

How and When to Report Business Changes to the CCB



Phone: 503-378-4621

Email: ccb.info@state.or.us

Web address: www.oregon.gov/ccb

Mail: CCB, PO Box 14140, Salem, OR. 97309-5052

Change	When to report	How to report	Directions
Business address, phone, email	Immediately following a change. By law, must report address changes within 10 days of change.	Online (see directions to right) or send the CCB an email with the new information and your CCB license number.	<ol style="list-style-type: none"> 1. Go to www.oregon.gov/ccb 2. Click on “Contractor login” at the top of the page and log in 3. Click on “Business Activities” 4. Click on “Edit Business Information”
Workers’ compensation status	Immediately following a change (you hire employees and buy a workers’ comp policy or you no longer have employees and drop a policy).	Online (see directions to right) or submit form found on CCB website under “Forms and Fees.” The form is titled <i>Workers’ Compensation Status Change</i> . If hiring workers, you will need policy number and name of insurance company.	<p>Follow steps above.</p> <ul style="list-style-type: none"> • Click on “Change My Workers’ Compensation Status.” • If moving to “non-exempt,” provide your policy number or that of the leasing company if you lease workers.
Change endorsement	Before you bid a job requiring the new endorsement.	Submit form following directions on form. \$20 fee. Changing endorsements may include changes to bonds and insurance, including workers’ compensation insurance. Questions? 503-378-4621	<ol style="list-style-type: none"> 1. Go to www.oregon.gov/ccb 2. Find the “Licensing” box. Click on “Forms and fees” 3. To add or change the type of commercial endorsement, select “Commercial Endorsement Change” 4. To add or change type of residential endorsement, select “Residential Endorsement Change”

Change corporate officer or LLC member	As soon as change occurs.	Submit form; attach corporate or LLC meeting minutes OR If you are leaving, send us a copy of your resignation letter.	<ol style="list-style-type: none"> 1. Go to www.oregon.gov/ccb 2. Find the “Licensing” box and click on “Forms and fees” 3. Select “Personnel change – corporate officers or LLC members” 4. Mail or email completed form to the CCB, Attn: Licensing.
Terminate my license (permanently)	When you’re ready to give up your license.	Send us a signed letter or email.	Ask us to terminate your license.
Inactivate my license (temporarily)	When you stop working temporarily (You still pay CCB license fee every two years but don’t have to carry bond/insurance. You must maintain your Corporations Division registry.)	Submit form following directions on form. \$20 fee	<ol style="list-style-type: none"> 1. Go to www.oregon.gov/ccb 2. Find the “Licensing” box and click on “Forms and fees” 3. Select “Inactivate Your License.”
Activate my license (so I can go back to work)	Before you bid a job.	Complete form on CCB website Make sure your continuing education (CE) is up to date. Questions about CE? 503-934-2227. \$20 fee	<ol style="list-style-type: none"> 1. Go to www.oregon.gov/ccb 2. Find the “Licensing” box 3. Click on “Forms and fees” 4. Click on “Activate Your License” and follow directions.
Change in responsible managing individual (RMI)	Immediately following the loss of an RMI or a change in RMI	Complete form on CCB website.	<ol style="list-style-type: none"> 1. Go to www.oregon.gov/ccb 2. Find the “Licensing” box and click on “Forms and fees” 3. Complete the “RMI change” form and return to the CCB 4. If you lose an RMI suddenly and don’t have a backup, complete the “Temporary RMI Notice” form. 5. You have 14 days to get a new RMI and report that to the CCB or risk a fine and license suspension.