

Substitute Contractor Approval Form

Shortstack Cottages is still within its first 10 years, so per Section 2 of the Community Policy, exterior or envelope work must be performed by the original builder/subcontractors or by a contractor the Declarant has approved. This form is for that contractor approval only — it is separate from, and in addition to, your ARC application for the project itself. No work may begin until both approvals are in hand.

A. Owner & Unit Information

Owner Name

Unit # / Address

Email

Phone

B. Contractor Vetting (Owner to Complete)

Before submitting, look up your contractor directly at ccb.oregon.gov to confirm their license status, and confirm whether they carry workers' compensation insurance or qualify as an exempt independent contractor/sole proprietor.

Contractor / Company Name

Oregon CCB License #

☐ I looked up this license at ccb.oregon.gov and confirmed it shows ACTIVE status

General Liability Insurance Carrier / Policy #

Workers' Compensation status (select one):

☐ Contractor carries Workers' Compensation insurance

☐ Contractor is exempt — independent contractor / sole proprietor with no employees (ORS 656.027)

☐ Certificate of Insurance uploaded to the portal

Quote uploaded to portal

Date obtained

C. Owner Certification

I certify that the information above is accurate to the best of my knowledge, that I independently verified the contractor's CCB license and insurance/workers' compensation status as indicated, and that I understand no work may begin until Declarant approval of this contractor is granted in writing, in addition to any required ARC approval of the project itself.

Owner Signature (type full name)

Date

For Office Use Only — Common Ground Condo Care / Declarant

Submitted on

Reviewed by

Declarant Approval of Substitute Contractor:

☐ Approved

☐ Denied

Decision Date

Notes