Permit No:

Owner:

Site Address:

Contractor:

Description of Work:

Contractor Information for Certificate of Occupancy

As dictated by Oregon Administrative Rule 918-480-0140(1), the building official must issue a certificate of occupancy prior to occupancy of a new residential dwelling. Further, Oregon Administrative Rule 918-480-0140(4) states:

Before the certificate of occupancy is issued, the general contractor or owner who was issued the structural permit for construction must provide to the building official the contact information and relevant license information for the general contractor, as well as any electrical contractor, H-VAC contractor and plumbing contractor that performed work on the residential dwelling.

Item 1239 "BLDG-Submission of C of O Info" has been added to the inspection list for your project to ensure the information required by rule for incorporation into your project's certificate of occupancy is submitted prior to final inspection. This inspection item, and the subsequent final inspection, will not be approved until this Contractor Information for Certificate of Occupancy form has been completed and submitted to the Building Inspector for your project. Please ensure that this completed form is submitted at or before scheduling final inspection.
_____
Please provide the contractor information to be recorded on the certificate of occupancy for the above referenced project per OAR 918-480-140. General Contractor information was previously recorded at permit intake and will appear on the certificate as well. If the homeowner is performing work as any of these trades simply list "By Owner" for contractor information:

Electrical Contractor: _____ License #: _____

Address: _____ Phone: _____

H-VAC Contractor: _____ License #: _____

Address: _____ Phone: _____

Plumbing Contractor: _____ License #: _____

Address: _____ Phone: _____

By signing below, I certify that the information provided above is complete and accurate with regard to the permit number and scope of work referenced in this document. In addition, I attest to the fact that, at the time of submission of this form, I am an authorized agent of the general contractor associated with the project or am the owner of the property on which the project is being built and am acting as my own general contractor.

Signed: _____ Date: _____
        (General Contractor or Owner if acting as General Contractor)

Printed Name: _____

Firm and CCB#: _____ # _____
        (This information not required if Owner acting as General Contractor)