

# Making Changes to Manufactured Structures

If you are interested in selling your manufactured structure in Clatsop County, you should know that it is the seller's responsibility for processing all the paperwork. A DCBS Notice of Sale/Change of Ownership form, Bill of Sale, and Supplemental Information form are required. These can be obtained by downloading them from the list of supporting documents at the bottom of this page, contacting the Clatsop County Assessment office at (503) 325-8522, or visiting the [State of Oregon Building Codes Division](#) website. All taxes and the \$55.00 transfer fee must be paid in full before you can sell a manufactured structure, and your lien, lease, or rental agreement may have additional conditions.

If you are purchasing a manufacture structure, the seller has the responsibility to file the paperwork for the transaction; however, if the seller does not complete the transaction within 30 days, you can submit all the necessary forms and fees to process the transaction.

If you are not selling the manufactured structure but need to make a change in ownership, please know that you will still need to submit the necessary DCBS forms and fees to the Clatsop County Assessor's office. All security interest holders and owners listed on the home must acknowledge or release their interest before an owner can be added or removed.

If you have lost the title or ownership document to your home you do not need to do anything until you decide to sell your home; however, you can request a new ownership document by submitting a Multi-Purpose Change form to the Clatsop County Assessor's office and pay the \$55.00 transfer fee.

If you need to move your manufactured structure, a trip permit is required. Trip permits can be obtained by a licensed transporter or at the Clatsop County Assessor's office. Depending on the size of the home, you might also need an over-dimensional permit from DMV to move the structure over public roads. Contact your local DMV office for this permit. Please note that all county taxes must be paid before you can move a manufactured structure. In addition, you must have a siting permit to set up your home at the new site.