



REQUEST TO CHANGE/ADD COMMERCIAL ENDORSEMENT

(See back pages for additional information)

SECTION 1 – NAME AND LICENSE NUMBER

Name *(Print name of licensee)* _____ CCB license number _____

SECTION 2 – CHANGE OR ADD REQUEST

CHANGE: Remove the current endorsement classification and *change* the license to the requested endorsement classification below:

ADD: Keep the current endorsement classification and *add* the requested endorsement classification below:

SECTION 3 – COMMERCIAL ENDORSEMENTS – You may select only one. See attached chart for more information.

Commercial General Contractor Level 1 Commercial General Contractor Level 2

Commercial Specialty Contractor Level 1 Commercial Specialty Contractor Level 2

Commercial Developer – Must meet all four criteria on the attached chart

SECTION 4 – EXPERIENCE – See attached chart for more information.

The licensee is selecting a Level 1 commercial classification and has 8 years of experience.

The licensee is selecting a Level 2 commercial classification and has 4 years of experience.

SECTION 5 - WORKERS' COMP – FOR EXEMPT COMMERCIAL CONTRACTORS ONLY

The licensee has an exempt independent contractor status and carries a workers' compensation insurance policy that includes personal election coverage for the owners of this business.

Carrier Name _____ *Policy Number*

SECTION 6 – SIGNATURE – Must be signed by an owner, partner, member, corporate officer or trustee.

Name _____
(Print or type name of sole proprietor, partner, LLC member, trustee or corporate officer)

Signature _____ Date _____

Day time phone number (_____) _____

SECTION 7 - FEE – Checks payable to Oregon CCB. Credit card-only may fax this application to 503-373-2155.

Billing Name		Billing Address	
Amount of Payment \$20	Card Number	Expiration Date	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover	Signature of Card Holder _____	Date _____	Office Use Only

INSTRUCTIONS

1. Complete **all** sections of the form.
2. Use the charts below to determine what structure type(s) you will be working on, and which commercial endorsement you want to change to or add.
3. Submit both the *original* Construction Contractors Board Commercial Surety Bond and Certificate of Insurance in the amounts that coincide with the endorsement you selected with the completed form.

STRUCTURE TYPES

Selecting a residential, commercial or both a residential and commercial endorsement is related to the type of structure that a licensee intends to construct or property that a license intends to work on for construction.

A *residential* contractor may work on a: Residential or small commercial structure/property
 A *commercial* contractor may work on a: Large or small commercial structure/ property
 A *residential and commercial* contractor may work on: All structure types

EXAMPLES OF STRUCTURE TYPES

TYPES	DESCRIPTIONS	EXAMPLES
Residential	<ul style="list-style-type: none"> • A site-built home • A structure that contains one or more dwelling units and is four stories or less above grade • A condominium, rental residential unit or other residential dwelling unit that is part of a larger structure, if the property interest in the unit is separate from the property interest in the larger structure • A modular home constructed off-site • A manufactured dwelling • A floating home 	<ul style="list-style-type: none"> • Single-family residence • Apartment Complex or Condos 4 stories or less. • Individual Units in a high rise building.
Small Commercial	A nonresidential: <ul style="list-style-type: none"> • Structure of 10,000 square feet or less not more than 20 feet high • Leasehold, rental unit or other unit that is part of a larger structure, if the unit has 12,000 square feet or less not more than 20 feet • Structure of any size for which the entire contract price of all construction work to be performed on the structure does not total more than \$250,000 	<ul style="list-style-type: none"> • 7-11 stores • Gas stations • Fast food restaurants
Large Commercial	Any structure that is not a residential structure or small commercial structure	<ul style="list-style-type: none"> • Apartment Complex or Condos more than 4 stories • Hospitals • Parking Garages • Shopping Malls • Manufacturing Facilities

COMMERCIAL ENDORSEMENT CLASSIFICATIONS

Contractor Endorsement	Scope of Work	Examples and Limitations	Bond and Insurance
Commercial General Contractor Level 1	These contractors may supervise, arrange for, or perform (partly or completely) an <i>unlimited</i> number of unrelated building trades involving any small or large commercial structure or project.	Commercial general contractors may perform the same work as commercial specialty contractors. Level 1 contractors must have 8 years of construction experience.	\$75,000 Commercial bond \$2 million aggregate insurance
Commercial General Contractor, Level 2	Level 1 and level 2 contractors can perform the same work.	Level 2 contractors must have 4 years of construction experience.	\$20,000 Commercial bond \$1 million aggregate insurance
Commercial Specialty	These contractors perform work involving <i>one or two</i> unrelated building trades for	The building trades may change from job to job. (For example, a residential specialty contractor may	\$50,000 Commercial bond

Contractor Level 1	small or large commercial projects. Level 1 and level 2 contractors can perform the same work.	perform masonry and roofing work on one project and concrete work on another.) Level 1 contractors must have 8 years of construction experience. Level 2 contractors must have 4 years of construction experience.	\$1 million aggregate insurance
Commercial Specialty Contractor Level 2			\$20,000 Commercial bond \$500,000 per occurrence Insurance
Commercial Developer	These contractors meet all of the following: (1) The licensee owns the properties, or an interest in the properties, on which it arranges for construction work; (2) The licensee arranges for construction work or improvement of small or large commercial real property, with the intent to sell the property; (3) The licensee acts in association with one or more licensed general contractors who have sole responsibility for overseeing all phases of construction activity on the property; and (4) The licensee does not perform any construction work on the property.	This classification is for commercial developers who arrange for the construction of structures, or the development of property, that they intend to sell.	\$20,000 Commercial bond \$500,000 per occurrence insurance

CERTIFICATION OF EXPERIENCE

If the licensee has selected a commercial endorsement, the licensee must certify that its key employee(s) have the appropriate amount of construction experience.

Key employee means:

An employee or owner of the licensee (business) who is a corporate officer, manager, superintendent, foreperson or lead person.

Construction experience means:

Experience gained as a licensed contractor, journeyman, foreperson or supervisor or as any other employee engaged in construction work for a licensed contractor.

In addition, the following experience or education may substitute for the construction experience:

- Completion of an apprenticeship program may substitute for up to three years of experience
- A bachelor's degree in a construction-related field may substitute for up to three years of experience
- A bachelor's degree or master's degree in business, finance or economics may substitute for up to two years of experience
- An associate's degree in construction or building management may substitute for up to one year of experience