

Original June 29, 2015

City of Oregon City

**BUILDING DIVISION
POLICY**

Address Cards

All Commercial and Residential Projects to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system will be given an Address Card at the time of Permit Issuance.

The address card is to be posted on the property where the work is to be completed in a conspicuous location visible from the Public Right Of Way. This will allow the inspector to identify which property is to be inspected and that work that is being conducted on site has been issued permits from the City of Oregon City.

Failure to post the Address Card can result in inspection delays, cancellation of the requested inspection and possibly the issuance of a re-inspection fee.