



LAKE COUNTY PLANNING & BUILDING DEPT.

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DEVELOPING PROPERTY IN LAKE COUNTY

When you are planning to build a home, place a manufactured dwelling, or improve an existing home in the unincorporated area of Lake County, several types of permits and/or approvals are required. The following information is intended to provide a brief summary of the basic steps involved in securing the necessary permits and approvals required.

The steps involved in the land development process are listed in the order in which they would normally be accomplished. Usually the required approvals/permits are sequential; for example, zoning approval must be secured before moving on to the next step. It is, therefore, important to proceed through the process in order, as approvals at each stage are contingent on approvals having been secured from each of the earlier steps.

1. Zoning/Land Use

The first step in the development process is to determine the zoning status of the property and verify if the use you are proposing is permitted, and what types of limitations on development may apply. For example, in much of the rural county, lands are zoned for forest and farm use, and residential uses require conditional use approval, which must be secured before any other permits may be issued. The County's land use ordinance also imposes other requirements on development in various areas based on the particular conditions present. Examples include such requirements as stream side setbacks and flood hazard area elevation standards.

In the event that separate land use permits (such as a conditional permit) are required for the development of a particular property, these approvals must be completed before any other construction or building permits may be issued. For information on zoning and land use requirements for specific properties in Lake County, contact the Lake County Planning Department.

2. Address

Before building a new home or placing a manufactured dwelling, you are required to obtain an address. Application forms are available at the Planning and Building Department or online at www.lakecountyor.org. Before submitting your application you must post your driveway with a board, posterboard, etc. with your last name clearly written in large enough letters to see from the road.

3. Sewage Disposal

Once applicable zoning requirements have been determined, the next step in the development process is to address sewage disposal requirements. If the property is in an area of the County that is served by a community sewer, you should contact the district or other municipality for the required procedure to connect to the system. Most of the rural county is not served by community sewer, so sewage disposal is by means of individual on-site systems. If the property requires an on-site sewage disposal system, you will need one or more approvals from the County in order to install and/or connect to an on-site system. The following is a general description of these requirements:

- Site Evaluation

If your property has never been evaluated for on-site sewage disposal, you must begin the process of approval by applying for a Site Evaluation. This involves an on site inspection of soil test pits by Department of Environmental Quality staff to determine the suitability of soils and hydrologic conditions on the property for subsurface sewage disposal. The result of the Site Evaluation process is a determination of whether an on site system can be installed and, if so, what type and size of system is appropriate. Details concerning the requirements of the site evaluation process are available from the Department of Environmental Quality office in Bend (541) 388-6146 ext 234.

- Construction Permit

Once the Site Evaluation process is complete, the next step in the development process is to secure a construction permit authorizing the actual installation of the required on-site sewage disposal system. This involves submitting an application along with a detailed plan for the system which conforms to the specifications and requirements of the approved site evaluation. When a licensed septic system installer is being retained to perform the installation of the system, that person or firm will usually assist in the preparation of the plans and other materials for the required permit application. **You must have a valid on-site sewage disposal system construction permit in order to obtain any building or manufactured dwelling placement permits.**

As part of the construction permit, one or more inspections will be required (depending on the type of system) during the installation process. Upon completion of the system and a final inspection, the department will issue a Certificate of Satisfactory Completion certifying that the system was installed in accordance with applicable requirements.

- Authorization Notice

If your project involves connecting to an existing on-site sewage disposal system, or a proposal to increase the flow into an existing system (e.g. an addition to an existing dwelling), you will need to apply for, and have approved, an Authorization Notice. Anytime a new or different use is proposed for connection to an existing on-site disposal system, an Authorization Notice is required. This process involves an evaluation of the existing system by department staff to determine its condition and suitability for the proposed use. If the

system is found to comply with applicable rules for the proposed use, the department issues the Authorization Notice, which represents permission to connect the proposed use to the system, you must have the required Authorization Notice before you are issued any building or manufactured dwelling placement permits.

4. Building/Manufactured Dwelling Placement Permits

The final step in the development process is to obtain the required building and/or manufactured dwelling placement permits.

Building permits require a Structural Permit Application and two sets of building plans showing typical structural details. These plans will be reviewed by department staff for compliance with applicable building code requirements. Upon approval, one set with any noted corrections will be returned to the applicant along with the issued permit.

Manufactured dwellings require a Manufactured Dwelling Placement Permit application with information on the home (make, year, size, etc.). Moving a manufactured dwelling requires a “trip permit” issued by the State Department of Motor Vehicles. Your mover cannot move a manufactured dwelling without this trip permit. You must have a valid manufactured dwelling placement issued by the County in order to obtain a trip permit from DMV.

In addition to manufactured dwelling placement and building permits, separate permits for mechanical, plumbing and electrical installations are required. These permits may be obtained through the Lake County Building Department.

The above is intended to be a general summary of the steps required to develop residential properties in the unincorporated areas of Lake County. Inquiries regarding specific properties or the requirements for individual permit applications should be directed to the Lake County Planning and Building Department.