



# CONSTRUCTION CONTRACTORS BOARD

PO Box 14140 Salem OR, 97309-5052  
Phone (503) 378-4621 | Fax (503) 373-2155  
[www.oregon.gov/CCB](http://www.oregon.gov/CCB)



## REQUEST TO REMOVE, CHANGE or ADD RESIDENTIAL ENDORSEMENT

FEE: \$ 20.00

### NAME AND LICENSE NUMBER

\_\_\_\_\_  
Entity Name *(Print name of licensee)* CCB License Number

### REMOVE, CHANGE OR ADD ENDORSEMENT

- REMOVE:** Remove the current residential endorsement and keep the current commercial endorsement only.
- CHANGE:** Remove the current residential or commercial endorsement and change the license to the requested residential endorsement marked below.
- ADD:** Keep the current commercial endorsement and add the requested residential endorsement marked below.

### RESIDENTIAL ENDORSEMENTS – See chart below for information on structures & scope of work

#### RESIDENTIAL ENDORSEMENTS ONLY SELECT ONE IN THIS SECTION

- Residential General Contractor (RGC)
- Residential Specialty Contractor (RSC)
- Residential Limited Contractor (RLC) – Must meet all five criteria as defined on attached chart
- Residential Developer (RD) – Must meet all four criteria as defined on attached chart

#### RESTRICTED RESIDENTIAL ENDORSEMENTS

- Home Services Contractor (HSC) - No RMI or qualifying individual required
- Home Inspector Services Contractor (HISC)  
Oregon Home Inspector Certification (OCHI) holder name \_\_\_\_\_ # \_\_\_\_\_
- Home Energy Performance Score Contractor (HEPSC)  
Oregon Home Energy Assessor (Dept of Energy) Certification holder name \_\_\_\_\_
- Residential Locksmith Services Contractor (RLSC)  
Oregon Locksmith Certification holder name \_\_\_\_\_ # \_\_\_\_\_
- Residential Restoration Contractor (RRC) - No RMI or qualifying individual required

### 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 *(Required)* \_\_\_\_\_ Date \_\_\_\_\_

## PAYMENT INFORMATION

For your protection, **EMAIL SUBMISSIONS WILL NOT BE ACCEPTED**. By signing below, I understand that once the fee has been paid it is non-refundable.

You may submit payment using **ONE** of the following options (*please select only one*):

### Payment by Debit or Credit Card

**VISA, MASTERCARD, or DISCOVER ONLY** for credit card payments

I authorize the amount of **\$20.00** license application fee to be charged to my card.

VISA

MASTERCARD

DISCOVER

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiration Date (MM/YY)

\_\_\_\_\_  
CVV (3-digit Code)

\_\_\_\_\_  
Name as it appears on the card

\_\_\_\_\_  
Card Holder's Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Card Holder's Email

\_\_\_\_\_  
Card Holder's Phone Number

\_\_\_\_\_  
Authorized Signature **REQUIRED**

### Secure Fax (only if paying by debit or credit card)

You may fax your completed application & payment to the office using our secure fax at (503) 373-2155.

### Payment by Check

Check or Money Order can be made payable to the Oregon Construction Board or Oregon CCB. Mail completed application and check/money order to the Board office at:

Regular Mail:

P.O. BOX 14140

Salem, OR 97309-5052

Priority Mail:

201 High St SE, Ste. 600

Salem, OR 97301

**Questions??** If you need assistance, please contact the CCB at (503) 378-4621

**Please allow 2-3 weeks for processing**

**IMPORTANT:** Incomplete information or payment will delay the processing time. Verify the information provided is complete and accurate prior to submitting.

FOR OFFICE USE ONLY

AMOUNT PAID

APPROVAL CODE

## 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 residential endorsement you want to change to or add.
3. Submit both the original Construction Contractors Board Residential 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  |
|-------------------------|---|---|
| <b>Residential</b>      | <ul style="list-style-type: none"> <li>• A site-built home</li> <li>• A structure that contains one or more dwelling units and is four stories or less above grade</li> <li>• 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</li> <li>• A modular home constructed off-site</li> <li>• A manufactured dwelling</li> <li>• A floating home</li> </ul> | <ul style="list-style-type: none"> <li>• Single-family residence</li> <li>• Apartment Complex or Condos 4 stories or less.</li> <li>• Individual Units in a high rise building.</li> </ul>                        |
| <b>Small Commercial</b> | <p>A nonresidential structure that does not exceed any of the following:</p> <ul style="list-style-type: none"> <li>• 10,000 square feet or less and not more than 20 feet high.</li> <li>• Leasehold, rental unit or other unit that is part of a larger structure, if the unit has 12,000 square feet or less and not more than 20 feet high.</li> <li>• 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.</li> </ul>        | <ul style="list-style-type: none"> <li>• 7-11 stores</li> <li>• Gas stations</li> <li>• Fast food restaurants</li> </ul>  |
| <b>Large Commercial</b> | <p>Any structure that is not a residential structure or small commercial structure.</p>   | <ul style="list-style-type: none"> <li>• Apartment Complex or Condos more than 4 stories</li> <li>• Hospitals</li> <li>• Parking Garages</li> <li>• Shopping Malls</li> <li>• Manufacturing Facilities</li> </ul> |

## RESIDENTIAL ENDORSEMENTS

| Contractor Endorsement                  | Scope of Work  | Examples and Limitations   | Bond and Insurance  |
|---|--|--|---|
| <i>Residential General Contractor</i>   | These contractors may supervise, arrange for, or perform (partly or completely) an <i>unlimited</i> number of unrelated building trades involving any residential or small commercial structure or project.  | Residential general contractors may perform the same work as residential specialty contractors.  | \$20,000 Residential bond<br><br>\$500,000 per occurrence insurance |
| <i>Residential Specialty Contractor</i> | These contractors perform work involving <i>one or two</i> unrelated building trades for residential or small commercial projects. Also, these contractors may perform work on a single property involving <i>three or more</i> unrelated building trades if the contract for labor and materials is \$2,500, or less.   | The building trades may change from job to job. (For example, a residential specialty contractor may perform masonry and roofing work on one project and concrete work on another.)  | \$15,000 Residential bond<br><br>\$300,000 per occurrence insurance |
| <i>Residential Limited Contractor</i>   | These contractors may supervise, arrange, and/or perform (partly or completely) an <i>unlimited</i> number of unrelated building trades involving any residential or small commercial structure or project if they certify that they meet all of the following:<br>(1) The licensee expects gross sales of less than \$40,000 from the construction business in the next year.<br>(2) The licensee does not contract to perform any work that exceeds \$5,000.<br>(3) The contract price of any work performed does not exceed \$5,000 per job site per year.<br>(4) The CCB may inspect the licensee’s Oregon Department of Revenue tax records to verify any of the above.<br>(5) The licensee agrees that if gross construction business volume exceeds \$40,000 during the year, it will immediately notify the CCB, change its endorsement and increase its bond and insurance coverage, if required. | This is for part-time contractors who build as a hobby, for retirees, and for handyman services.<br><br>There is no limit to the number of building trades that can be supervised, arranged or performed.<br><br>“Gross” means total sales, in other words, the total amount paid for labor and supplies before expenses and taxes are deducted. | \$10,000 Residential bond<br><br>\$100,000 per occurrence insurance |
| <i>Residential Developer</i>            | These contractors must meet all of the following:<br>(1) The licensee owns the properties, or an interest in the properties, on which it arranges for construction work;<br>(2) The licensee arranges for construction work or improvement of residential or small commercial real property, with the intent to sell the property;<br>(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<br>(4) The licensee does not perform any construction work on the property.  | This classification is for residential developers who arrange for the construction of structures, or development of property, that they intend to sell.  | \$20,000 Residential bond<br><br>\$500,000 per occurrence insurance |

## RESTRICTED RESIDENTIAL ENDORSEMENTS

| Contractor Endorsement                                  | Scope of Work  | Examples and Limitations                                      | Bond and Insurance  |
|---|--|---|---|
| <i>Home Services Contractor (HSC)</i>                   | Contractors with an HSC endorsement may operate a business offering service, repair or replacement under a home services (warranty) agreement. | HSC can perform no other contractor activities.               | \$10,000 Residential bond<br><br>\$100,000 per occurrence insurance |
| <i>Residential Locksmith Services Contractor (RLSC)</i> | Contractors with an RLSC endorsement may operate a business offering locksmith services.   | RLSC contractors can perform no other contractor activities.  | \$10,000 Residential bond<br><br>\$100,000 per occurrence insurance |
| <i>Home Inspector Services Contractor (HISC)</i>        | Contractors with an HISC endorsement may operate a business offering home inspection services.   | HISC contractors can perform no other contractor activities.  | \$10,000 Residential bond<br><br>\$100,000 per occurrence insurance |
| <i>Home Energy Performance Score Contractor (HEPSC)</i> | Contractors with an HEPSC endorsement may operate a business issuing home energy performance scores.   | HEPSC contractors can perform no other contractor activities. | \$10,000 Residential bond<br><br>\$100,000 per occurrence insurance |
| <b>Residential Restoration Contractor (RRC)</b>         | Contractors with an RRC endorsement may operate a business offering restoration services for residential and small commercial structures.      | RRC contractors can perform no other contractor activities.   | \$10,000 Residential bond<br><br>\$100,000 per occurrence insurance |