



# SCAPPOOSE *Oregon*

## **RESIDENTIAL REMODEL PACKET**

**CONTRACTORS;** You must 1<sup>st</sup> apply via Oregon e-permitting link provided below;

<https://aca.oregon.accela.com/oregon/>

- If you've never used the program, then use click onto the below link for HOW-TO tips and training.  
<https://www.oregon.gov/bcd/epermitting/howto/pages/index.aspx>
- Be sure to upload your plans into the e-permit record. As you apply there will be a page to upload.

**HOMEOWNERS:** Please complete the "Building Permit Application" found in this packet. Any homeowners doing the work themselves or acting as general contractors must also complete the "Property Owners Statement", also within this packet.

*We do NOT offer electronic plan review at this time, therefore all the following items must be submitted to our office or delivered to City Hall before the Building Dept. can begin the plan review process;*

- Completed Building Permit Application**
- 3 sets of Construction Plans w/ Intake Checklist**  
*~Save time/money and use the READY-BUILT PLANS on our website for decks/patios/shops;*  
<https://www.ci.scappoose.or.us/building>
- Mechanical/Plumbing worksheets** (if applicable)
- City Code Compliance form initialed & signed**
- Moisture Content Acknowledgment**
- Oregon Residential Energy Additional Measures**
- Completed Subcontractors List (with license #'s)**  
*~All contractors must have a valid State CCB# and a City of Scappoose business license.*
- Property Owner Statement** (for homeowner doing any work)

*Standard residential plan review is approx. 2-3 weeks if plan-set is complete.*

*We will contact you when your permit is ready or if more detail is required.*

*One set of APPROVED plans will be returned to you when the permit is issued, this set will be required on the job-site for every inspection until final.*

**For possible energy incentives, visit Energy Trust of Oregon; [www.energytrust.org](http://www.energytrust.org)**

ELECTRICAL PERMITS ARE ISSUED BY COLUMBIA COUNTY LAND DEVELOPMENT IN ST. HELENS 503-397-1501, CONTRACTORS CAN APPLY VIA OREGON E-PERMITTING.

**Questions contact Elizabeth Happala at 503-543-7184  
or email; [ehappala@cityofscappoose.org](mailto:ehappala@cityofscappoose.org)**

# BUILDING PERMIT APPLICATION

**CITY OF SCAPPOOSE 503.543.7184**  
**PHYSICAL ADDRESS: 52610 NE 1<sup>ST</sup> #120**  
**MAILING ADDRESS: 33568 E. COLUMBIA AVE.**  
**SCAPPOOSE, OR 97056**

APPLICATION DATE
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**ATTACH DETAILED PLOT PLAN**

**INSPECTION REQUEST LINE ~~503-543-7185~~**  
**IVR Inspection #: 1-888-299-2821**

ADDRESS OF STRUCTURE		MAP TAX LOT NUMBER (required-contact Columbia County Assessor)			PERMIT NUMBER	
PROPERTY OWNER			MAIL ADDRESS		CITY - STATE - ZIP	
CONTRACTOR (contractors to apply via Oregon e-permit) MAIL ADDRESS <b>self</b>			CITY - STATE - ZIP		LIC. NO. (CCB/LCB) PHONE	
TYPE OF CONST.	SIZE OF BLDG.	TOTAL SQ. FT.	1 <sup>ST</sup>	VALUATION OF WORK		OCCUPANCY
<input checked="" type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL	— X —		2 <sup>ND</sup>			GROUP
			BASEMENT			REQUIRED SETBACKS
			GARAGE			FRONT _____ SIDE _____ SIDE _____ REAR _____
TYPE OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE		<input type="checkbox"/> MECHANICAL <input type="checkbox"/> ADDITION	<input type="checkbox"/> PLUMBING <input type="checkbox"/> REPAIR	LOT SIZE		ZONING

JOB DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CITY BUSINESS LICENSE NO.
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**NOTICE**

**THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.**

This permit is granted on the express condition that the said construction will, in all respects, conform to the Ordinances of this jurisdiction, including the Zoning Ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provision of said Ordinances.

I further certify that, pursuant to ORS 701.055(8) I will present to the City at the time of application for building permit or plumbing permit a full and complete list of names and registration numbers of all subcontractors and suppliers covered under chapter 701 of the Oregon Revised Statutes.

Failure to submit the list of subcontractors and suppliers will result in the withholding of the permit.

Failure to immediately notify the City of any changes of subcontractors and /or suppliers will result in the withholding of the occupancy permit and penalties under state and local statutes.

**ALL SUBCONTRACTORS AND SUPPLIERS MUST BE LICENSED WITH THE CITY OF SCAPPOOSE PRIOR TO THE COMMENCEMENT OF THE JOB.**

The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this work will be complied with whether specified herein or not. By signing this I agree to expressly and unequivocally call for and consent to any and all inspections deemed necessary by the building officials.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT	DATE
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SIGNATURE OF PROPERTY OWNER	DATE
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**STAFF USE ONLY: (SPECIAL CONDITIONS AND REMARKS):**

PERMIT FEES		
	RECEIPT NO.	FEE
PLAN CHECKING		.
FIRE / LIFE / SAFETY		.
CONSTRUCTION		.
STATE BUILDING FEE		.
PLUMBING		.
STATE PLUMBING		.
MECHANICAL		.
STATE MECHANICAL		.
SDC WATER		.
SDC SEWER		.
SDC STREETS		.
SDC PARKS		.
SDC STORM		.
CET SCHOOL		.
CET ADMIN.		.
WATER / SEWER		.
CONSTRUCTION WATER		.
INVESTIGATION FEE		.
ENGINEER REVIEW		.
PLANNING DEPT. REVIEW		.
		.
ISSUE DATE: _____	TOTAL	

**MUST BE APPROVED BY ALL THOSE INDICATED BELOW**

BUILDING INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_ CITY ENGINEER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 PLANNER: \_\_\_\_\_ DATE: \_\_\_\_\_ OFFICE ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_



# Residential Plan Submittal Intake Checklist

CITY OF SCAPPOOSE Building Department  
Mailing address: 33568 E. Columbia Ave., Scappoose, OR 97056  
• 503-543-7184 • Fax:503-543-5679  
scappoosebuildingdept@cityofscappoose.org  
<https://www.ci.scappoose.or.us/building>

FOR DEPARTMENT USE ONLY	
Permit No.:	
Office:	

PROJECT TYPE & APPLICABLE CODE EDITION		
<input type="checkbox"/> New Single Family Residence	<input type="checkbox"/> Alteration/addition to existing detached <i>accessory structure</i>	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Alteration/addition to existing residence	<input type="checkbox"/> Deck	_____
<input type="checkbox"/> New, detached <i>accessory structure</i>	<input type="checkbox"/> Repair	_____ ORSC Edition

## MINIMAL SUBMITTAL REQUIREMENTS CHECKLIST FOR PLAN REVIEW

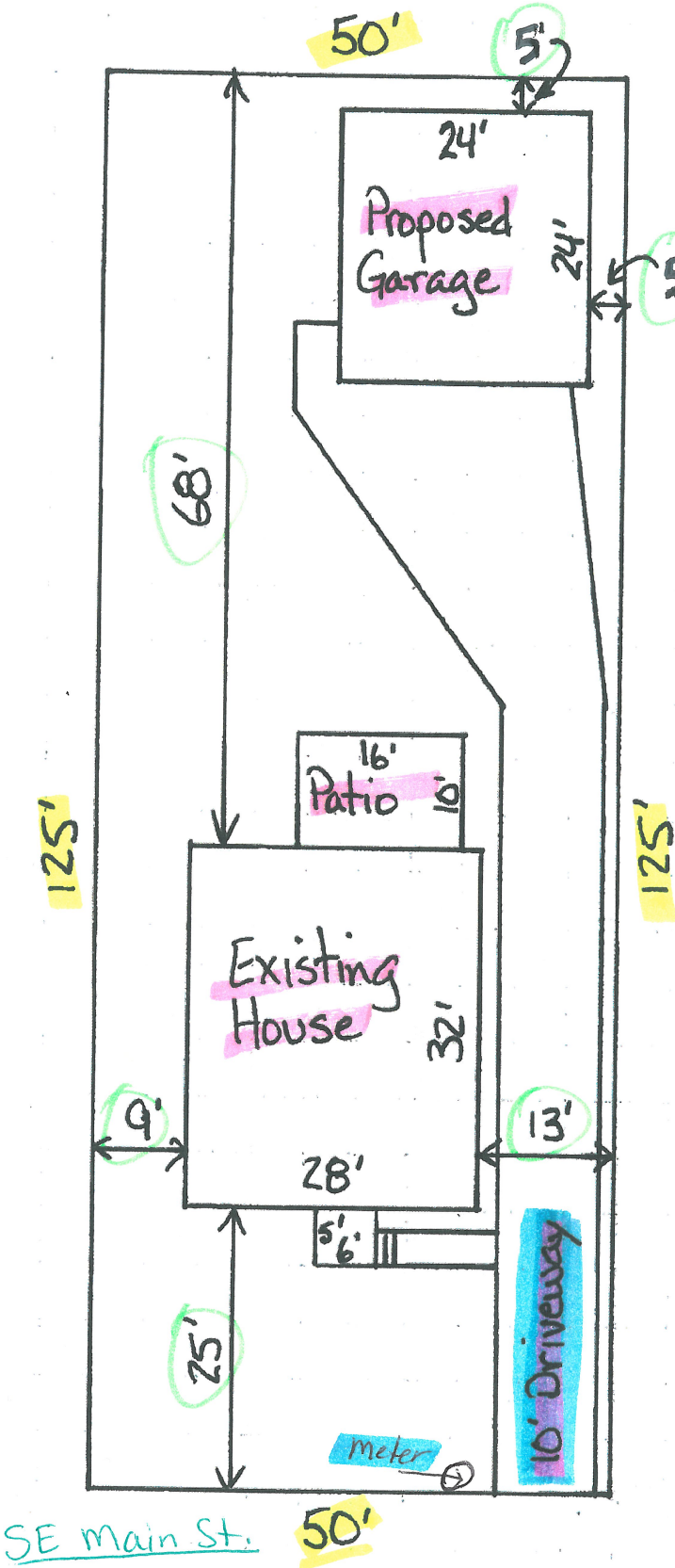
Provided	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/> <b>Local Planning/Zoning, water district, erosion control, DEQ/septic/sewer approval.</b>
2.	<input type="checkbox"/>	<input type="checkbox"/> <b>Site/Plot Plan</b> Show the size and location of new construction and existing structures on the site and distances from lot lines. Reference ORSC Section R106.2. The plot plan checklist can be found on the building page; <a href="https://www.ci.scappoose.or.us/building/page/building-permit-application">https://www.ci.scappoose.or.us/building/page/building-permit-application</a>
3.	<input type="checkbox"/>	<input type="checkbox"/> <b>Two complete sets of Construction Documents.</b> Construction documents must be of sufficient clarity to indicate the location, site specific design criteria per Table R301.2(1), nature and extent of the work proposed and show in detail conformity to the provisions of the code, relevant laws, ordinances, rules and regulations. Reference ORSC Section R106.1.1.
4.	<input type="checkbox"/>	<input type="checkbox"/> <b>Foundation Plan.</b> Provide plan dimensions, footing sizes, posts, anchor bolts, hold-downs, associated details including reinforcement requirements and foundation vent locations. Reference ORSC Chapter 4.
5.	<input type="checkbox"/>	<input type="checkbox"/> <b>Floor Plans.</b> Provide dimensions, room identification, door size, window size, location of smoke and carbon monoxide alarms, water heater, furnace, ventilation fans, plumbing fixtures and balconies and decks that are 30 inches above grade. Reference ORSC Chapter 5.
6.	<input type="checkbox"/>	<input type="checkbox"/> <b>Cross section(s) and details.</b> Show all framing members such as floor beams, headers, joists, sub-floor, wall construction, and roof construction. More than one cross section may be required to clearly portray construction. Show all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, stairs, fireplace construction, thermal insulation, etc. Reference ORSC Section R106.1.1.
7.	<input type="checkbox"/>	<input type="checkbox"/> <b>Elevation Views.</b> Provide dimensions including but not limited to floor and roof eave and ridge elevations, opening locations, and finish grade profile. Reference ORSC Section R106.1.1.
8.	<input type="checkbox"/>	<input type="checkbox"/> <b>Wall Bracing.</b> Provide engineered or prescriptive lateral calculations and plans showing braced wall lines, bracing method, location and length of braced wall panels, and associated connections to roof, floor, and foundation. Lateral design details and connections shall be incorporated into the plans. Reference ORSC Sections R106.1.3, R602.10, R301.1.3. See <a href="https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx">https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx</a> for prescriptive wall bracing calculators)
9.	<input type="checkbox"/>	<input type="checkbox"/> <b>Floor/Roof Framing Plans.</b> Provide a plan for each roof and floor framing assembly that shows all structural framing members and supports, their sizes, spacing, species, grade, bearing locations, method of attachment (e.g. hardware), roof pitch, and attic ventilation requirements. Reference ORSC Chapter 5 and Chapter 8.
10.	<input type="checkbox"/>	<input type="checkbox"/> <b>Design Calculations.</b> Provide for all structural load carrying members that are not based on prescriptive span tables in the code. Reference ORSC Section R301.1.3.
11.	<input type="checkbox"/>	<input type="checkbox"/> <b>Floor and/or Roof Trusses.</b> Provide the design layout plan with truss details and calculations that have been stamped by an Oregon licensed engineer. Reference ORSC Sections R502.11 and R802.10.
12.	<input type="checkbox"/>	<input type="checkbox"/> <b>Energy Code Compliance.</b> Show compliance with Chapter 11 Energy Efficiency, identifying the additional Envelope Enhancement Measure and Conservation Measure chosen from Table N1101.1(2) (when applicable). Where Envelope Enhancement Measure No. 6 is chosen, provide supporting calculations (see <a href="https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx">https://www.oregon.gov/bcd/codes-stand/Pages/residential-structures.aspx</a> for thermal performance calculator.). Reference ORSC Chapter 11.

Note: This checklist must be completed in full before the plan review process will begin.



Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Receiving employee (print name): \_\_\_\_\_ Date: \_\_\_\_\_

# PLOT PLAN EXAMPLE



Proposed Structure is; Garage  
 Proposed New Square Footage; 576 (24x24)  
 Proposed Height; 10'  
 Lot is located within Scappoose Zone; R-4

~ ENSURE the setbacks, height restrictions and lot coverage area is met per the zoning restrictions. If you do NOT know the zone, then;

- o View zoning map on City website;  
<http://www.ci.scappoose.or.us/planning/page/city-maps>
- o Once you know the Zone, go to the City's Land Use & Development Code (link below, then to the blue menu bar) for details/restrictions of that zone;  
<http://www.ci.scappoose.or.us/planning>

Total Lot Area (from Assessor data); 6,250 sq. ft.

~ To acquire exact lot dimensions from Columbia County Assessor go to their Property Records online;  
<http://www.co.columbia.or.us/departments/assessors-office-main>

Calculate the Total Lot Coverage areas;

House Dimensions; 28' x 32' = 896 sq. ft.  
 Entry Dimensions; 5' x 6' = 30 sq. ft.  
 Patio Dimensions; 16' x 10' = 160 sq. ft.  
 Garage Dimensions; 24' x 24' = 576 sq. ft.  
 Accessory Dimensions; — x — = — sq. ft.

A. TOTAL SQUARE FOOTAGE OF ABOVE: 1162 sq. ft.  
 B. TOTAL LOT AREA FROM ASSESSOR: 6,250 sq. ft.  
 Divide A by B for PERCENTAGE OF LOT COVERAGE; 27%

Submit your plot plan, with your construction documents, be sure to list all dimensions/locations of the following;

- o Show all property line dimensions from Assessor's map
- o Show front, rear & side setbacks of all existing & proposed structures, from actual property line not estimated.
- o Label all existing/new buildings and/or easements
- o Show driveways/sidewalks and utilities

Note: All NEW HOME construction requires a planting plan for new street trees per SMC 13.28.020

Additional sensitive lands permits could be required for floodplains & wetlands or slopes greater than 15%; see "city map" link above to view Local Wetlands & Riparian Inventory Maps.

# CITY OF SCAPPOOSE

## CODE COMPLIANCE

**Project/Address:** \_\_\_\_\_ **Scappoose, OR 97056**

**Subdivision Name & Lot#:** \_\_\_\_\_

**Building e-permit record #:759-** \_\_\_\_\_

**Applicant/Owner please initial each item then sign below:**

\_\_\_\_\_ **IRC SECTION P2908 & CITY CODE ORDINANCE 748**

For new City Water connections, the property owner is responsible for supplying, installing and maintaining a pressure reducer valve. The valve shall be installed on the owner's side of the water meter. (*Call Public Works for exceptions; 503-543-8404 or email: dsukau@cityofscappoose.org*)

\_\_\_\_\_ **CITY ORDINANCE 13.04 & 13.12; <https://www.ci.scappoose.or.us/municipalcode>**

The water line & sewer service line are the responsibility of the property owner;

- **Water responsibility** begins at the water-meter. **New water line connections**, where applicable, the Public Works crew will perform water main taps & run the new lateral from the main to the new meter. ALL CITY WATER MUST PASS THROUGH A CITY WATER METERS. NO UN-METERED WATER USE IS ALLOWED.
- **Sewer responsibility** begins at the sewer main. **New sewer line connections**, where applicable, the Public Works crew will perform sewer main taps once the contractor as exposed & shored the sewer main.

Once the tap(s) are complete; it's the property owner's responsibility to finish the lateral and backfill/patch per City's Public Works Design Standards. Any construction, maintenance, or repairs to service lines or meters shall be the responsibility of the property owner which includes all damages to street paving, curbs, sidewalks ect.

<https://www.ci.scappoose.or.us/engineering>

\_\_\_\_\_ **CITY ORDINANCE 709 & 859; Municipal Code 9.12** (rvs. 11-7-2016)

Work hours within the city limits are as follows:

Mon-Fri.            7am-7pm

Sat.                 9am-4pm

Sun. & Holidays   No work allowed

*(Any exceptions to this rule must be made in **advance** with City Council Approval)*

\_\_\_\_\_ **ORSC; Oregon Residential Specialty Code, Section R318.2**

Before final occupancy will be approved the contractor must submit the certification of moisture content, per ORSC R318.2. The approved form is on the city's website;

<https://www.ci.scappoose.or.us/building/page/application-permit-info-page>

**APPLICANTS/OWNERS SIGNATURE** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_



# Moisture Content Acknowledgment Form

**CITY OF SCAPPOOSE Building Department**  
Mailing address: 33568 E. Columbia Ave., Scappoose, OR 97056  
Phone: 503-543-7184 • Fax: 503-543-5679  
email: scappoosebuildingdept@cityofscappoose.org  
https://www.ci.scappoose.or.us/building

**You must submit this form to Building Codes Division before issuance of the Certificate of Occupancy.**

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), Section R318.2, 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.  
[Section R318.2 is provided for reference.]

**Section R318.2 Moisture content.** Prior to issuance of the insulation/vapor barrier approval required by R109.1.5.2 of this code:

- (A) All moisture-sensitive wood framing members used in construction shall have a moisture content of not more than 19 percent of the weight of dry wood framing members.
- (B) The general contractor or the owner who was issued the structural permit shall notify the building official on a division-approved form that the contractor or the owner who was issued the structural permit is aware of and has taken steps to meet the requirement in paragraph (A).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Residential Energy Additional Measure Selection

**CITY OF SCAPPOOSE Building Department**

Mailing address: 33568 E. Columbia Ave., Scappoose, OR 97056

Phone: 503-543-7184 • Fax: 503-543-5679

email: scappoosebuildingdept@cityofscappoose.org

https://www.ci.scappoose.or.us/building

## 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.



# CITY OF SCAPPOOSE

## SUBCONTRACTORS LIST

All contractors working in the City Limits are required to have a City of Scappoose Business License.

Contact City Hall @ 503-543-7146 (#1) for an application/renewal.

Or visit: <http://www.ci.scappoose.or.us/cityhall/page/business-licenses>

Scappoose is NOT within Portland-Metro coverage area.

All City business licenses expire on Dec. 31<sup>st</sup>.

Fee is \$100 for the year or \$40 for 7-day license.

<u>TYPE OF WORK</u>	<u>SUBCONTRACTOR</u>	<u>State CCB LICENSE #</u> & <u>CITY BIZ. LICENSE #</u> (both state and city are required)
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<u>EXCAVATION</u>	_____	_____
<u>FOUNDATION</u>	_____	_____
<u>PLUMBING</u>	_____	_____
<u>FRAMING</u>	_____	_____
<u>ROOFING</u>	_____	_____
<u>GARAGE DOORS</u>	_____	_____
<u>SHEET METAL</u>	_____	_____
<u>HEATING</u>	_____	_____
<u>INSULATION</u>	_____	_____
<u>ELECTRICAL</u>	_____	_____
<u>SHEETROCK</u>	_____	_____
<u>UNDERLAYMENT</u>	_____	_____
<u>FINISH CARPENTRY</u>	_____	_____
<u>CABINETS</u>	_____	_____
<u>MASONRY</u>	_____	_____
<u>PAINTING</u>	_____	_____
<u>LINO/CARPET</u>	_____	_____
<u>FLAT CONCRETE</u>	_____	_____
<u>LANDSCAPING</u>	_____	_____

<u>OTHERS</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>MANUFACTURED HOME</u>	_____	_____
<u>SET-UP</u>	_____	_____
<u>SKIRTING</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IF MORE SPACE IS NEEDED, USE THE BACK SIDE OF THIS PAGE.**



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

