

# TOOL BOX

Spring 2025



Construction  
Contractors Board

PO Box 14140  
Salem, OR 97309-5052

Phone: 503-378-4621

Fax: 503-373-2007

[www.oregon.gov/ccb](http://www.oregon.gov/ccb)

## Need 3 Hours of CCB Credit? See Our Winter/Spring Schedule!

Most residential contractors must complete 3 hours of CCB continuing education to renew their license. Get your 3 hours in with our live webinars! Here's our new winter/spring schedule:

Class Date	Class Type	Speakers	Sign Up
Wed. May 28	Virtual	CCB Paid Leave, SBO	<a href="#">click here to sign up</a>
Tue. June 24	Virtual	CCB, OSHA, Workers Comp	<a href="#">click here to sign up</a>
Wed. July 23	Virtual	CCB, OSHA, 811	<a href="#">click here to sign up</a>

For contractors who have limited access to Internet: CCB will work with all contractors who are unable to fulfill their 3-hour class requirement online. Please contact the CCB education section at 503-934-2227.

You can also [log in to your account or create an account](#) to complete our classes on-demand.





## Think Twice Before Clicking “Unsubscribe”

Unsubscribing to CCB emails can leave you in the dark. CCB uses email to send reminders about insurance, continuing education, and other important topics! Stay informed about changes to your license: think twice before clicking “unsubscribe” on CCB emails.

## Access Free Resources from CCB

CCB provides FREE resources to contractors to help them improve their business and stay in compliance!

- Trifold business card holders: This popular trifold can be used to hold your business card! It also gives step-by-step instructions that teach homeowners how to check a license on our website. Order trifolds to be sent to your business with our [online form](#).
- Guide to hiring a contractor: This guide provides in-depth information about how to take a home improvement project from start to finish. Order trifolds to be sent to your business with our [online form](#).
- Live contractor webinars: We offer live webinars to contractors every month. Get 3 hours of CCB credit and learn valuable information about how you can stay in compliance. Check out our [webinar schedule online](#).

## Advertising Your Services? Include Your CCB Number!

All contractors must include their CCB license number on advertisements. This includes business cards, site signs, and more. The number should include “CCB” and then your license number (for example, CCB #123456). You can also include the words “Licensed and bonded.” License numbers are required on:

- Business cards
- Written bids
- Building-related contracts
- Advertising, including websites, telephone book, newspaper, radio and television ads.
- Business letterhead
- Business signs at construction sites
- Written inspection reports
- Business vehicles with signage

### Are CCB numbers required on promotional items?

No. CCB numbers are encouraged but are not required on promotional items where it is not practical to include them. This includes pens, pencils, bug deflectors, refrigerator magnets, etc. Numbers are also not required on clothing or uniforms for sports teams sponsored by construction businesses.

### What happens if I don’t include my CCB number on an advertisement?

There’s more than one reason to include your CCB number on an advertisement.

- Potential customers who see your license number on your business cards, bids, etc. can quickly confirm your license status on our website or by calling 503-378-4621. If they’re unable to find you in the CCB database because they don’t know your license number, you could lose out on business.
- Putting your CCB number on your advertisement reminds consumers that the CCB number is a requirement. Keeping this information on their mind when they’re hiring a contractor benefits you, because your business is licensed. This distinguishes your business from unlicensed contractors.
- Failure to include your CCB number on an advertisement is a violation of OAR 812-003-0120. This can incur a fine of up to \$400.





## KEY CONTACTS

### Licensing questions:

503-378-4621

### Report unlicensed activity:

503-934-2229

### Dispute resolution

### (mediation) questions:

503-934-2247

### Education questions:

503-934-2227

## STAFF

### Administrator

Chris Huntington

### HR Manager

Heather Parker

### Licensing Manager

Dana Zeimantz

### Enforcement Manager

Vena Swanson

### Communications/Education Manager

Leslie Culpepper

## BOARD MEMBERS

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# Reminder About Contractor New Application Fees

In March 2024, the Board approved a fee increase on all CCB license renewals and new applications. The fee increase went into effect for renewals in July of 2024. To support new contractor businesses, the Board elected to delay the fee increase for new applications until July 2025. The contractor application fee increase will take effect on July 1, 2025. Contractors that submit new applications after June 30, 2025, will pay \$400.

## More Information About the Increase

The Board adopted this fee increase in support of preserving CCB enforcement, licensing, and other services. Information about the fee increase was provided on the CCB's website and in multiple issues of the Toolbox. For more information about the fee increase and the rulemaking process, please visit the CCB's 2024 fee increase webpage.

# Message from the Oregon Department of Agriculture:

## PESTICIDE USE REMINDERS ON ROOFS AND OTHER CONSTRUCTION SITES

Roofs, areas around structures, and other construction sites are common areas where pests can be a problem. For example, moss is widespread on roofs and other structures (e.g. driveways) in the damp areas of the Pacific Northwest. It is common for people to use products that prevent or kill moss, and to treat wood roofs to prevent wood-destroying pests. Products to kill weeds may sometimes be used in a site prep.

Many people do not know that these types of products ***are classified as pesticides*** at the state and federal levels and ***applying them commercially requires a pesticide applicator's license***. Additionally, each product must be registered before being applied commercially to control moss, weeds, or other pests on a customer's property. The Oregon Department of Agriculture (ODA) Pesticides Program regulates the sale, use, and distribution of pesticides in Oregon.

**Individuals and businesses must be licensed by ODA before performing certain pesticide-related activities.** In general, a Commercial Pesticide Applicator license is required to apply a pesticide to a customer's property. Additionally, their employer (business) must have a Commercial Pesticide Operator license. Commercial pesticide licenses have categories, which limit or specify the type of pesticides that can be used and/or locations where pesticides can be applied. More information on licensing can be found on our website at <https://oda.direct/PesticideLicensing>

**Always follow the pesticide label.** Pesticide product labels provide critical information about how to safely and legally handle and use pesticide products. This includes information, such as mixing (dilution) rates, how to properly apply, requirements to prevent off-target movement and protect the environment, emergency first aid instructions, and how to dispose of the empty container. Pesticide labels are lawfully enforceable, and carry the statement, "It

is a violation of Federal law to use this product in a manner inconsistent with its labeling.” In other words, **the label is the law**. For more information about pesticides and to search for registered pesticide products, go to <https://oda.direct/SearchRegisteredPesticides>

Para ver este informe en español: <https://oda.direct/Pesticide-Bulletin-SPA-041125>

*If you have any questions or concerns about pesticides, please contact the ODA Pesticides Program at 503-986-4635 or [pesticide-expert@oda.oregon.gov](mailto:pesticide-expert@oda.oregon.gov). If you would like to discuss this topic and need a free language interpreter present, call 503-986-4635 to make arrangements or email ([pesticide-expert@oda.oregon.gov](mailto:pesticide-expert@oda.oregon.gov)) with your name, requested language, phone number, and best time to call.*

