
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

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 contact Timothy Lindsey, Building Codes Division, Regional Services at 541-549-6629 or 541-647-7049 (cell) timothy.m.lindsey@cbs.state.or.us

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 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**