

Where is your property located?

Use the account number from your property tax statement or site address to identify the property location. The planning offices 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 Dept., County Courthouse, Room #104, 216 SE 4th Street, Pendleton at (541) 278-6252.**

**Have a land use question?
Call Umatilla County
Planning at (541) 278-6252
or visit us on the web at
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 Department of Environmental Quality 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 Office for Permit Timeframes, Office Hours and Fees

Offices are located in Pendleton (541 Area Code) unless otherwise specified.

County and State Offices

County Planning Department County Courthouse 216 SE 4 th Street	278-6252	Hermiston City Building Codes 215 E Gladys Avenue Hermiston, OR 97838	667-5025
County Road Department & County Surveyor 3920 Westgate	278-5424 278-5460	Milton-Freewater City Planning 722 S Main, PO Box 6 Milton-Freewater, OR 97862	938-5531
Oregon Water Resource Department 116 SE Dorion	278-5456	Pendleton City Planning & Building Department 500 SW Dorion Avenue	966-0204
State Building Codes 700 SE Emigrant, Suite #360	276-7814	Pilot Rock City Hall 144 N Alder Place, Pilot Rock, OR 97868	443-2811
Dept. of Environmental Quality 700 SE Emigrant, Suite #330	276-4063	Stanfield City Hall 155 W Coe, Stanfield, OR 97875	449-3831

City Planning Offices

Adams City Hall 190 N Main, Adams, OR 97810	566-9380	Umatilla City Hall 300 6 th , Umatilla, OR 97882	922-3226
Athena City Hall 215 S 3 rd , Athena, OR 97813	566-3862	Weston City Hall 114 E Main, Weston, OR 97886	566-3313
Echo City Hall 20 S Bonanza, Echo, OR 97826	376-8411	Umatilla Tribal Planning	276-3099
Helix City Hall Helix, OR 97835	457-2521		
Hermiston City Planning City Hall, 180 NE 2 nd Street Hermiston, OR 97838	567-5521		

Call Before You Dig!

The Oregon Utility Notification Center (OUNC) is the Oregon 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.

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.

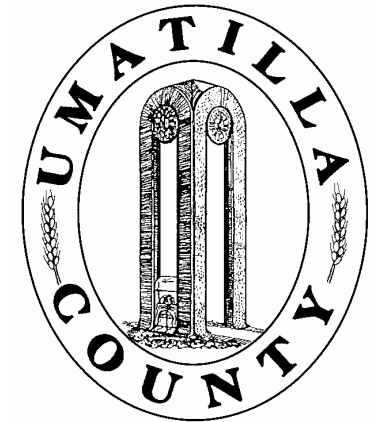
1. Depending on the land use zone where the home is to be located there may be a need for **land use approval**.
2. A **Zoning Permit** from the county or city where the mobile/manufactured home will be placed.
3. **Form 113** from the County Tax Office in which the mobile home is currently located to certify that all taxes have been paid on the mobile home.
4. A **Trip Permit** from the County Tax Office
5. An **Authorization Notice** from DEQ 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 the State Building Codes Agency.

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 possibly other requirements
- Additions must be approved by State Building Codes Division and County Planning

Umatilla County
Department of Land Use Planning
216 SE 4th ST
Pendleton, OR 97801

UMATILLA COUNTY PERMIT PROCESSING INFORMATION



**Umatilla County Department of
Land Use Planning**

County Courthouse
216 SE 4th ST
Pendleton, OR 97801

(541) 278-6252

www.co.umatilla.or.us