

Information Notice to Property Owners

About Construction Responsibilities

[ORS 701.055 (4)]



If you are acting as your own contractor to construct a new home or make a substantial improvement to an existing structure, you can prevent many problems by being aware of the following responsibilities and concerns.

Employer Responsibilities

If you act as a general contractor and use labor provided by persons not licensed by the Construction Contractors Board, you may be considered an 'employer' and the persons who provide the labor may be considered 'employees'. As the employer, you must comply with the following:

Oregon's Withholding Tax Law: As an employer, you 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: As an employer, you 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.

The Oregon Business Identification Number (BIN) is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, call 503-945-8091 or <http://www.oregon.gov/DOR/BUS/docs/211-055.pdf> for the appropriate forms.

Workers' Compensation Insurance: As an employer, you are subject to the Oregon Workers' Compensation Law, and must obtain workers' compensation insurance for your 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 employees is injured on the job. For more information, call the Workers' Compensation Division at the Department of Consumer and Business Services at 503-947-7815.

Tax Withholding: As an employer, you must withhold social security tax and federal income tax from employees' wages. You may be liable for the tax payment even if you didn't actually withhold the tax. For a Federal EIN number, call the IRS at 1-800-829-4933 or visit their web site at www.irs.gov.

Other Responsibilities and Areas of Concerns

Code Compliance: As the permit holder for this project, you are responsible for notifying building officials at the appropriate times so they can perform the required inspections. You are also responsible for resolving any failure to meet code requirements that may be brought to your attention through inspections.

Liability and Property Damage Insurance: Contact your insurance agent to see if you have adequate insurance coverage for accidents and omissions such as falling tools, paint over spray, water damage from pipe punctures, fire or work that must be redone. Also make sure you have adequate liability insurance to cover injuries to persons on the job site who are not otherwise covered as employees (by workers' compensation insurance).

Expertise: Make sure you have the skills and expertise to act as your own general contractor and to coordinate the work of rough-in and finish trades.

Information Notice to Property Owners About Construction Responsibilities Statement

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 701.055 (4)]

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 and complete the following statement:

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

Name

CCB#

Expiration Date

I will instruct 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 contract with a contractor who is licensed with the CCB and will immediately notify the office issuing this building permit of the name of the contractor.

I have read and understand the Information Notice to Property Owners about Construction Responsibilities contained on these two pages and I hereby certify that the information checked and completed above is correct and accurate.

Print name of permit applicant

Signature of permit applicant

Date

This form is supplied to building permit offices by the Oregon Construction Contractors Board, as required by ORS 701.055 (6)



Permit #: _____

Address: _____

Issued by: _____ Date: _____