



COMMUNITY DEVELOPMENT

APPLICATION GUIDE PLACEMENT PERMIT Version: 11/9/2023

APPLICATION TYPE: MANUFACTURED DWELLING PLACEMENT

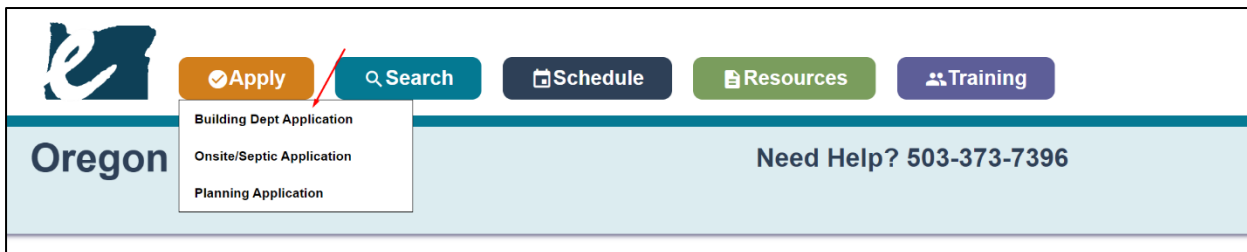
Prerequisites:

Prior to applying for the actual placement permit, you will need to complete the following steps:

- Ensure land use requirements are met through Deschutes County Planning, if applicable. If applying within the city limits of Sisters or La Pine, you will need to contact those planning departments.
- Ensure there is an approved septic system or approval to install a septic system, if applicable.
- Ensure there is a driveway permit, if applicable.

Instructions

- Step 1.** Visit the Oregon ePermitting website (buildingpermits.oregon.gov)
- Step 2.** Log into your Oregon ePermitting account, if you do not have an account you will need to make one and you must associate a license to your account.
- Step 3.** Click on Apply then click on the Building Dept. Application link.



- Step 4.** When prompted Search for the property address, when you locate the address click on the green select text. **FOR BEST RESULTS: To eliminate "Address Not Found", enter JUST the exact street number and a portion of the street name.** For example, enter 1234 pin instead of 1234 Pine St, Bend.

Enter Work Site Location

FOR BEST RESULTS: To eliminate "Address Not Found", enter JUST the exact street number and a portion of the street name.
For example, enter 1234 pin instead of 1234 Pine St, Canby.

*Street Number: Direction: *Street Name: Post Dir.: Unit No.:

City:

If multiple versions of the address that you are searching for appear below, select one. If that address does not work, try selecting each version of your address until a blue error box will appear below with more suggestions. (8 items):

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Action	Address	Description	City	State	Zip	Parcel
Select	21456 PAULINA LAKE RD, LA PINE DESCHUTES OR 97739, 21456 PAULINA LAKE RD LA PINE, OR 97739, 21456 PAULINA LAKE RD LA PINE, OR 97739		LA PINE	OR	97739	211200

Step 5. When you select the address, there will be a new section below the address results called “Jurisdiction Issuing Permit”, click on Deschutes County. This will show you the different types of permits you may apply for. **NOTE: If you only see driveway, then you have not associated licenses to your account. You will need to go into account management, locate Add a License, and associate a license to your account or you will not be able to apply for the appropriate Permit.**

Enter Work Site Location

FOR BEST RESULTS: To eliminate "Address Not Found", enter JUST the exact street number and a portion of the street name.
For example, enter 1234 pin instead of 1234 Pine St, Canby.

*Street Number: Direction: --Select-- *Street Name: Post Dir. --Select-- Unit No.:

City:

If multiple versions of the address that you are searching for appear below, select one. If that address does not work, try selecting each version of your address until you find the permit type that you are looking for. If an address does not work, a blue error box will appear below with more suggestions. (8 items).

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Action	Address	Description	City	State	Zip	Parcel	Owner
Select	21456 PAULINA LAKE RD, LA PINE, DESCHUTES OR 97739, 21456 PAULINA LAKE RD LA PINE, OR 97739, 21456 PAULINA LAKE RD LA PINE, OR 97739		LA PINE	OR	97739	211200000100	USA

Jurisdiction Issuing Permit:
Select the application type below. If you do not see the selection you want or if no selections are available, please contact the applicable city or county. You may use the Local Building Department Directory to assist you. (17 services found):

▼ Deschutes County

- Commercial - Alarm or Suppression Systems
- Commercial - Demolition
- Commercial - Electrical
- Commercial - Mechanical
- Commercial - Plumbing
- Commercial - Structural
- Driveway
- Residential - 1 & 2 Family Dwelling (Combination Permit for New Construction Only)
- Residential - Demolition
- Residential - Electrical
- Residential - Manufactured Dwelling Placement
- Residential - Mechanical
- Residential - Plumbing
- Residential - Structural
- RV Park or Manufactured Home Park Area Development Plan
- Residential Dwelling Unit Fire Sprinkler System (Plumbing)
- Residential Dwelling Unit Fire Sprinkler System (Structural)

If this is what you see, then you are missing the license. To learn more about adding licenses to your account, visit www.Deschutes.org/ePermittingFAQs

Jurisdiction Issuing Permit: Select the application type below. If you do not see the selection you want or if no selections are available, please contact the applicable city or county. You may use the [Local Building Department Directory](#) to assist you. (1 services found):

▼ Deschutes County

- Driveway



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Step 6. Select the Application Type identified below, if you need assistance figuring out which application type you need, contact a permit technician.

- a. For **Manufactured Dwelling** select **Residential - Manufactured Dwelling Placement** application type.
- b. If you were prompted to apply for a **Driveway** permit during your research, you can also select the Driveway application type at this time as well.

Application Type	Select
Driveway	<input checked="" type="checkbox"/>
Residential – Manufactured Dwelling Placement	<input checked="" type="checkbox"/>

Step 7. Fill in any other necessary information such as the contact information, contractor placing the manufactured home, site contact, applicant and any required information which will be marked with a red asterisk (*).



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Step 8. You will need to upload supporting documents, see table below for document type and which category to select when uploading:

Required Document List

Document Type	Document Category	Required
Manufactured Home Placement Application	Building Application	<input checked="" type="checkbox"/>
Driveway Application <i>(Note: if you were prompted to apply for a Driveway Access, you must upload the Driveway Application at this time)</i>	Building Application	<input checked="" type="checkbox"/> See note
Site Plan <i>Review the Site Plan Requirements and Example Sheet as there are elements that need to be present on the Site Plan.</i>	Plans – Site Plan	<input checked="" type="checkbox"/>
Photograph and/or brochure from manufactured home dealer, including exterior elevation and ridge height	Plans – Construction	<input checked="" type="checkbox"/>
Floor Plan with room uses identified	Plans - Construction	<input checked="" type="checkbox"/>

Step 9. Once your application has been submitted and deemed complete by staff, all applicable fees will be invoiced and ready for payment. **If your application is not complete, the permit technician will send you an email with the outlined missing elements of your application.**



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