



Field Issuance Remodel (FIR) Program Registration and Agreement

INTAKE, STAFF USE ONLY

Date received _____ Received by _____

This Agreement:

1. Serves as the participant agreement. The participant agreement verifies that the participant has read and understands all provisions of the Program Guide for the Field Issuance Remodel (FIR) Program, administered by the City of Portland – Bureau of Development Services (BDS), and indicates the desire to participate in the FIR Program.
2. Identifies the responsible party. The responsible party is the primary contact person for the City when the participant has more than one project in the FIR program at any given time.
3. Identifies the accounts payable representative. The accounts payable representative is responsible for the receipt and payment of all FIR related billings and fees.

This agreement is effective and in force for a period of one year from the date indicated below. I understand that upon expiration of this Agreement, I must sign a new Agreement in order to continue participating in the FIR Program.

FIR Participant Responsibility and Contact Information

1. **Print Participant Name** _____ Phone _____

Signature _____ Date _____

Business Name _____ Contractor CCB # _____

Mailing Address _____

City _____ State _____ Zip Code _____

2. **Responsible Party Name** _____

Mailing Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ E-mail _____

Project Manager _____ Phone _____

Project Manager _____ Phone _____

Project Manager _____ Phone _____

3. **Accounts Payable Representative** _____

Billing Address _____

City _____ State _____ Zip Code _____

Day Phone _____ FAX _____ E-mail _____

FAX this form to (503) 823-7425 or EMAIL this form to BDSFirPermits@portlandoregon.gov