

## Frequently Asked Questions

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**Q1: How do I apply for a Construction Contractors license?**

**A1:** Your application and credit card or ACH/e-Check payment are now submitted online. Instructions are provided on the website under "[Get a license](#)". We encourage all applicants to complete and submit their application online.

**Q2: Will I receive a receipt?**

**A2:** Yes. After you have completed the online application, you will receive a confirmation page that may be printed as a receipt. You will also receive a confirmation email. This email will be sent to the email address you entered during the online submission process.

**Q3: Can I submit my application via my cellphone?**

**A3:** Yes! The online application is mobile friendly and allows you to translate the application into other languages. Please have all of the required attachments saved electronically so that you can upload them when asked to do so.

**Q4: What are acceptable attachments?**

**A4:** The following attachments *may* be required with your application submission:

- [Surety Bond](#) & Power of Attorney,
- [Certificate of Liability Insurance](#),
- Proof of passing the [Oregon Contractor Exam](#) (*if not already on file with the CCB under another license*), and
- [Certification & Signatures](#) form.

**Q5: What if I don't have all the required information at the time I am completing the online application?**

**A5:** No problem. You can save your application and come back to it later. Feel free to pause at any time throughout the process to gather additional business information or necessary attachments for a complete application. Once you're ready, you may login to the [submission portal](#) and continue where you left off.

**Q6: How long will it take to process my complete application?**

**A6:** Online submissions can take up to four weeks for processing. Paper applications can take 6-8 weeks.

**Q7: Can my insurance agent login and submit my insurance documentation via E-Proof?**

**A7:** No. E-proof allows insurance agents to electronically submit proof of insurance for licensed contractors. This is a feature that both you and your insurance agent may utilize once you're licensed and assigned a license number.

**Q8: How do I check the status of my application?**

**A8:** If your application needs additional information, CCB staff will most likely reach out to you via email within 2-3 weeks after submission. Remember to check your Junk or Spam folders for an email from the CCB.

CCB staff may also need to communicate with you via telephone. If you submitted your application electronically, and you have not received any form of communication from the CCB after three weeks, please give us a call at (503) 378-4621.

**Q9: Can I submit a paper application?**

**A9:** You may request a paper application. Paper applications will result in a delay in processing. We strongly encourage your electronic application. You must submit the Paper Application Request form via email.

**Q10: Can I deliver my application in-person?**

**A10:** The board office is open Monday to Friday from 8:00am to 4:45pm. You may hand deliver your application materials or submit by fax to (503) 373-2155. Note that paper applications will result in a delay in processing.