



OREGON CONSTRUCTION CONTRACTORS BOARD (CCB) LICENSE APPLICATION

Mailing address: PO Box 14140
Salem OR 97309-5052

Office: 700 Summer Street NE, Suite 300

CCB Licensing Section: 503-378-4621 ext. 4900

Fax: 503-373-2007

Web site address: www.ccb.state.or.us

Toll-free, 24-hour automated inquiry: 1-888-366-5635

Salem toll-free, 24-hour automated inquiry: 365-7484

TABLE OF CONTENTS

<u>SUBJECT</u>	<u>YELLOW INSTRUCTION PAGES</u>	<u>WHITE APPLICATION PAGES</u>
Applying by mail	3	
Applying in person	3	
Assumed business names	5	1A, 2A, 3A, 4A
Bond requirement	8	5
Directions to CCB office	3	
CCB licensing required	1	
CCB licensing not required	1	
Education provider list	10	
Education requirement	9 & 10	6
Electricians	1	
Employer accounts	6	1B, 2B, 3B, 4B
Entities (business ownership)	4 & 5	1A, 2A, 3A, 4A
Fees	8	5
General instructions	2 & 3	
History of business		7 & 8
Home inspection certification	11	7
Independent contractor certification	11	5
Insurance requirement	8	5
License categories	7	5
Other agencies that regulate contractors	12	
Plumbers	1	
SIC codes	11	7
Signature page		9
Social Security Numbers	5	
Statistical information		8
Testing requirement	9	6
What to submit to the CCB	2	
Where CCB number is required	13	

WHO NEEDS TO BECOME LICENSED WITH THE CCB

Oregon's Construction Contractor Licensing Act, ORS Chapter 701, requires you to become licensed with the Oregon Construction Contractors Board if you are engaged for compensation in any construction activity involving improvements to real estate. This includes partnerships, corporations, limited liability companies, limited liability partnerships, trusts and self-employed individuals, whether working by the hour, week, job, or "cost-plus," and whether by written contract or oral agreement.

A license is required for any individual or business entity which advertises, offers, bids or arranges to do, or actually does any construction, alteration, remodeling, or repair involving residential, commercial, industrial, or public works improvements. Inspection services, tree services, power washing businesses, chimney sweep businesses, developers who build houses with the intent to sell, and businesses who provide labor only (such as employee leasing or temporary businesses) are also required to become licensed.

Violations for working while not licensed or working in the wrong category can result in civil penalties of up to \$5,000 per offense.

WHO DOES NOT NEED TO BECOME LICENSED WITH THE CCB

The following categories of construction work are exempt from licensing, according to ORS 701.010. *If you have any doubt about whether you meet any of these exemptions, write to the CCB for clarification.*

1. Work on your own personal property as long as there is no intent to sell.
2. Work within the boundaries of a federal site or reservation.
3. Supply or delivery of materials but not installation.
4. Owners or residents who contract for work and do not intend to sell the structure.
5. Owner-builders who are not building the structure for resale.
6. Licensed engineers, architects, water well contractors, sewage system installers, property managers, real estate managers/agents, and landscaping businesses, when operating within the scope of those licenses.
7. Employees of property owners and licensed contractors.
8. Mobile home manufacturers.
9. Moving of modular structures.
10. Commercial lending institutions.
11. Units of government other than schools that sell student-built residential structures.

PLUMBERS AND ELECTRICIANS

Plumbers and electricians require a license with the Building Codes Division (BCD) and a business license with the Construction Contractors Board. Contact the BCD at 503-373-1268 to find out if you need a plumbing or electrical license for the type of work you will be doing.

For other agencies that you need to know about and for regulations of other trades, see yellow page 12.

LANDSCAPE CONTRACTORS

Landscape contractors and landscape businesses require a license with the Oregon Landscape Contractors Board (LCB). Contact the LCB at 503-378-4621 ext. 4032.

GENERAL INSTRUCTIONS FOR FILLING OUT THE CCB APPLICATION

1. Carefully read the directions on the yellow pages.
2. Use only black or dark blue ink to fill out the application (**no other colored ink or pencil**, please).
3. If you need help or have questions after reading this packet, call 503-378-4621 ext. 4900.
4. After you have filled out the application, use the following Quick Checklist to make sure you are ready to submit your application to the CCB. Keep the yellow instruction pages for future reference.

Quick Checklist	
<input type="checkbox"/> Complete required education and pass state test before applying (white page 6).	<input type="checkbox"/> Submit a surety bond (white page 5).
<input type="checkbox"/> Register the LLP, corporation or LLC (white pages 2A, 3A or 4A).	<input type="checkbox"/> Submit liability insurance (white page 5).
<input type="checkbox"/> Apply to become licensed as a sole proprietor, partnership, joint venture, LLP, corporation, or LLC (1A and 1B, or 2A and 2B, or 3A and 3B, or 4A and 4B).	<input type="checkbox"/> List SIC codes (white page 7).
<input type="checkbox"/> Register ABN(s) (white page 1A, 2A, 3A or 4A).	<input type="checkbox"/> If the business will be doing home inspections, fill out Part 10 (white page 7).
<input type="checkbox"/> Supply employer account information, if needed (white page 1B, 2B, 3B or 4B).	<input type="checkbox"/> Fill out history and criminal background sections (white pages 7 & 8).
<input type="checkbox"/> Select a license category (white page 5).	<input type="checkbox"/> Complete statistical information (white page 8).
<input type="checkbox"/> Select a licensing period (white page 5).	<input type="checkbox"/> Complete independent contractor certification (white page 9).
	<input type="checkbox"/> Sign application (white page 9).

5. After you have completed the application and checklist above, read the following. It explains what to submit to the CCB.

What to send to the CCB
<p>Please check that you have filled in all parts of the application by going through the Quick Checklist above one last time before submitting your application. About 50 percent of all CCB applications received are returned to contractors because they are not completed or done correctly.</p> <p>Submit these four items to the CCB:</p> <ul style="list-style-type: none"><input type="checkbox"/> White CCB License Application <i>If you are applying as a sole proprietorship, you must complete and send in white pages 1A, 1B and 5 through 9.</i> <i>If you are applying as a partnership, joint venture or LLP, you must complete and send in white pages 2A, 2B and 5 to 9.</i> <i>If you are applying as a corporation or trust, you must complete and send in white pages 3A, 3B and 5 to 9.</i> <i>If you are applying as a LLC, you must complete and send in white pages 4A, 4B and 5 to 9.</i><input type="checkbox"/> Exact fee. You can pay by check, money order or cash. Do not send cash through the mail.<input type="checkbox"/> An original surety bond.<input type="checkbox"/> A certificate of general liability insurance.

6. Submit an application by mail or in perso *Instructions page 2*

Getting licensed by mail?

Please allow up to 10 days for processing.

Cash: Do not send cash if you are getting licensed by mail. Send a check or a money order only.

Regular mail: Send the four items listed on the previous page to:

Construction Contractors Board
PO Box 14140
Salem OR 97309-5052

Overnight, Federal Express, special delivery, etc. mail: Send the four items to:

Construction Contractors Board
700 Summer St. NE
Salem OR 97310

Getting licensed in person?

Our office hours are from 8 a.m. to 5 p.m.

Please plan to arrive BEFORE 4:00 p.m. if you want your license processed that day.

Our busiest times are from about 10 a.m. to 2 p.m. and from 4 to 5 p.m.

You may have more than a one-hour wait at peak times.

If you bring children to our office, please bring quiet toys or something to entertain them.

Directions to the CCB office: From I-5, take the Market Street exit (exit #256).

If you're coming from the north, turn right on Market Street.

If you're coming from the south, turn left on Market Street.

Travel approximately two miles to Summer Street and turn left on Summer Street.

The CCB is on the third floor of the Veterans Affairs Building on the left side of Summer Street at the corner of Summer and Union (700 Summer St. NE).

A map is at www.ccb.state.or.us

Fees: Licensing fees may be paid by check, money order or cash. If paying by cash, the exact amount is required. Change cannot be made in any of the building's offices.

Parking: The underground Dept. of Veterans Affairs parking structure is reserved for building employees.

Off-street metered parking is available on Summer Street, adjacent side streets and in the metered lot.

The parking meters require \$.75 for 60 minutes and correct change is needed.

None of the building offices are able to make change. Bring an adequate amount of change or change your dollar bills in the change machine in the first floor cafeteria room.

7. If you need more CCB License Applications, order them at www.ccb.state.or.us or call 503-378-4621 ext. 4974.

DIRECTIONS FOR FILLING OUT THE WHITE APPLICATION FORM

ENTITY (OWNERSHIP). Use the following information for determining your entity in Part

1

Following is a brief summary of the ways to organize a business. It is not intended as a complete analysis of the law, and nothing here constitutes legal advice. You would be wise to contact a lawyer and accountant to decide which form of ownership is best for you.

	SOLE PROPRIETORSHIP	PARTNERSHIP, JOINT VENTURE, OR LIMITED LIABILITY PARTNERSHIP (LLP)	CORPORATION	LIMITED LIABILITY COMPANY (LLC)
DESCRIPTION	One person owns and operates the business. When he/she dies, leaves, or sells the business, it no longer exists.	Partnership: 2 or more persons joined together to conduct business for a profit. Joint venture: when partners come together for one project. LLP: 2 or more persons doing business restricted to partnerships that render professional services as defined by ORS chapter 58.	A separate business entity created by law that is owned by shareholders. Corporation may hold property, sue and be sued. May continue to exist even though owner(s) or shareholder(s) change. There are C and S Corporations.	Neither a partnership nor a corporation, but a mix of the two. Managed by members, governed by all members like a partnership and has centralized control like a corporate board of directors.
ADVANTAGES	Easiest and least expensive kind of business to start and end.	Partnership agreements usually written but formal written agreement not required to form a General Partnership (see Misc. below). Limited Partnership involves formal, legal requirements.	Owners/Shareholders not personally responsible for obligations of corporation beyond investment share (limited liability). Corporation can sue and be sued but owners can only lose their investment in the corporation, not personal assets, as long as all corporation laws are followed.	Organization flexible. Depending on how LLC is organized, can have limited personal liability of a corporation.
DIS-ADVANTAGES	Owner solely liable for all debts and obligations of business (unlimited personal liability). (For example, owner's home could be taken as a result of losing a business lawsuit.)	Can be complicated to dissolve. Each partner personally responsible for obligations of partners (unlimited personal liability). A general partner's liability not limited to investment; extends to personal assets. Limited partners liable only for investment.	Can be complicated to start. Must be formed and operated according to specific formal and legal requirements (meetings, minutes, officers, by-laws, etc.). Will lose corporate status if requirements not followed. Attorney probably needed.	Oregon recognizes LLC's but not all states do.
TAXES	Profits taxed. Owner's income and part of losses deductible against other income. Pay income and self-employment taxes. Few deductions allowed.	Partners taxed directly on profits. Losses reported on personal income tax returns. All partnerships file an Information Return.	C Corp taxed on any income it receives; shareholders taxed only on dividends. May deduct medical insurance, child care and charitable contributions. Single S Corp. owners taxed on corporate income as a sole proprietor. Multiple S Corp. owners taxed like a partnership.	Depending on how LLC is organized, can have tax advantages of a partnership or an S Corp.
WORKERS COMP	Required if business has employees. Not required if business has no employees. Owner may choose to be covered.	Not required for 2 partners or for all partners who are family members. Required for everyone else.	Required for more than 2 corporate officers, for officers who are not family members, or for officers who do not own at least 10% of stock and are not directors.	Same as corporations.
MISC.	Must file assumed business name (ABN) with Corporation Division if operating under anything but individual's full, legal first and last name.	Individuals who work together without a formal arrangement can have a partnership even if they did not intend to. Written agreements highly recommended. Partners agree to share risks. Must file assumed business name (ABN) with Corporation Division. Limited Partnerships register with Corp. Div. If one or more general partners leaves, business no longer exists. An entity with new partners must become licensed with CCB. There are General and Limited Partnerships.	Must file Articles of Incorporation with Corporation Division. If only doing business under corporation name, don't need to file an assumed business name (ABN). If business will be using other name(s), file ABN's, if any, with Corporation Division. List corporation as registered for ABN's.	The CCB treats LLC's as corporations. Members are like corporate shareholders, managers like board of directors. Must file Articles of Organization with Corporation Div. If only doing business under LLC name, don't need to file an assumed business name (ABN). If business will be using other name(s), file ABN's, if any, with Corporation Division.

ENTITY (OWNERSHIP). Use this box to fill out Part

1

Note: All owners of CCB businesses must be 18 years of age or older.

If you are applying as a sole proprietorship, complete white pages 1A and 1B. A sole proprietorship is one person only, no spouses or other people.

If you are applying as a partnership, joint venture, limited liability partnership or limited partnership, complete white pages 2A and 2B. These are for two or more persons/entities, including spouses. An assumed business name form must be filed at the Oregon Corporation Division BEFORE completing this section. Call 503-986-2200 for the forms. Once the forms have been filed with them, call the same phone number for the corporate registry number. Enter this registry number on white page 2A, Part 2.

If you are applying as a corporation or trust, complete white pages 3A and 3B. An "Articles of Incorporation" form must be filed at the Oregon Corporation Division BEFORE completing this section. Call 503-986-2200 for the forms. Once the forms have been filed with them, call the same phone number for the corporate registry number. Enter this registry number on white page 3A, Part 1.

If you are applying as a limited liability company (LLC), complete white pages 4A and 4B. An "Articles of Incorporation" form must be filed at the Oregon Corporation Division BEFORE completing this section. Call 503-986-2200 for the forms. Once the forms have been filed with them, call the same phone number for the LLC registry number. Enter this registry number on white page 4A, Part 1.

Social Security Numbers are mandatory (required). As part of your application for an initial or renewed occupational license, certification or license issued by the Construction Contractors Board (CCB), you are required to provide your Social Security Number to the CCB. This is mandatory. The authority for this requirement is Oregon Laws 1997, chapter 746, section 117 (ORS 25.785) 42 USC 666(a)(13) and ORS 701. Failure to provide your Social Security Number will be a basis to refuse to issue or renew the license or certification you seek. This record of your Social Security Number will be used for child support enforcement, tax administration, and the CCB's identification purposes, unless you authorize other uses of the number. Although a number other than your Social Security Number appears on the face of the licenses, certificates or licenses issue by the CCB, your Social Security Number will remain on file with the CCB.

BUSINESS NAMES OR ASSUMED BUSINESS NAMES (ABN's). Use this box to fill out Part

2

List all business names you will be using in Part 2. Attach an additional sheet if necessary. For questions about business name availability, call the Business Registry Center at 503-986-2200.

If you are applying as sole proprietorship and will be using a business name other than your legal first and last name, it is considered an assumed business name (ABN) and must be filed at the Business Registry Center. Call 503-986-2200 for the forms. Once the forms have been filed with them, call the same phone number for the assigned ABN registry number. Enter this ABN registry number on white application page 1A, Part 2.

If you are applying as a partnership and will be using a business name other than the legal first and last name of all partners, it is considered an assumed business name (ABN) and must be filed at the Business Registry Center. Call 503-986-2200 for the forms. Once the forms have been filed with them, call the same phone number for the assigned ABN registry number. Enter this ABN registry number on white application page 2A, Part 2.

If you are applying as a corporation or trust and will be using a business name in addition to your corporate name, it is considered an assumed business name (ABN) and must be filed at the Business Registry Center. Call 503-986-2200 for the forms. Once the forms have been filed with them, call the same phone number for the assigned ABN registry number. Enter this ABN registry number on white application page 3A, Part 2. (This is not the same as your corporate registry number.)

If you are applying as a limited liability company and will be using a business name other than your LLC name, it is considered an assumed business name (ABN) and must be filed at the Business Registry Center. Call 503-986-2200 for the forms. Once the forms have been filed with them, call the same phone number for the assigned ABN registry number. Enter this ABN registry number on white application page 4A, Part 2. (This is not the same as your LLC registry number.)

For questions about name availability or forms to register an ABN, call the Business Registry Center at 503-986-2200.

EMPLOYER ACCOUNT INFORMATION. Use this box to fill out Part **3**

The difference between an employer and a worker: An employer is one who contracts to pay a remuneration for (pay) and secures the right to direct and control the services of any person. An employer has workers, directs and controls those workers and has the right to hire and fire those workers. A worker is anyone, including family members, who receive compensation. Compensation can be paid by the hour or by salary and can also be in exchange for something other than money. The value of the exchange is counted as compensation. Employers must provide the three account numbers listed below. In some instances, even though you are not an employer, you may still need to get one, two or all three of the account numbers.

Decide which account numbers you will need by completing the appropriate box that coincides with your business entity (ownership).

Workers Compensation Division (WCD) compliance number:

- Fill in the seven-digit compliance number or name of carrier and policy number. (A WCD compliance number is assigned when you obtain workers compensation insurance and the insurer sends a guaranty contract to the Workers Compensation Division.)
- Partners, corporate officers and LLC members who are not directors and who do not have a substantial ownership may need workers' compensation coverage.
- If an employer from out of state brings employees into Oregon, the workers' compensation coverage from the home state will usually satisfy Oregon's requirement for those workers temporarily in Oregon. Some states do not reciprocate and out-of-state coverage is not allowed on public contracts—Oregon coverage is required in these circumstances. If the contractor hires a worker specifically to work in Oregon, Oregon-specific coverage is required. Call the Workers' Compensation Division at 503-947-7815 if you have questions and are from another state.
- Call the Workers' Compensation Division at 503-947-7815 with your questions about workers compensation coverage requirements and how to obtain coverage.

State Business ID (State Tax ID) number: Call the Business Registry Center at 503-986-2200 for needed forms. Questions about how to fill out the forms should be directed to 503-945-8091 option 2. After applying for the State Business ID number, you will be notified in writing of the assigned number. Once you have received this number, write it on the CCB license application form. If you have not yet received the number and need to apply for your CCB license, check the box and indicate the date that you applied for the number. The CCB will issue your CCB license and allow you 60 days to furnish the State Business ID number.

Federal EIN number: Call the Business Registry Center 503-986-2200 for needed forms. You must apply for and get the Federal EIN number from the IRS. (Do not substitute a Social Security Number for the Federal EIN number.) Once you have received your number, write it on the application form. If you have not yet received the number and need to apply for your CCB license, you can check the box and indicate the date that you applied for the number. The CCB will issue your CCB license and allow you 60 days to furnish the Federal EIN number.

LICENSE CATEGORIES. Use this box to fill out Part

4

Category	Description	Comments	Bond/ Insurance	License fees
General Contractor-All Structures	A general may supervise, arrange, and/or perform (partly or completely) <i>three or more</i> unrelated building trades on any property.	This is the unlimited category—no restrictions on trade or type of structure. Generals may also do specialty contractor work.	\$15,000 bond \$500,000 insurance	\$225 for 2 years \$415 for 4 years
General Contractor-Residential Only	A general may supervise, arrange, and/or perform (partly or completely) <i>three or more</i> unrelated building trades on any residential property or small commercial property.	New homebuilders, remodelers and contractors who work on small nonresidential structures belong in this category. Generals may also do specialty contractor work.	\$15,000 bond \$500,000 insurance	\$190 for 2 years \$350 for 4 years
Specialty Contractor-All Structures	These contractors specialize in <i>two or fewer</i> unrelated building trades for any size contract. If they do three or more unrelated building trades, the contract must be for \$2,500 or less on any one property.	The trades may change from job to job. (It may be masonry and roofing on one project. It may be concrete work on another. Each project involves two or fewer trades.)	\$10,000 bond \$500,000 insurance	\$225 for 2 years \$415 for 4 years
Specialty Contractor-Residential Only	These contractors specialize in <i>two or fewer</i> unrelated building trades or crafts for any size residential or small commercial contract. If they do three or more unrelated building trades, the contract must be for \$2,500 or less on any one residential or small commercial property.	The trades may change from job to job (see box above). This category includes tree service and manufactured dwelling contractors.	\$10,000 bond \$300,000 insurance	\$190 for 2 years \$350 for 4 years
Inspector	This category is for contractors who only inspect property. No structural work can be done in this category.	This category includes but is not limited to pest and dry rot, certified home, and certified backflow device inspectors.	\$10,000 bond \$300,000 insurance	\$190 for 2 years \$350 for 4 years
Limited Contractor	You are eligible for this category only if you certify that you meet all six of the following: (1) You expect to gross less than \$40,000 from your construction business in the next year. (2) You do not contract to perform any work that exceeds \$5,000. (3) The value of any work you perform does not exceed \$5,000 per job site per year. (4) The CCB may inspect your business' Oregon Dept. of Revenue tax records to verify any of the above. (5) There are no open or unsatisfied claims filed against any of your previous licenses. (6) You agree that if your gross construction business volume exceeds \$40,000 during the coming year, you will immediately notify the CCB, change your category, increase your bond to \$10,000 or \$15,000, and increase your insurance coverage, if required.	This is for part-time contractors, those who build as a hobby, retirees, and handyman services. There is no limit to the kind of property or the number of trades that can be supervised, arranged /or performed. "Gross" means total sales, the total amount you are paid for labor and supplies before expenses and taxes are figured.	\$5,000 bond \$100,000 insurance	\$190 for 2 years \$350 for 4 years

All Structures means residential, commercial, industrial and public works property.
Residential structures are four units or less and include condominiums, floating homes, and mobile homes.
Small commercial properties include nonresidential buildings that have a ground area of 4,000 square feet or less including exterior walls and that are not more than 20 feet in height (from the top surface of the lowest floor to the highest overhead interior finish of the structure).
Unrelated building trades are entirely different crafts such as carpentry, plumbing, roofing, carpet laying, framing, excavating, drywall, painting, etc. (See SIC codes, part 9.)
Certified home inspection businesses may become licensed in any category except Limited.
Lead-based paint businesses must become licensed in one of the All Structures categories.
To change your license category after you're licensed, call the CCB at 503-378-4621 ext. 4974 or go online at www.ccb.state.or.us to get a License Change form.

FEES AND TWO- OR FOUR-YEAR LICENSES. Use this box to fill out Part**5**

You may become licensed for two or four years with the appropriate fee.

Do not send more money than what is listed below.

These fees are nonrefundable (even if you don't use the license for the entire two- or four-year period).

Two-year license: \$190 for Residential Only, \$190 for Limited Contractors, \$190 for Inspectors, \$225 for All Structure Contractors

Four-year license : \$350 for Residential Only, \$350 for Limited Contractors, \$350 for Inspectors, \$415 for All Structure Contractors

REQUIRED SURETY BOND. Use this box to fill out Part**6**

You must provide an original Construction Contractors Board surety bond as security against claims that are filed against the license. The CCB cannot accept copies of bonds.

1. The amount of the bond must match the bond amount in the license category you selected on yellow page 7.
2. CCB bonds are available from many bond and insurance companies. Check the yellow pages in the phone book and compare prices or call your insurance agent for assistance.
3. The bond must be made out in the exact name of the sole proprietor, partnership, LLP, joint venture, corporation or LLC.
4. The bond must have an original signature of the bond company's attorney-in-fact.
5. The bond must include the bond company's seal.
6. The bond is not valid until it is submitted to the CCB. The bond must be submitted to the CCB no later than 60 days from the date the bond is signed by the bond company or it is no longer valid.
7. If a Power of Attorney form is attached to the bond, do not remove it.
8. All bonds must be continuous until cancelled.
9. The bond must be issued on a Construction Contractors Board bond form. No other bond form will be accepted. If your bond company does not have the CCB bond form, they should contact the CCB at 503-378-4621 ext. 4900.

GENERAL LIABILITY INSURANCE. Use this box to fill out Part**7**

You must provide proof that you carry public liability and property damage insurance during the entire period of licensing. Failure to carry this insurance will result in the termination of your license and a possible civil penalty.

The insurance must be issued by an insurance company licensed with the Oregon Insurance Division to do business in Oregon. It must cover the work that is subject to the provisions of ORS 701 and not have any exclusions for the type of damage the contractor might cause as a result of the construction work the contractor performs.

1. The amount of the insurance must match the insurance amount in the license category you selected on yellow page 7.
2. Business liability and property damage insurance is available from many insurance companies. Check the yellow pages in the phone book and compare prices or call your insurance agent for assistance.
3. The Certificate of Insurance must be made out in the exact name of the sole proprietor, partnership, joint venture, corporation, LLC or LLP.
4. Copies of the actual policy, billings, receipts, statements, etc. are not acceptable proof of insurance.

REQUIRED EDUCATION. Use this box to fill out Part

The CCB will only accept courses given on or after June 1, 2000. Contractors can now get licensed only if they have completed the 16-hour course and if they have passed a state test covering the information in courses given on or after June 1, 2000.

(A) RESPONSIBLE MANAGING INDIVIDUAL.

- Fill in the name of the business' Responsible Managing Individual (RMI) or designated RMI.
- All businesses (including out-of-state applicants) getting licensed with the CCB must name one RMI. This person is responsible for either completing the classes and passing the test, or proving he/she is not required to take (is exempt from) the class and test requirement.
- The RMI must be the owner of a sole proprietorship, a partner, a corporate officer, LLC member or trustee of the business that is applying for the license. Or the business may designate a full-time, permanent employee to complete the education requirement if none of the owners, partners, officers, members or trustees are actively involved in the Oregon construction operation. This person must supervise the Oregon operations and cannot be a designated RMI for any other construction business licensed in Oregon.
- Fill in the identification (ID) number that the RMI will give to his/her education provider and test administrator (if course and test are required). ID number must be on one of the following five government-issued photo ID cards: driver's license, US military ID, US passport, green card, or DMV ID card. No other forms of ID are accepted.

(B) EXEMPTIONS. There are three exemptions from the education classes and/or test. If applicable, check one of the boxes in (B) on white page 6. There are no other exemptions.

1. Active CCB license: The RMI is not required to complete the education and is not required to pass the test if he/she was a sole proprietor, partner, corporate officer, LLC member or trustee of a business licensed with the CCB before July 1, 2000 and is still actively licensed. List CCB license number in (B) for CCB verification.
2. Previous CCB license: The RMI is not required to complete the education and is not required to pass the test if he/she was a sole proprietor, partner, corporate officer, LLC member or trustee of a business licensed with the CCB previously and lapsed with the CCB 24 months or less. List CCB license number in (B) for CCB verification.
3. Manufactured dwelling installers license: The RMI is not required to complete the education but is required to pass the test if he/she has a current manufactured dwelling installers license issued by the Oregon Building Codes Division. Attach a copy of the current installers license to CCB License Application to exempt business from the education.

(C) COURSE COMPLETION. Check the box in (C) indicating whether the RMI passed or is exempt from the 16-hour course.

- You may take courses from approved CCB-providers only. See list on the next page.
- Please see Instructions page 10 for a list of the current education providers.
- Once you have completed the education, your education provider will send your electronic course completion record to the CCB within two business days of when the RMI completes the course. Send nothing to prove course completion to the CCB.

(D) TEST PASSAGE. Check the box in (D) indicating whether the RMI passed or is exempt from the state test.

- **Do not call CCB staff about the test.**
- After completing the required education, call Applied Measurement Professionals (AMP) at 1-800-345-6559 (press 4) or 913-541-0400 to schedule a test. AMP will send candidates a test Candidate Handbook with detailed information (the handbook is also available at www.goAMP.com).
- The test fee is \$50 each time it is taken, a passing score is 70%, there are 80 multiple-choice questions and it is a closed book test. The passing rate through the end of September, 2001 was 79% (79% who have taken the test have passed it. Contractors may take the test more than once if they fail it.) The test is given weekdays by appointment in Bend, Boise, Eugene, Medford, Portland and Salem, and in some other states for out-of-state applicants. AMP will provide all other information about the test and schedules contractors.

OTHER INFORMATION.

- You may receive some advertisements in the mail about the required CCB education courses from providers who offer the classes. When you request a CCB application packet, your name and address become public information and by law, others have a right to that information. While most people don't like unsolicited mail, these mailings let you know more about the education providers. They won't last more than a week or two. Some providers will not mail you anything.
- If you were an RMI for another business licensed with the CCB and previously completed the classes since June 1, 2000, you do not need to take the classes or pass the test again if your lapse was 24 months or less. (You qualify for the previous CCB license exemption in (B) on the previous page.)

Education Providers

The following are CCB-approved providers that currently offer the 16-hour courses. Please call them for information about class schedules, cost, registering for the classes, etc.

All 16 hours must be completed before getting licensed with the CCB. The classes cover business practices and laws that relate to construction contractors. These are not trade classes. The purpose of the classes is (1) to help you understand laws and business practices you need to know as a contracting business in Oregon and (2) to help you pass the test.

Call several providers to find the class that you will learn the most from. **The courses differ in services, format, quality, and price.** Some providers offer lots of extra materials and support to help you pass the test, some less. Some providers make their instructors easily available to answer your questions until you pass the test. Others provide more limited access to their instructors for 90 days after you complete their class. When you contact providers for information, you can ask them how they help their students understand the required information and pass the state test.

Each provider's test passing statistics are at the end of their listing. The first number in parenthesis indicates the percentage of the provider's students who have passed the state test through September 30, 2001. The second number indicates the total number of students who took the provider's course through the same date.

ABC'S OF CONTRACTOR EDUCATION. Home study and Portland classroom instruction, Portland call 503-254-2952, out-of-state and other contractors call 1-800-742-7121, www.wewilldoeverything.com. (72%, 215)

A CONSTRUCTION CONCEPT. Instructor-supported home study with practice-mini-tests. Offered statewide. 503-910-5068, 1-877-910-1686, www.consconcepts.com, glew80@aol.com. Can also purchase in Eugene 541-345-9299, Lake Oswego 503-598-7662, Bend 541-389-6165, Medford 541-773-8811, Portland 503-284-6092 and Salem 503-399-1320. (89%, 295)

ACORN CONTRACTOR SERVICES INC. Home-study books with a sample test and instructors available via phone, fax or e-mail for questions. 1-800-597-7161, 503-636-1573, AcornLegal@aol.com; Gresham 503-666-5544; Springfield 1-800-344-4900; Coos Bay 541-267-4124; Seaside 503-738-8455; Roseburg 541-672-4466; Florence 541-997-3466. (83%, 434)

ARTISANS PROFESSIONAL LEARNING SYSTEMS (A-PLuS). Interactive classroom instruction, study guide, practice tests, Portland. 503-223-4408, 1-877-721-PASS, akellbiz@aol.com (82%, 154)

CONSTRUCTION CONTRACTORS NETWORK. Multiple-instructor live technology-enhanced instruction based in the Portland Metro area. 1-888-989-8878, www.cclicense.com, RScowboy@spiritone.com or Randys@cclicense.com. (90%, 42)

CONTRACTORS-LIFELINE. Instructor-supported home study and internet classes using interactive CD, see demo at www.contractors-lifeline.com. Available statewide at the following locations: Bend, Seaside, Medford, Beaverton, Gresham, Clackamas, Eugene, Salem. Sonora@starband.net, 503-628-0382, 1-888-458-0846. (94%, 185)

CONTRACTORS SCHOOL ON-LINE. Chat line, on-line classes, books. 1-800-966-9596, info@contractorreferral.com and www.contractorreferral.com (new provider, no statistics yet)

OREGON BUILDING INDUSTRIES ASSOCIATION. Videotapes with Internet support and practice test. www.obia.net; general information 503-378-9066; Portland 503-684-1880; Salem 503-399-1500; Eugene 541-484-5352; Albany-Corvallis 541-928-5159; Medford, 541-773-2872; Grants Pass 541-479-1311; Klamath Falls 541-884-8570; Bend 541-389-1058; Baker City 541-523-9048; Hermiston 541-564-0420; Tillamook 503-842-2551; Newport 541-265-2840; Brookings 541-469-3144; Coos Bay 541-396-6347; Roseburg 541-673-3711, Seaside 503-738-3066. (67%, 807)

OREGON BIZCENTERS. Instructor-supported home study using interactive CD-ROM and workbook. Lane CC BDC, 541-687-0611, www.LaneBDC.com, dreilingj@lanecc.edu (63%, 8)

PORTLAND CC SMALL BUSINESS DEVELOPMENT CENTER. Live classes utilizing CD-ROM, classes held at PCC computer lab, Portland metropolitan area. 503-978-5080, yjohnson@pcc.edu, www.bizcenter.org. (73%, 11)

PROSCHOOLS (Real Estate School of Oregon). Classroom, self-paced, home study, or internet-based instruction. Special CCB test prep software and study guides available. West Portland 503-297-1344 (1-800-452-4879), East Portland 503-256-3645, Salem 503-371-4471, www.proschools.com, realestate@proschools.com (90%, 307)

ROGUE CC SMALL BUSINESS DEVELOPMENT CENTER. Classroom instruction. Grants Pass. 541-956-7494, dlove@rogue.cc.or.us, <http://www.rogue.cc.or.us/sbdc/currentschedule/home.htm> (75%, 89)

3-SC COMPANY. Videotape, instructor/coaching for home study, interactive practice test. 1-800-774-7534, www.3sccompany.com (84%, 451)

SIC CODES. Use this box to fill out Part 9

You must list one, two, or three SIC codes from the list below that best describes the work you do.

SIC stands for Standard Industrial Classification (building trade or craft) codes. These codes are for statistical purposes only. You may perform other trades and crafts than those you list.

Building Construction

- 1521 Single Family Houses
- 1522 Residential, Other than Single Family
- 1523 Operative Builders
- 1541 Industrial Buildings and Warehouses
- 1542 Nonresidential Buildings other than Industrial Buildings and Warehouses

Heavy Construction

- 1611 Highways and Streets
- 1622 Bridge, Tunnel and Elevated Highways
- 1623 Water, Sewer, Pipeline Communication and Power Lines
- 1629 Heavy Construction Not Elsewhere Classified

Special Trade Contractors

- 1711 Plumbing, Heating and Air Conditioning
- 1721 Painting and Paper Hanging
- 1731 Electrical Work
- 1741 Masonry and Stone Work
- 1742 Plastering, Drywall, Acoustical and Insulation Work

Special Trade Contractors (continued)

- 1743 Tile, Marble and Mosaic Work
 - 1751 Carpentry
 - 1752 Floor Laying Other Floor Work
 - 1761 Roofing, Siding and Sheet Metal Work
 - 1771 Concrete Work
 - 1791 Structural Steel Erection
 - 1793 Glass and Glazing Work
 - 1794 Excavation Work
 - 1795 Wrecking and Demolition Work
 - 1796 Installation of Building Equipment,
- Not Elsewhere Classified
- 1799 Special Trades, Not Elsewhere Classified
 - 0783 Tree Services
 - 7342 Pest Control
 - 7349 Chimney and Other Structural Cleaning
 - 7363 Help Supply Services
 - 7389 Inspection Services

HOME INSPECTOR CERTIFICATION. Use this box to fill out Part 10

This section may not apply to you. You will only fill in Part 10 if this business will be bidding or actually performing home inspections of two or more components (for example, a roof and foundation inspection, or a heating and plumbing system inspection).

- (A) Check the first box in Part 10 to indicate the business will be licensed as a General Contractor, Specialty Contractor or Inspector.
- (B) Check one of the boxes in (B). The business must have at least one owner or employee who is certified with the CCB to perform home inspections. (All owners and employees offering, bidding or doing home inspections must be certified.) If Oregon Certified Home Inspectors are known, list their names and certification numbers and attach a copy of their certification certificate. If necessary, attach an additional page to list other certified individuals. If there are no certified individuals at this time, check the second box to indicate that you will send that information at a later date before the business starts doing home inspections.

The business may be assessed a civil penalty of up to \$5,000 for each inspection done by an uncertified person. For a home inspector certification packet, call 503-378-4621 ext. 4974. To ask questions, call ext. 4072.

INDEPENDENT CONTRACTOR CERTIFICATION. Use this box to fill out Part 15

Oregon law (ORS 701.035), requires all businesses (sole proprietorships, partnerships, joint ventures, corporations, LLC's, LLP's and trusts) to qualify as independent contractors in order to be licensed with the CCB. This means you must demonstrate you are in business for yourself and are not an employee.

You can qualify as an independent contractor by certifying that you will meet the standards on white page 9 required by ORS chapters 316, 656, 657, and 701.

Check all of the first seven standards (#1-7) in Part 15 or your application will be returned to you.

Check any four of the standards in #8 in Part 15 or your application will be returned to you.

HELPFUL INFORMATION FOR CONTRACTORS

WHAT OTHER INFORMATION SHOULD CONTRACTORS KNOW ABOUT?

Contractors licensed with the Construction Contractors Board (CCB) must also comply with the laws of other local, state and federal agencies. Below is a list of some of the most common agencies contractors need to know about. Oregon laws sometimes differ from those of other states. This is not meant to be a complete list. It is your responsibility to learn about the laws that affect you.

- **Plumbers and electricians** must be issued both a personal license and a business license by the Building Codes Division (503-373-1268).
- **Developers who arrange for or who perform improvements attached to real estate to sell or with the intent to sell, or who develop tracts of land for residential or commercial building sites** must get licensed with the CCB (503-378-4621 ext. 4900).
- **Mobile home installers, mobile home skirting installers, boilermakers-steam fitters, heating and air conditioning technicians, and pipe fitters** must be issued a personal license and/or a business license by the Building Codes Division (503-373-1268).
- **Local city or county business license offices:** Call the city or county where you are working to see if you need a local business license. In the Portland area, call Metro (503-797-1710) for information on multiple licenses.
- **Local permits and building codes:** Call the local building department or the Building Codes Division (503-378-4133).
- **Contractors doing landscaping work** must contract with a licensed landscape contractor if the value of the work is more than \$500 or if sprinkler installation, maintenance or repair is involved. Call the LCB (503-378-4621 ext. 4032).
- **Contractors with a landscape irrigation backflow device installer (LIBDI) license** through the Landscape Contractors Board who test backflow devices also need a backflow testing license through the Dept. of Human Services (503-731-4899).
- **Tree service businesses** must be licensed with the Landscape Contractors Board if not licensed with the CCB. Call the CCB (503-378-4621 ext. 4900) or the LCB (503-378-4621 ext. 4032).
- **Decontamination contractors** cleaning up chemicals associated with clandestine drug lab activities must be licensed with the Dept. of Human Services (503-731-4015).
- **Asbestos abatement contractors** must be licensed with the Dept. of Environmental Quality (503-229-5982).
- **Underground storage tank installers** should call DEQ (1-800-742-7878) for regulation information.
- **Contractors filling, removing fill or otherwise altering wetlands or waterways, including State Scenic Waterways,** may need a permit. Call the Div. of State Lands (503-378-3805) and the Army Corps of Engineers (503-808-4373).
- **Contractors filling, removing or constructing docks, bridges, marinas or other structures within state-owned waterways** (tidal or navigable) may need an easement. Call the Division of State Lands (503-378-3805).
- **Contractors building roads, buildings or structures and improvements within State Scenic Waterways or on ocean beaches** need the required permits and approvals. Call State Parks and Recreation at 503-378-6305.
- **Sewage disposal installers and pumpers** must be licensed with DEQ (503-229-6402).
- **Contractors contracting with trucking firms** should contact the Oregon Public Utility Commission (truck safety: 503-378-6166; certification: 503-378-6699).
- **Contractors erecting or maintaining off-premise advertising signs** visible from state highways need a license and permit from ODOT (503-986-3656).
- **Contractors constructing water supply wells and monitoring wells** must be licensed with the Water Resources Dept. (ask for the Enforcement Section at 503-378-3739).
- **Serious construction accidents and fatalities** must be reported to OR-OSHA at 503-378-3272. Also call this number for information about health rules and occupational safety issues.
- **Contractors hiring employees** need a Federal EIN number (fax: 801-620-7115, or mail: IRS, Mail Stop 6271, PO Box 9941, Ogden UT 84409), a State Business ID number (503-986-2200), and Workers' Compensation insurance coverage (503-947-7815), must also be licensed as nonexempt with the CCB.
- **Contractors hiring employees under 18** must comply with regulations governing minors. Call the Bureau of Labor and Industries Work Permit Unit (503-731-4074) and the US Dept. of Labor, Wage and Hour Division (503-326-3057).
- **Contractors working on public works projects** must comply with Oregon's prevailing wage laws. Contact BOLI (503-731-4074 ext. 250).
- **Contractors working on federally financed construction or reconstruction projects** need to comply with various federal laws. Call the US Dept. of Labor, Wage and Hour Division (503-326-3057) and Federal Contract Compliance (503-326-4112).
- **Contractors organizing as a corporation, limited liability partnership or limited liability company, working under assumed business names or using trademarks** should contact the Corporation Division (503-986-2200 about corporations, LLC's, LLP's business names or 503-986-2228 about trademarks).
- **Prime contractors doing highway projects** who want information about obtaining state contracts should call the ODOT Construction Contracts Unit at 503-986-3868.
- **Contractors doing grading and excavation in coastal areas** need to check with local planning officials to be sure the work is done in compliance with local land use plans and zoning ordinances.
- **Construction crane operators** must complete safety training and obtain a crane operator's card. Contact OR-OSHA (503-378-3272) for names of private training schools.
- **Pesticide applicators** must be licensed by the Oregon Dept. of Agriculture (503-986-4635).
- **Some contractors buying plants for sale or installation** must obtain a nursery stock license from the Dept. of Agriculture (503-986-4644).
- **Contractors growing stock or buying stock for later sale** must have a nursery grower's license. Call the Dept. of Agriculture (503-986-4644).
- **Contractors needing a blasting license or explosives permit** should contact the State Fire Marshal at 503-373-1540.
- **Contractors doing lead-based paint work** must be certified with the Dept. of Human Services (503-731-4500).
- **Contractors who inspect cross connections or test backflow prevention devices** must get licensed with the CCB or the LCB (503-378-4621 ext. 4900).
- **Anyone who performs two or more components of a home inspection** must get certified with the CCB (503-378-4621 ext. 4900).
- **Excavators digging near utility lines** should call the Oregon Utility Notification Center before digging (1-800-332-2344).
- **Contractors managing property for others** must be licensed with the Real Estate Agency (503-378-4170).

WHERE IS A CONTRACTOR'S CCB NUMBER NEEDED?

All contractors must include their CCB license number on everything from business cards to site signs. If you will be ordering business cards, letterhead, etc. soon, read this page carefully.

License numbers are required on all of the following items (if you use them):

- ◆ **Business cards**
- ◆ **Written bids**
- ◆ **Building-related contracts** (written contracts are required for all jobs \$2,500 and above)
- ◆ **Business letterhead stationery**
- ◆ **Business signs at construction sites**
- ◆ **Written inspection reports**
- ◆ **Advertising** (this includes telephone book and newspaper display or space ads, as well as radio and television ads)

License numbers are highly encouraged, but are not required on:

- ◆ Business vehicles
- ◆ Promotional items such as on pens, pencils, bug deflectors, refrigerator magnets, etc. where it is not practical to include them.
- ◆ Clothing or uniforms for sports teams sponsored by construction businesses.

Why are CCB numbers required so many places? The CCB has a 24-hour, toll-free, automated contractor inquiry phone system (6,000+ calls a month), regular phone lines staffed by CCB employees (15,400+ calls a month) and a web site (14,000+ hits a month). All three allow consumers and contractors to check the license and claim history of a contractor.

People who want to check on contractors like you cannot use the toll-free system or web site unless they know your license number or telephone number. When you use your license number on your business cards, bids, etc., your customers will be able to easily check your license status.

Also, many homeowners call the CCB to check on contractors, but they don't always know the owner's name or the correct spelling. If CCB staff can't find your license number because a potential customer doesn't give the right information, you lose work because people think you're unlicensed. If future customers provide your correct CCB number, these problems are eliminated.

You can either use "CCB" and then your license number (for example, CCB #123456), or you can also include the words "Licensed and bonded" with your CCB number.

Violating OAR 812-003-000(8)(b)(d) by failing to provide a CCB number where required can result in a civil penalty of up to \$400.

CONSTRUCTION CONTRACTORS BOARD

PO Box 14140

Salem OR 97309-5052