



## DEPARTMENT OF PLANNING AND DEVELOPMENT

Building Division  
210 S. W. 2nd ST  
Newport, OR 97365  
(541) 265-6611 ext 2251  
Fax (541) 265-6945

September 9, 2009

To: General Contractors & Home Owners

From: Al Eames, Lincoln County Building Official *AlE*

RE: Residential Certificate of Occupancy

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State Law is now requiring that all new residential dwellings and townhouses, constructed under permits applied for on or after April 1, 2008 obtain a certificate of occupancy prior to occupying the home.

Citation:

OAR 918-480-0140

Effect of the rule:

This rule frames the statewide "certificate of occupancy" requirements for new residential dwellings and townhouses, and defines certain terms.

- Applies to structural permits applied for on or after April 1, 2008
- Outlines the Building Official's responsibilities for issuing a certificate of occupancy and the process for revoking a certificate.
- **REQUIRES GENERAL CONTRACTOR OR OWNER WHO OBTAINS THE STRUCTURAL PERMIT TO ENSURE REQUIREMENT IS MET.**
- Establishes that the Building Codes Division will approve the form or format for the certificate of occupancy.

*Attached is a copy of the Residential Certificate of Occupancy that is started for you. You must **COMPLETE and RETURN** to the Lincoln County Building Division upon completion of the final inspection. Also make sure to submit the Moisture Content Verification Form and the High Efficiency Lighting Verification Form to Lincoln County Building Department, if we show no record of such forms the Building Department **WILL NOT** issue the Certificate of Occupancy.*



# RESIDENTIAL CERTIFICATE OF OCCUPANCY

Lincoln County  
Building Division  
210 S.W. Second Street  
Newport, OR 97365  
(541) 265-4192  
Fax (541) 265-6945

RETURN TO LINCOLN COUNTY  
BUILDING DIVISION

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: \_\_\_\_\_

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

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

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

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 \_\_\_\_\_, \_\_\_\_\_

Name: \_\_\_\_\_ Building Official: \_\_\_\_\_

Note- The availability of plans, specifications, or drawings dealing with permits will be limited after two years.