



Permit Center

210 Lottie Street, Bellingham, WA 98225

Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: (360) 778-8382

Email: permits@cob.org Web: www.cob.org/permits

Tenant Declaration

Tenant or Lessee Performing Construction and/or Electrical Work

I, _____ (agent's name), of _____ (tenant business name) understand that by listing the "tenant" as the contractor on the permits being issued for the tenant space located at _____ (address), I agree to all of the following:

1. I rent or lease this property. *(A copy of your rental agreement showing you have permission to perform electrical and/or construction work at this property **must be submitted prior to permit issuance**).*
2. I am considered the owner for the purpose of contractor registration.
3. My company's regular, full time employees are allowed to perform the work without being licensed contractors, but I may not hire temporary help to perform the work.
4. My company may hire licensed contractors to perform work.

If the City finds that a tenant is employing non-contractors or is using employees not normally on their payroll, the permit is voided. Any work covered under a permit that has been voided in this manner needs to be covered under a new permit, including new permit fees.



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For **ELECTRICAL** work, please note:

- **Leaseholders.** For electrical installations, maintenance, or alterations to existing buildings only, any person, firm, partnership, corporation, or other entity holding a valid, signed lease from the property owner authorizing the leaseholder to perform electrical work, on the property the leaseholder occupies, will be allowed to purchase an electrical permit(s) and do electrical work on or within the property described in the lease. The lessee and/or his or her regularly employed employees must perform the electrical installation, maintenance and alteration.
- **The lessee who performs the electrical maintenance or installation work** must be the sole occupant of the property or space. Property owners or leaseholders cannot perform electrical work on new buildings for rent, sale, or lease, without the proper electrical licensing and certification. For the purposes of this section, electrical work associated with setting a manufactured, mobile, or modular building is considered electrical work on a new building. Refer to RCW [19.28.261](#) for exemptions from licensing and certification.
- Questions or clarifications about contractor licensing should be directed to Labor & Industries (L & I), Contractor Registration at 360.902.5226.

Signature: _____ Date: _____