **Land Use Compatibility Statement (LUCS)** from the County Environmental Health Division for construction of a new septic system or repair to a failing system. An Authorization Notice is needed if you are re-connecting to an existing system or changing the waste flow by increasing the occupancy of a house or building.

**4** A **Building Permit** from the State Building Codes Agency for: all additions, new structures, certain remodels, setup of manufactured homes, and plumbing, electrical, and mechanical permits.

**Additional permits may include:**

- **Access Permit** for a new or change in access/ approach to a County Road or State Highway.
- **Water Rights** - check with the Water Resources office and appropriate Irrigation District.

**Contact Individual Offices Regarding Permit Time Frames, Office Hours and Fees**

<i>County and State Offices</i>		<i>City Planning Offices</i>	
<b>Land Use Planning</b>	541-278-6252	<b>Hermiston City Building Codes</b>	541-667-5025
County Courthouse 216 SE 4 <sup>th</sup> St Pendleton OR 97801		215 E Gladys Ave Hermiston OR 97838	
<b>Public Works</b>	541-278-5424	<b>Milton-Freewater City Planning</b>	541-938-5531
3920 Westgate Pendleton OR 97801		722 S Main Milton-Freewater OR 97862	
<b>County Surveyor</b>	541-278-5460	<b>Pendleton City Planning &amp; Building Department</b>	541-966-0204
3920 Westgate Pendleton OR 97801		500 SW Dorion Ave Pendleton OR 97801	
<b>Oregon Water Resources</b>	541-278-5456	<b>Pilot Rock City Hall</b>	541-443-2811
116 SE Dorion Pendleton OR 97801		144 N Alder Place Pilot Rock OR 97868	
<b>State Building Codes</b>	541-276-7814	<b>Stanfield City Hall</b>	541-449-3831
800 SE Emigrant Suite #360 Pendleton OR 97801		155 W Coe Stanfield OR 97875	
<b>County Environmental Health</b>	541-278-6394	<b>Ukiah City Hall</b>	541-427-3900
200 SE Third Pendleton OR 97801		102 W Despain Ukiah OR 97880	
<i>City Planning Offices</i>		<b>Umatilla City Hall</b>	541-922-3226
<b>Adams City Hall</b>	541-566-9380	300 6 <sup>th</sup> St Umatilla OR 97882	
190 N Main Adams OR 97810		<b>Weston City Hall</b>	541-566-3313
<b>Athena City Hall</b>	541-566-3862	114 E Main Weston OR 97886	
302 E Currant St. Athena OR 97813		<b>Umatilla Tribal Planning</b>	541-276-3099
<b>Echo City Hall</b>	541-376-8411	46411 Timine Way Pendleton OR 97801	
20 S Bonanza Echo OR 97826			
<b>Helix City Hall</b>	541-457-2521		
119 Columbia Helix OR 97835			
<b>Hermiston City Planning</b>	541-567-5521		
180 NE 2 <sup>nd</sup> St Hermiston OR 97838			

**Call Before You Dig!**  
The Oregon Utility Notification Center (OUNC) is the state agency that administers Oregon's excavation laws, the toll free "One-Call" number is:  
**1-800-332-2344 (2DIG)**

## ***When will you need a Zoning Permit?***

*When ...*

- Moving a Mobile or Manufactured Home
- Building a new home or structure
- Adding on to a home or structure
- Changing the use of a building
- Starting a home occupation/business
- Work within the flood hazard area
- Other development

### ***To obtain a Zoning Permit from the County you will need:***

Prior **land use approval**, if necessary.

**The location of the property** - The map and tax lot number identifying your property can be found in your property tax statement.

A **site plan** showing the property boundaries, where the structure will be located on the property and distance between the new structure, other existing structures and property lines or easements.

Original signatures of **all** current property owners.

An application **fee**.

### ***Rural Addressing***

A **site address** will be issued for a new home or business at the time the zoning permit is approved. An address marker will be provided for areas outside of a city urban growth area. The placement of the mail box will be decided by the post office and mail carrier.

## ***To move a Mobile or Manufactured Home you will need the following in this order:***

Each jurisdiction has make, model and year requirements. Check with your county or city officials **BEFORE** purchasing your home.

1. Depending on the land use zone where the home is to be located there may be a need for **land use approval**.
2. A **Zoning Permit** from the county or city where the mobile/manufactured home will be placed.
3. Approval from the **County Tax Office** to certify change of ownership and that all taxes have been paid on the mobile home.
4. A **Trip Permit** from the County Tax Office.
5. An **Authorization Notice** from the County Environmental Health Division to reconnect to an existing septic system, to construct a new septic system or repair a failing system.
6. A **Manufactured Home Placement Permit** from State Building Codes.

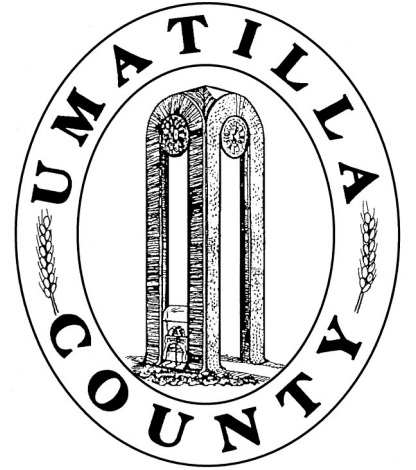
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**The following standards apply for mobile homes installed in unincorporated Umatilla County:**

- Full perimeter skirting.
- Tie downs and anchors to resist high winds for single wide trailers.
- If located in a floodplain - permanent foundations and other possible requirements.
- Additions must be approved by State Building Codes Division and County Planning.

Umatilla County  
Department of Land Use Planning  
216 SE 4<sup>th</sup> St  
Pendleton, OR 97801

# **UMATILLA COUNTY PERMIT PROCESSING**



**Umatilla County Department  
of  
Land Use Planning**

County Courthouse  
216 SE 4<sup>th</sup> St  
Pendleton, OR 97801