



# City of Umatilla

**Building Division**  
 700 6<sup>th</sup> St  
 Umatilla, OR 97882  
[epermitting@umatilla-city.org](mailto:epermitting@umatilla-city.org)  
 (541) 922-3226 x114 Fax (541) 922-5758

<b>RESIDENTIAL COMBO BUILDING APPLICATION</b>	
DEPARTMENT USE ONLY	
Permit No:	
Date Issued:	By:

## WORK SITE INFORMATION & LOCATION:

<b>ADDRESS:</b>		
<b>PARCEL INFO:</b>		
<b>MAP NO:</b>	<b>TAX LOT:</b>	
<b>CATEGORY OF CONSTRUCTION:</b>		
<input type="radio"/> Single Family <input type="radio"/> Multi-Family		
<b>CHECK ALL THAT APPLY:</b>		
<input type="radio"/> Street Paved <input type="radio"/> Sidewalk <input type="radio"/> Curb <input type="radio"/> Driveway		
<b>ELECTRICAL CONTRACTOR INSTALLATION</b>		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
Email:		
CCB:	BCD:	
Signing Supervisors Name:		
Lic No:		
<b>MECHANICAL CONTRACTOR INSTALLATION</b>		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
Email:		
CCB Lic No:		
<b>PLUMBING CONTRACTOR INSTALLATION</b>		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
Email:		
CCB:	BCD:	JP#

## PEOPLE

<b>PROPERTY OWNER:</b>		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
<b>CONTRACTOR INSTALLATION</b>		
Same as applicant? <input type="radio"/> Yes <input type="radio"/> No		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CCB license no.:	City Lic No.:	
Contact Name:	Phone #:	
<b>REQUIRED DOCUMENTS FOR APPLICATION</b>		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
<b>SUBMITTAL METHOD FOR PLANS AND DOCS</b>		
<input type="radio"/> Paper <input type="radio"/> Electronic		
Moisture Content Acknowledgment submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Energy Measures submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Additional Permits listed below need additional permits:</b>		
Right of Way Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Fence: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Lawn Sprinklers: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Job Description:</b>		

<b>STRUCTURE:</b>		<b>PLUMBING:</b>	
<b>Valuation*:</b>		<b>Water Service Total linear feet:</b>	
<b>Total square footage: (Dwelling &amp; attached garage)</b>		<b>Sanitary Sewer Total linear feet:</b>	
<b>Building Height:</b>		<b>MECHANICAL:</b>	
<b>No of Bathrooms:</b>		<b>Type of fuel:</b>	
<b>No. of Kitchens:</b>		<input type="checkbox"/> Boiler <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> LPG <input type="checkbox"/> Oil <input type="checkbox"/> Geothermal <input type="checkbox"/> Other	
<b>Total square footage of Decks/porches/covered patios:</b>			<b>QTY</b>
		Air handler unit up to 10,000 cfm	
<b>Living area sq ft:</b>		Air handler unit more than 10,000 cfm	
<b>Basement sq ft:</b>		Furnace up to 100,000 BTU	
<b>Garage sq ft:</b>		Furnace greater than 100,000 BTU	
<b>Carport sq ft:</b>		Suspended heater, recessed wall heater or floor mounted unit heater	
<b>Temporary service 200 amp or less:</b>	<input type="checkbox"/>	Heat Pump	
<b>OTHER FUEL APPLIANCES:</b>		Air Conditioner	
	<b>QTY</b>	Floor Furnace, including vent	
Wood/pellet stove		Evap cooler other than portable	
Gas or wood fire place/insert		Mini Split	
Chimney/liner/flue/vent		<b>EXHAUST AND VENTILATION</b>	
Water heater			<b>QTY</b>
Pool or spa heater, kiln		Range hood/other kitchen equipment	
Oil tank/gas/diesel generators		Appliance vent installation not included in appliance permit	
<b>FUEL PIPING</b>		Attic/Crawl space fans	
	<b>QTY</b>	Flue vent for water heater or gas fireplace	
Gas piping outlets, Four or less connections		Clothes dryer exhaust	
Gas piping outlets, more than four(per outlet)		Other exhaust/ventilation	



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### 1 & 2 FAMILY DWELLING PLAN SUBMITTAL INTAKE CHECKLIST

OAR 918-090-0320

- 2 Complete sets of legible plans** drawn to scale on a minimum of **11 x 17 paper and a (1/4" = 1" scale)**, showing conformance to the applicable state or local building codes. Lateral wall design details and connections must be incorporated into the plans or on a separate full-size sheet attached to the plans with cross-references between plan location and details. Plan review cannot be completed if copyright violations are evident.
- Site Plan drawn to scale.** The plan must show: frontage street name; lot dimensions and building setback dimensions; property corner elevations (+ for high point, - for low point); location of easements and driveway; driveway apron width; footprint of all structures (new & existing); all utility lines – indicate if above/below ground; any known fill sites; direction of drainage from structure; downspouts; and new & existing retaining walls.
- Foundation Plan and Cross Section.** Show footing and foundation dimensions, anchor bolts, any hold-downs and reinforcing steel, connection details, foundation vent size and location, and soil type.
- Floor Plans.** Show all dimensions, room identification, door and window sizes and locations, location of **smoke and carbon dioxide detectors**, water heater, HVAC equipment, ventilation fans, plumbing fixtures, balconies and decks 30 inches above grade.
- Cross Section(s) and details.** Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, roof construction. Show all details of all wall and roof sheathing, roofing, roof slopes, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc.
- Elevation views.** Provide elevations for new construction: minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is > 4ft at building envelope.
- Wall Bracing (prescriptive path) and/or lateral analysis plans.** Building plans must show construction details and locations of lateral brace panels; for non-prescriptive path analysis provide specifications and calculations to engineering standards.
- Floor Roof Framing Plans** are required for all floors/roof assemblies indicating member sizing, spacing and bearing locations, nailing and connection details. Show location of attic ventilation.
- Basement and retaining wall** cross sections and details showing placement of reinforcing steel, drains and waterproofing (vapor barrier) shall be provided. Engineering plans are required for retaining walls exceeding 4ft in height and basement walls not complying with the prescriptive code requirements. For engineered systems, see item 13.
- Beam calculations.** Provide 2 sets of calculations using current code design values for all beams and multiple joists exceeding prescriptive code requirements, and/or any beam/joist carrying a non-uniform load.
- 2 sets of Manufactured floor/roof truss design details.**
- Energy Code Compliance.** Identify prescriptive energy path on handout or provide calculations.
- Engineer's Calculations** when required or provided (i.e. shear wall, roof truss, >4ft tall retaining walls) shall be stamped by an engineer or architect licensed in **Oregon** and shall be stamped on all pages of drawings for such engineering.

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***



# Residential Energy Additional Measure Selection

Department of Consumer & Business Services  
Building Codes Division  
1535 Edgewater St. NW, Salem, Oregon  
Phone: 503-373-1268 • Fax: 503-378-2322  
oregon.gov/bcd

## RESIDENTIAL INFORMATION

Date:

Building permit number:

Owner's name:

Job address:

City:

State:

ZIP:

## INSTRUCTIONS

Select the type of construction. If the project is an addition, select the applicable addition type and enter the selected measures accordingly; print and sign your name. Submit this form with your permit application or your project will be placed on hold until the required information is provided.

**New construction.** All conditioned spaces within residential buildings shall comply with Table N1101.1(1) and one additional measure from Table N1101.1(2).

**Additions.** Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter. [See ORSC Section N1101.3]

**Large additions.** Additions that are equal to or more than 600 square feet in area are required to select one measure from Table N1101.1(2).

Enter the selected Table N1101.1(2) additional measure \_\_\_\_\_

**Small additions.** Additions that are less than 600 square feet in area are required to select one measure from Table N1101.1(2) **or** select one measure from Table N1101.3.

Selected Table N1101.1(2) additional measure \_\_\_\_\_

Selected Table N1101.3 additional measure \_\_\_\_\_

**Exception:** Additions that are less than 225 square feet in area are not required to comply with Table N1101.1(2) or Table N1101.3.

For reference Tables N1101.1(2) and N1101.3 are included in this form below.

*Note: Depending on the additional measure you have selected, there may be sub-options that you will have to specify. Check the appropriate box, if provided.*

Applicant's printed name: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

**TABLE N1101.1(2) – ADDITIONAL MEASURES**

<input type="checkbox"/>	1	<b>HIGH-EFFICIENCY HVAC SYSTEM<sup>a</sup></b>
		a. Gas-fired furnace or boiler AFUE 94 percent, or b. Air-source heat pump HSPF 10.0/14.0 SEER cooling, or c. Ground-source heat pump COP 3.5 or Energy Star rated
<input type="checkbox"/>	2	<b>HIGH-EFFICIENCY WATER HEATING SYSTEM</b>
		a. Natural gas/propane water heater with minimum UEF 0.90, or b. Electric heat pump water heater with minimum 2.0 COP, or c. Natural gas/propane tankless/instantaneous heater with minimum 0.80 UEF and Drain Water Heat Recovery Unit installed on minimum of one shower/tub-shower
<input type="checkbox"/>	3	<b>WALL INSULATION UPGRADE</b> Exterior walls—U-0.045/R-21 conventional framing with R-5.0 continuous insulation
<input type="checkbox"/>	4	<b>ADVANCED ENVELOPE</b>
		Windows—U-0.21 (Area weighted average), and Flat ceiling <sup>b</sup> —U-0.017/R-60, and Framed floors—U-0.026/R-38 or slab edge insulation to F-0.48 or less (R-10 for 48”; R-15 for 36” or R-5 fully insulated slab)
<input type="checkbox"/>	5	<b>DUCTLESS HEAT PUMP</b> For dwelling units with all-electric heat, provide: Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat sources, and programmable thermostat for all heaters in bedrooms
<input type="checkbox"/>	6	<b>HIGH EFFICIENCY THERMAL ENVELOPE UA<sup>c</sup></b> Proposed UA is 8 percent lower than the code UA
<input type="checkbox"/>	7	<b>GLAZING AREA</b> Glazing area, measured as the total of framed openings is less than 12 percent of conditioned floor area
<input type="checkbox"/>	8	<b>3 ACH AIR LEAKAGE CONTROL AND EFFICIENT VENTILATION</b> Achieve a maximum of 3.0 ACH50 whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent.

For SI: 1 square foot = 0.093 m<sup>2</sup>, 1 watt per square foot = 10.8 W/m<sup>2</sup>.

- a. Appliances located within the building thermal envelope shall have sealed combustion air installed. Combustion air shall be ducted directly from the outdoors.
- b. The maximum vaulted ceiling surface area shall not be greater than 50 percent of the total heated space floor area unless vaulted area has a U-factor no greater than U-0.026.
- c. In accordance with Table N1104.1(1), the Proposed UA total of the Proposed Alternative Design shall be a minimum of 8 percent less than the Code UA total of the Standard Base Case.

**TABLE N1101.3 – SMALL-ADDITION ADDITIONAL MEASURES (SELECT ONE)**

<input type="checkbox"/>	1	Increase the ceiling insulation of the existing portion of the home as specified in Table N1101.2.
<input type="checkbox"/>	2	Replace all existing single-pane wood or aluminum windows to the U-factor as specified in Table N1101.2
<input type="checkbox"/>	3	Insulate the existing floor, crawl space, or basement wall systems as specified in Table N1101.2 and install 100 percent of permanently installed lighting fixtures as CFL, LED, or linear fluorescent, or a minimum efficacy of 40 lumens per watt as specified in Section N1107.2.
<input type="checkbox"/>	4	Test the entire dwelling with a blower door and exhibit no more than 4.5 air changes per hour @ 50 Pascals.
<input type="checkbox"/>	5	Seal and performance test the duct system.
<input type="checkbox"/>	6	Replace existing 80-percent AFUE or less gas furnace with a 92-percent AFUE or greater system.
<input type="checkbox"/>	7	Replace existing electric radiant space heaters with a ductless mini split system with a minimum HSPF of 10.0.
<input type="checkbox"/>	8	Replace existing electric forced air furnace with an air source heat pump with a minimum HSPF of 9.5.
<input type="checkbox"/>	9	Replace existing water heater with a water heater meeting: Natural gas/propane water heater with minimum UEF 0.90, or Electric heat pump water heater with minimum 2.0 COP.



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### HIGH-EFFICIENCY INTERIOR LIGHTING SYSTEMS

Permit No.: \_\_\_\_\_ Jurisdiction \_\_\_\_\_

Site Address: \_\_\_\_\_

Subdivision/Lot \_\_\_\_\_

and/or

Map and Tax Lot: \_\_\_\_\_

By my signature below, I certify that a minimum of fifty (50) percent of the permanently installed lighting fixtures in the above-mentioned building have been installed with compact or linear fluorescent, or a lighting source that has a minimum efficacy of 40 lumens per input watt. (Oregon Residential Specialty Code N1107.2)<sup>1</sup>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/General Contractor/Authorized Agent

Print Name: \_\_\_\_\_

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<sup>1</sup>ORSC Section N1107.2. High-efficiency interior lighting systems. A minimum of fifty (50) percent of the permanently installed lighting fixtures shall be installed with compact or linear fluorescent, or a lighting source that has a minimum efficacy of 40 lumens per input watt. Screw-in compact fluorescent lamps comply with this requirement.

The building official shall be notified in writing at the final inspection that a minimum of fifty percent of the permanently installed lighting fixtures are compact or linear fluorescent, or a minimum efficacy of 40 lumens per input watt.

## Moisture Content Acknowledgement Form

I, \_\_\_\_\_ am the general contractor or the owner-builder at the following address:

\_\_\_\_\_  
Street address

\_\_\_\_\_  
City

\_\_\_\_\_  
Permit number

If applicable:

\_\_\_\_\_  
Subdivision/Lot

and / or

\_\_\_\_\_  
Map and tax lot

To conform with the Oregon Residential Specialty Code (ORSC), I am notifying the building official that I am aware of the moisture content requirement of ORSC Section R318.2 and have taken steps to meet this code requirement.

**R318.2 Moisture content.** Prior to the installation of interior finishes, the *building official* shall be notified in writing by the general contractor that all moisture-sensitive wood framing members used in construction have a moisture content of not more than 19 percent of the weight of dry wood framing members.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# City of Umatilla

Public Works Department

700 6<sup>th</sup> St

Umatilla, OR 97882

[epermitting@umatilla-city.org](mailto:epermitting@umatilla-city.org)

(541) 922-3226 x114 Fax (541) 922-5758

## RIGHT OF WAY PERMIT APPLICATION DEPARTMENT USE ONLY

Permit No:

Date Issued:

By:

### WORK SITE LOCATION:

<b>ADDRESS:</b>	
<b>CROSS STREET:</b>	
<b>WORK DETAILS:</b>	
Proposed start date:	Estimated completion date:
<b>DESCRIPTION OF WORK:</b>	
<b>Utility Work:</b>	<input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Storm water <input type="checkbox"/> Pavement/Trench Cut <input type="checkbox"/> Electrical <input type="checkbox"/> Water <input type="checkbox"/> Other
<input type="checkbox"/> <b>Sidewalk Work:</b>	<input type="checkbox"/> New <input type="checkbox"/> Repair/Replace
<input type="checkbox"/> <b>Curb Cut/Driveway Work:</b>	<input type="checkbox"/> Curb/Gutter Work Length (ft): Width (ft): # of Panels:
<b>Material Storage:</b>	<input type="checkbox"/> Drop Box <input type="checkbox"/> Storage Pod <input type="checkbox"/> Other
<b>Landscaping Work:</b>	<input type="checkbox"/> Tree Removal <input type="checkbox"/> Tree Installation <input type="checkbox"/> Other
<b>Reserved Parking:</b>	Event Name:
	Event Location:
	# of Spaces: # of Days:
<b>DESCRIPTION OF WORK:</b>	

### FEES:

Right of Way Permit Fee:	\$50.00
Total Permit Fee:	\$50.00

### PEOPLE INFORMATION:

<b>APPLICANT:</b>		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
I acknowledge I received a copy of City Sidewalk/Curb/Driveway Standards? Initial:		
<b>PROPERTY OWNER:</b>		
Same as applicant? <input type="radio"/> Yes <input type="radio"/> No		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
<b>CONTRACTOR INSTALLATION</b>		
Same as applicant? <input type="radio"/> Yes <input type="radio"/> No		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CCB license no.:		City Lic No.:
Contact Name:		Phone #:
<b>SUBMITTAL METHOD FOR PLANS AND DOCS</b>		
<input type="radio"/> Paper <input type="radio"/> Electronic <input type="radio"/> N/A		
<b>CREDIT CARD INFORMATION:</b>		
<input type="radio"/> VISA <input type="radio"/> MASTERCARD	Amount \$	
Credit Card number:		
Exp:	CCV:	
Cardholder Name:		
Cardholder Signature:		
Billing address:		



**Provisions:**

1. Permittee agrees to save, keep and hold harmless the City of Umatilla, its officers, agents and employees from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damage to property, or of personal injury received by reason of or in the course of performing work authorized by this permit which may be occasioned by any act or omission of the permittee, his agents or employees. The City will not be liable for any accident, loss or damage to the work prior to its completion and acceptance.
2. Permit is void 60 days after date of issue unless otherwise noted. A time extension shall be requested not less than 24 hours prior to expiration.
3. Concrete curb, sidewalk, gutters, driveway approaches, alley entrances, paving repairs, etc. shall be constructed per City Standards. Contact the City Public Works Department for assistance, 541-922-3226.
4. A copy of this permit shall be kept at the work site.
5. Work authorized by this permit includes removal and replacement of improvements as necessary.
6. Oregon law requires that the rules adopted by Oregon Utility Notification Center be followed. Those rules are set forth in OAR 952- 001-0010 to 0090. You may obtain copies of the rules by calling the center or online at [www.callbeforeyoudig.org](http://www.callbeforeyoudig.org). Call before you dig - Umatilla Area 811.
7. Permittee shall adequately safeguard all excavations and obstructions with barricades, lights and/or other suitable safety devices per the current "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" ([mutcd.fhwa.dot.gov/](http://mutcd.fhwa.dot.gov/)), Federal Highway Administration and follow all OSHA rules and regulations. If the permittee fails to adequately safeguard the public, the City shall place barricades and lights at the expense of the permittee. Placement of safety devices by the City shall not relieve the permittee from liability.
8. Permittee shall coordinate **24 hours in advance of any street closure** with the **Umatilla Police Dept. at 541.922.3789** for each day any street is to be closed.
9. Fire Department access to fire hydrants shall be maintained at all times.
10. Permittee shall be responsible for preserving construction survey stakes and marks for the duration of their usefulness.
11. Construction water shall not be taken from a fire hydrant until a fire hydrant meter has been obtained from the Public Works Department, 700 6th Street, 541.922.3226.
12. A minimum of **48 hours' advance notice** must be given for inspection requests (exclusive of Saturdays, Sundays and holidays).
13. Forms and subgrade must be inspected and approved before ordering Portland Cement Concrete or Asphaltic Concrete. Failure to obtain approval before proceeding with work may be cause for rejection. Any work to be done on a Saturday or holiday **MUST** be approved by the City at least 24 hours in advance.
14. Any work done without proper inspections will be subject to rejection. Permittee shall request inspections when: (1) forms are complete/ready for concrete; (2) subgrade is compacted and ready for pavement or concrete; (3) excavation is started; (4) sewers are ready for testing; (5) backfill compaction is in progress; (6) temporary resurfacing has been placed; (7) all work authorized by this permit has been completed; and (8) any time assistance is needed to assure compliance with City requirements. Reinspection's required due to site or work not being ready for inspection when scheduled or for the replacement of defective work, shall be done at the expense of the permittee.
15. Asphalt pavement, including resurfacing, shall be constructed of Level 2, 1/2-inch dense HMAC ODOT asphalt concrete for the roadway.
16. Curbs with depressions for vehicular access will not be accepted until a standard driveway approach has been constructed at each depression. Where none exists, a sidewalk adjoining such driveway approaches shall be constructed.
17. Final approval of any work will not be given until construction debris and excess material is removed and parkways are graded to conform to the standard street section and planted as appropriate to match existing.
18. Failure to secure permits for previous work or failure to pay fees due on previous permits shall render the applicant, permittee or employees ineligible for any other City permit until such fees and penalties are paid.
19. Any applicant or contractor who has done work in public rights-of-way not in conformance with City Standard Specifications, Standard Drawings or Special Provisions, or who violates the City Code shall be ineligible to do work in public rights-of-way until such deficiency has been corrected to the satisfaction of the Public Works Director.
20. Construction hours: Monday-Friday 7am to 6pm, Saturdays 9am to 6pm. NO work shall be done on Sundays.
21. Contractors shall have a Umatilla City Business License and required contractors' licenses.
22. Permittee shall remain responsible for satisfactory workmanship and material for two years after acceptance of improvements authorized by this permit.

**Permission is hereby requested to encroach into public right-of-way to perform work as set forth below. It is understood that this application is limited to the work described herein and that all work shall be done in compliance with the provisions shown on the back of this application and with all other applicable rules, regulations and standards of the City; and that the permittee assumes full responsibility for said compliance, for acceptability of the work, and for repair or replacement thereof if defective, and for repair or replacement of any existing improvement damaged by this work.**

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
It is incumbent on the permittee to comply with all items checked and with the terms of any other City permits issued:	
<input type="checkbox"/> Provide a traffic control plan to the City for review and approval.	<input type="checkbox"/> Coordinate work with all applicable utility companies.
<input type="checkbox"/> Barricade and sign sidewalks & parking spaces in advance of their use.	<input type="checkbox"/> Tree removal/replacement per City Planning Dept approval process.
<input type="checkbox"/> <b>MUST</b> Contact the city inspector at 541-922-3226 for pre and post inspections, question and/or pre-pour and final concrete inspections.	
<input type="checkbox"/> <b>Expiration Date:</b> <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> Other:	
<b>Approved By:</b>	<b>Date:</b>



# Information Notice to Owners About Construction Responsibilities

(ORS 701.325 (3))

Homeowners acting as their own general contractors to construct a new home or make a substantial improvement to an existing structure, can prevent many problems by being aware of the following responsibilities:

- Homeowners who use labor provided by workers not licensed by the Construction Contractors Board, may be considered an employer, and the workers who provide the labor may be considered employees. **As an employer, you must comply with the following:**
- **Oregon's Withholding Tax Law:** Employers must withhold income taxes from employee wages at the time employees are paid. You will be liable for the tax payments even if you don't actually withhold the tax from your employees. For more information, call the Department of Revenue at 503-378-4988.
- **Unemployment Insurance Tax:** Employers are required to pay a tax for unemployment insurance purposes on the wages of all employees. For more information, call the Oregon Employment Department at 503-947-1488.
- **Oregon's Business Identification Number (BIN):** is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, go online to the Oregon Business Registry. For questions, call 503-945-8091.
- **Workers Compensation Insurance:** Employers are subject to the Oregon Workers Compensation Law, and must obtain Workers Compensation Insurance for their employees. If you fail to obtain Workers Compensation Insurance, you could be subject to penalties and be liable for all claim costs if one of your workers is injured on the job. For more information, call the Workers Compensation Division at the Department of Consumer and Business Services at 800-452-0288.
- **Tax Withholding:** Employers must withhold Social Security Tax and Federal Income Tax from employee wages. You may be liable for the tax payment, even if you didn't actually withhold the tax. For a Federal EIN number, go online to [www.irs.gov](http://www.irs.gov).

## Other Responsibilities of Homeowners:

- **Code Compliance:** As the permit holder for a construction project, the homeowner is responsible for notifying building officials at the appropriate times, so that the required inspections can be performed. Homeowners are also responsible for resolving any failure to meet code requirements that may be found through inspections.
- **Property Damage and Liability Insurance:** Homeowners acting as their own contractors should contact their insurance agent to ensure adequate insurance coverage for accidents and omissions, such as falling tools, paint overspray, water damage from pipe punctures, fire, or work that must be redone. Liability Insurance must be sufficient to cover injuries to persons on the job site who are not otherwise covered as employees by Workers Compensation Insurance.
- **Expertise:** Homeowners should make sure they have the skills to act as their own general contractor, and the expertise required to coordinate the work of both rough-in and finish trades.

### CONSTRUCTION CONTRACTORS BOARD

PO Box 14140, Salem, OR 97309-5052  
Telephone: 503-378-4621 – Fax: 503-373-2007  
Website Address: [www.oregon.gov/ccb](http://www.oregon.gov/ccb)

# Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.325 (2))

**This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.**

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

\_\_\_\_\_

Name

\_\_\_\_\_

CCB#

\_\_\_\_\_

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

**I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.**

\_\_\_\_\_  
Print Name of Permit Applicant

\_\_\_\_\_  
Signature of Permit Applicant

\_\_\_\_\_  
Date

Permit #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

