



PREREQUISITES FOR RESIDENTIAL CERTIFICATE OF OCCUPANCY

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 Residential Specialty Code.
- (4) Before the certificate of occupancy is issued, the general contractor owner who was issued the structural permit for construction must provide to the building official the contact information for the general contractor, as well as any electrical contractor, HVAC 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.

Please complete and return this form to the Building Division prior to requesting a Certificate of Occupancy:

Building Address

Building Permit No.

General Contractor Info

Name

License No.

Address

Phone No.

Electrical Contractor Info

Name

License No.

Address

Phone No.

Mechanical Contractor Info

Name

License No.

Address

Phone No.

Plumbing Contractor Info

Name

License No.

Address

Phone No.