CONSTRUCTION CONTRACTORS BOARD (CCB)
LICENSE APPLICATION INSTRUCTIONS

Skip the paper application and APPLY ONLINE today!!

Submitting your application online allows for faster submission, instant confirmation of submission, and faster processing times.

READ INSTRUCTIONS CAREFULLY. If you wish to pay by check, you must submit the following documents as one complete packet to the CCB for licensure:

- ☐ **Application**
- ☐ **Payment Information**
- ☐ **Surety Bond** (2-page document). Do not submit separately.
  In the proper amount of the endorsement selected and in the exact business name as filed at the Oregon Secretary of State Corporation Division.
  a. Page 1 is the Bond
  b. Page 2 is the Power of Attorney
- ☐ **Certificate of Liability Insurance**. Do not submit separately.
  Must be issued in the exact business name as filed at the Oregon Secretary of State Corporation Division and naming CCB as the certificate holder.
- ☐ **Proof of passing the Oregon Contractor Exam**, *if applicable.*
- ☐ **Social Security Number / Disclosure for Foreign Applicants** - Required signature if any owner, officer, or member do not have a social security number.
- ☐ **Organizational Structure Chart**. Required only if this business is owned by another business. This chart must identify each association for members, owners, trustees, and partners and include their full legal name, date of birth, social security number, and driver's license information for all individuals.

ASSUMED BUSINESS NAME(S)

An Assumed Business Name (ABN) is a business name that must be registered with the State of Oregon Secretary of State (SOS) Corporation Division as an assumed business name. All assumed business names must be registered at the Oregon SOS, unless it includes the applicants legal first, middle, and last name. Contact the Oregon SOS to register your business name(s) or call (503) 986-2200.

ENDORSEMENTS

Contractors must carry the proper endorsement for the type of structures they work on. In selecting the correct endorsement, you will need to know such information as whether you will just work on residential or commercial structures, or whether you will work on both. If you are unsure of what endorsement(s) to select, see the Endorsement Chart on the Board website.

If you are endorsed as a residential specialty contractor, for example, and decide to bid on a large commercial project, you must change your license to carry both endorsements.

WORKERS COMPENSATION

If you are Non-exempt (have employees) you must provide the name and policy number of your Workers Compensation carrier.

If you selected a commercial endorsement without employees, you must provide, on the application form, Personal Election Workers Compensation coverage.

All Exempt classes (no employees) must complete the Exempt Workers Compensation Status Declaration section of this application.

For more information about workers compensation, talk to an insurance agent or visit the Oregon Workers Compensation Division website. Learn more about who is required to carry Workers Comp (exempt vs non-exempt).

RESPONSIBLE MANAGING INDIVIDUAL & PRE-LICENSE TRAINING AND TEST

Most endorsements are required to have a Responsible Managing Individual (RMI). The RMI may be an owner, officer, partner, or employee of the business applying for the license. The RMI must have management or supervisory authority over the construction activities of the business.

You can find a list of approved pre-license educators on the Board website. Once you have taken the training, you will be directed to take the test from your pre-license training provider.

CRIMINAL BACKGROUND

Providing incomplete or inaccurate information may delay or prevent approval of your license request. The CCB has the authority to do a criminal history check on all applicants and any personal information provided may be used for that purpose.

METHOD OF PAYMENT

The application fee is $325 and is non-refundable. This fee covers administrative costs for processing your application.

Paying online?

You can submit payments online using VISA, MasterCard, Discover, or ACH/e-Check.

Submitting a paper application?

Pay by check or money order, made payable to Oregon Construction Contractors Board or Oregon CCB.

DO NOT EMAIL YOUR APPLICATION OR PAYMENT TO THE BOARD
MISREPRESENTATION IN THIS APPLICATION IS CAUSE FOR DENIAL OF LICENSE
APPLICATIONS ARE NOT PROCESSED IN-PERSON

License Application for Limited Liability Company (LLC), Corporation, or Trust

(Residential, Commercial or DUAL Endorsement)

FEE: $ 325.00

License No. _____

☐ ENF ☐ RBO ☐ CBO ☐ SOS

Cross Ref _____

Test _____ ***CCB USE ONLY***

Important: Personal information provided on this application will be used to conduct background checks. Incomplete applications cannot be processed. Note that you can now apply for your CCB license and attach any required document(s) online using a debit/credit card or ACH/e-Check payment! This is the preferred and fastest way to submit your application. If you wish to pay by check or money order, please complete all required areas of this paper application, attach additional document(s) as necessary, and include your payment.

1 ENTITY OWNERSHIP – The owner must be 18 years or older

A) BUSINESS ENTITY INFORMATION

_____ _____

Corporate/LLC Name (exactly as filed with SOS Corporation Division) OR Corporate/LLC Registry #

_____ _____

Corporate/LLC **Email** Address Corp/LLC **Phone** Number

_____ The mailing and physical address are the same: ☐ YES ☐ NO

Corporate/LLC **Mailing** Address

_____ _____ _____ _____

City State Zip Code County

_____ _____ _____ _____

Corporation/LLC **Physical** Address City State Zip

OWNERSHIP INFORMATION*

_____ _____ _____

Officer/Member FULL First Name FULL Middle Name FULL Last Name

_____ _____ _____ _____

Date of Birth (MM/DD/YYYY) Social Security Number Driver's License # Issuing State

_____ _____ _____

Officer/Member FULL First Name FULL Middle Name FULL Last Name

_____ _____ _____ _____

Date of Birth (MM/DD/YYYY) Social Security Number Driver's License # Issuing State

_____ _____ _____

Officer/Member FULL First Name FULL Middle Name FULL Last Name

_____ _____ _____ _____

Date of Birth (MM/DD/YYYY) Social Security Number Driver's License # Issuing State

**You must complete the above information for all corporate officers or members per OAR 701-046. If necessary, attach an additional page to list all officers or members. *If a member is another entity, please include the FULL legal name, date of birth, and driver's license information for each officer of the member entity.*

2 FAMILY RELATIONSHIP IDENTIFICATION

If you have three or more corporate officers, members, or trustees, and they are all part of the same family, please list their full legal name(s) below:

Self _____ Spouse _____

Son(s) _____ Daughter(s) _____

Son(s)-in-law _____ Daughter(s)-in-law _____

Brother(s) _____ Sister(s) _____

Parents _____ Grandchildren _____

**If this is an all-family corporation, limited liability company or trust, the business may be exempt from workers compensation insurance. However, if the family relationship is not listed above (cousins, aunts, uncles, etc.) then your business is nonexempt and workers compensation must be provided.*

3 ASSUMED BUSINESS NAME(S) – If applicable

An Assumed Business Name (ABN) is a business name that must be registered with the State of Oregon Secretary of State (SOS) Corporation Division as an assumed business name. All assumed business names must be registered at the Oregon SOS, unless it includes the applicants legal first, middle (or initial), and last name.

_____ _____
Business Name ABN Registry Number

_____ _____
Business Name ABN Registry Number

4 EMPLOYER ACCOUNT INFORMATION – If you have employees

Oregon Business Identification Number (BIN): _____

- Required if the business has employees
- It is not the Social Security Number of the Business Registry Number
- For more information contact the Oregon Department of Revenue (DOR)

Federal Employer Identification Number (EIN): _____

- Required if the business has employees
- It is not the Social Security Number or the Business Registry Number
- For more information contact the Internal Revenue Service (IRS)

14 SOCIAL SECURITY NUMBER / DISCLOSURE FOR FOREIGN APPLICANTS

If you were issued a Social Security Number by the United States Social Security Administration, you may skip this section.

Declaration of Social Security Number

As part of your application for an initial license and certifications, issued by the Oregon Construction Contractors Board, you are required to provide your Social Security Number to this agency. The authority for this requirement is Oregon Revised Statute (ORS) 25.785, ORS 701.046, and 42 USC § 666(a)(13) (Federal Law). Failure to provide your Social Security Number will be a basis to deny the certificate or license you seek. Your Social Security Number may be shared with other authorities only for tax administration, debt collection, and child support enforcement purposes.

By signing this application, on the previous page, each owner, officer, member acknowledge the disclosure of their Social Security Number and it's use by the Construction Contractor Board for the purposes stated above.

If you were issued a Social Security Number by the United States Social Security Administration, you may skip this section.

Disclosure of NO Social Security Number

As part of your application for license or certifications, issued by the Oregon Construction Contractors Board, you are required to provide your Social Security Number to this agency if such a number has ever been issued to you. **If a member, officer, or owner has not been issued a social security number then the section below must be signed pursuant to ORS 25.785**.

Your signature(s) below serves as your declaration that you **have not been issued a Social Security Number** by the United States Social Security Administration.

_____
Full Legal Name

_____ _____
Signature to declare NO ISSUANCE OF SSN Date

_____
Full Legal Name

_____ _____
Signature to declare NO ISSUANCE OF SSN Date

PAYMENT INFORMATION

Please read the application instructions carefully prior to submitting the application and payment to the Board's office. Incomplete applications or missing documentation will delay the licensing process. Verify the information provided is complete and accurate prior to submitting.

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

Online Payment by Credit/Debit Card or ACH/e-Check (preferred method)

APPLY ONLINE

You will be required to complete a licensure application at the time of payment. **The online application submission process is recommended.** If you've prepared your paper application, you can follow the online application to upload the details as well as upload any required documents as a PDF, Word, or Excel document.

VISA, MASTERCARD, or DISCOVER ONLY accepted for credit card payments.
For card payments, you will be required to enter your card information including cardholder name, card number, expiration date, CVV number and complete billing address.

For **ACH/e-Check payments**, you will be required to enter your checking account information, including bank routing number and checking account number.

Payments are made through a secure portal and all information entered is encrypted.

Payment by Check or Money Order

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

Regular Mail:	Priority Mail:
P.O. BOX 14140	201 High St SE, Ste. 600
Salem, OR 97309-5052	Salem, OR 97301

Receipts for credit/debit card and ACH payments: Upon completion of the online application submission and payment process, you will receive confirmation that your application was submitted successfully. An automated email notification will also be sent to the address you entered with the application.

Receipts for Check payments: Your cancelled check is your receipt. If you need more detailed receipt, you may make the request by email to ccb.info@ccb.oregon.gov. The Board will email a receipt to you later.