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## Building Codes Division



*Working with Oregonians  
to ensure safe building  
construction while  
supporting a positive  
business climate.*

April 1, 2008

# Certificate of Occupancy – Residential: Form and Format Requirements

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### **Purpose:**

The purpose of this communication is to provide all jurisdictions with a list of requirements for a residential certificate of occupancy form, a sample form and OAR 918-480-0140. This form is required for all new residential structures when the structural permit is applied for on or after April 1, 2008.

### **History:**

The 2007 legislature passed House Bill 2478, authorizing the division to adopt rules establishing uniform certificate of occupancy requirements. A committee reviewed the proposed rule and a notice of permanent rulemaking was filed with the secretary of state. The rules will be effective April 1, 2008.

### **Form and Format Requirements:**

A local building department may use the [sample form](#) or create their own by including all items on the list below.

1. Building permit number
2. Address of the structure
3. Name and address of the owner of the structure
4. Description of the work
5. Statement that the residence has been inspected and to which edition of the Oregon Residential Specialty Code.
6. Name of the building official
7. Any special conditions of the building permit
8. License and contact information for the contractors listed or a statement this information is available at the building department.

### **Contact:**

If you have questions or need further information please email [localjurisdictioncontact.bcd@state.or.us](mailto:localjurisdictioncontact.bcd@state.or.us) or by phone at 503-373-1354.

### **Attachments:**

1. Copy of the proposed OAR 918-480-0140;
2. Sample Form;
3. Minimum form standards.

The sample form can also be downloaded at <http://www.bcd.oregon.gov/programs/residential.html>



**OAR 918-480-0140**

**Certificates of Occupancy- Residential**

**(1) Prior to occupancy of a new residential dwelling or townhouse the building official must issue a certificate of occupancy in the form and format established by the division, unless a temporary certificate of occupancy is issued by the building official.**

**(2) This rule applies to a new residential dwelling or townhouse, if the structural permit for construction of the residential dwelling or townhouse was applied for on or after April 1, 2008.**

**(3) For purposes of this rule, the terms “residential dwelling” and “townhouse” have the same meaning as in section R202 of the 2008 Oregon Residential Specialty Code.**

**(4) 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 or townhouse.**

**(5) A building official may revoke a certificate of occupancy or a temporary certificate of occupancy when the residential dwelling or townhouse is in violation of applicable law that poses a threat to health and safety. The revocation must be in writing and state the basis for the revocation of the certificate of occupancy.**

**Stat. Auth.: ORS 455.055**

**Stat. Implemented: ORS 455.055**

**Hist.: Cert. ef. 4-1-08**



# RESIDENTIAL CERTIFICATE of OCCUPANCY

Issued by:

(Jurisdiction Contact Information)

Project Street Address: \_\_\_\_\_

Structural Permit No: \_\_\_\_\_ Mechanical Permit No: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ License #: \_\_\_\_\_

Plumbing Permit No: \_\_\_\_\_ Electrical Permit No: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor: \_\_\_\_\_

License #: \_\_\_\_\_ License #: \_\_\_\_\_

Structural Permit Holder (or Owner): \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner of Structure (if other than structural permit holder): \_\_\_\_\_

Mailing Address: Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Project:     New Single Family Dwelling

New Duplex

New Townhouse

This permit was issued and the residence was inspected based on the \_\_\_\_\_ Edition of the Oregon Residential Specialty Code.

### Special Conditions affecting the approval of this certificate

Structures at this site are located in a Wildfire Hazard Zone requiring rated roof coverings.

Structure is located in a Flood Zone requiring elevation of the building and equipment.

Home contains an Automatic Fire Sprinkler System that is required to be maintained.

Other required conditions applying to this site.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This structure has been inspected and complies with the applicable codes, regulations, and laws that were in effect at the time the permit was issued. All final inspections have been completed and this dwelling is approved for occupancy.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_ ( Name ) \_\_\_\_\_ Building Official, \_\_\_\_\_ (Jurisdiction ) \_\_\_\_\_

**Note:** The availability of plans, specifications, or drawings dealing with permits may be limited after two years.

## **RESIDENTIAL CERTIFICATE OF OCCUPANCY FORM REQUIREMENTS**

**A local building department may use the certificate of occupancy form provided by the Building Codes Division or create their own by including all items on the list below.**

- 1. Building permit number**
- 2. Address of the structure**
- 3. Name and address of the owner of the structure**
- 4. Description of the work**
- 5. Statement that the residence has been inspected and to which edition of the Oregon Residential Specialty Code.**
- 6. Name of the building official**
- 7. Any special conditions of the building permit**
- 8. License and contact information for the contractors listed or a statement that this information is available at the building department.**
  - General Contractor**
  - Electrical Contractor**
  - H-VAC Contractor**
  - Plumbing Contractor**