



**City of Coos Bay**  
**Public Works & Community Development Department**

500 Central Ave., Coos Bay, Oregon 97420  
phone 541-269-8918 fax 541-269-8916  
www.coosbayor.gov

**Acknowledgement by Owner/Agent of Their  
Responsibility to Maintain a Current Permit**

The property owner has the ultimate responsibility to comply with the code requirements. A final inspection is required to complete the permit process. This responsibility may not be assigned to a tenant or contractor. The property owner or contractor has the responsibility to schedule inspections **24-hours in advance.**

Buildings constructed prior to 1990 may contain asbestos. **Prior to any demolition, the owner is responsible for having an asbestos survey conducted by an accredited inspector per the Oregon Department of Environmental Quality (DEQ) regulations.** The Coos Bay DEQ office is at 381 N Second St., or call 541-269-2721 with questions.

Verification of electrical and plumbing final inspections are required before a building final inspection is scheduled. Electrical and plumbing inspections are scheduled by calling 541-266-1098.

An **approved set of building plans** is required to be kept **on the job site** until the permit has received final inspection approval.

A permit becomes void if the construction is not begun within 180 days of the date the permit was issued, or is suspended, or abandoned for 180 days **at any time** after construction is begun. To avoid having the permit expire, there can be **no more than 180 days between inspections.**

Failure to obtain a final inspection and approval are a violation of the International Building Code and may result in a citation being issued and penalties being assessed. In addition, a Notice of Non-Compliance may be filed in the deed records of Coos County, which will create a cloud on the title to your property and may affect future transfers or your ability to use your property as collateral for loans.

A one-time extension of the permit may be obtained. The request must be submitted in writing prior to the expiration of the permit.

If the expiration date of the permit has passed the permit must be renewed prior to construction continuing. If no changes have occurred to the approved plans and specifications, the permit may be obtained at one-half the original cost if it has been less than six months. If it has been more than six months since the permit expired, full permit fees are required.

**Please call 541-269-8918 if you have any questions concerning your permit.**

I acknowledge I have received a copy of this policy and understand the implications.

\_\_\_\_\_  
Signature of Owner / Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Copy given to signer

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