

Business Name: _____

C) Limited Liability Partnership (LLP)

_____ Partner FULL First Name	_____ FULL Middle Name	_____ FULL Last Name	
_____ Date of Birth (MM/DD/YYYY)	_____ Social Security Number	_____ Driver's License #	_____ Issuing State
_____ Partner FULL First Name	_____ FULL Middle Name	_____ FULL Last Name	
_____ Date of Birth (MM/DD/YYYY)	_____ Social Security Number	_____ Driver's License #	_____ Issuing State
_____ Partner FULL First Name	_____ FULL Middle Name	_____ FULL Last Name	
_____ Date of Birth (MM/DD/YYYY)	_____ Social Security Number	_____ Driver's License #	_____ Issuing State
_____ Partner 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 partners per OAR 701-046. If necessary, attach an additional page to list all officers or members. **If a member is another entity, please include a complete organizational structure chart with the information requested above.*

3 FAMILY RELATIONSHIP IDENTIFICATION

If you have three or more partners, including general and limited, 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 partnership 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.*

4 BUSINESS NAME & 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.

Assumed Business Name (*if applicable*) ABN Registry Number

Assumed Business Name (*if applicable*) ABN Registry Number

5 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)

6 ENDORSEMENT(S)

RMI = Responsible Managing Individual

CH = Certification Holder

- Select appropriate endorsement for either Residential, Commercial or Dual Endorsement.
- If applying for DUAL Endorsement, select the appropriate endorsement for BOTH.
- If you are unsure of what endorsement(s) to select, see the [Endorsement Chart](#).

Residential Endorsement – You may only select **ONE** residential endorsement

- Residential General Contractor (RGC) – Requires RMI
- Residential Specialty Contractor (RSC) – Requires RMI
- Residential Limited Contractor (RLC) – Requires RMI
- Residential Developer (RD) – No RMI required
- Home Services Contractor (HSC) – No RMI required
- Restoration Contractor (RRC) – No RMI required
- Home Inspector Services Contractor (HISC)
(No RMI required. Requires CH & [Home Inspector Certification Application](#) prior to issuing CCB Number/License)

List Certification Holder Name_____
Certification Number

- Home Energy Performance Score Contractor (HEPSC)
(No RMI required. Requires CH & [Home Energy Assessor Application](#) **with** this CCB license application)

List Certification Holder Name

- Residential Locksmith Services Contractor (RLSC)
(No RMI required. Requires CH & [Locksmith Certification](#) Application prior to issuing CCB Number/License)

List Certification Holder Name_____
Certification Number**Commercial Endorsement** – You may only select **ONE** commercial endorsement

- Commercial General Contractor Level 1 – Requires RMI
- Commercial General Contractor Level 2 – Requires RMI
- Commercial Specialty Contractor Level 1 – Requires RMI
- Commercial Specialty Contractor Level 2 – Requires RMI
- Commercial Developer – No RMI required

7 WORKERS COMPENSATION

Exempt = No employees Non-exempt = Yes employees

- 1. Do you have Employees? YES NO*
 - If using leased employees from a leasing company, check "YES"
- 2. Do you have three or more officers, members or trustees who are not all immediate members of the same family? YES NO*

If you answered "YES", you must provide **Workers Compensation** Insurance:

Workers Compensation Policy Carrier

Policy Number

- 3. Are you applying for a commercial endorsement? YES NO*

If you answered "YES", and you have no employees, you must provide **Personal Election Workers Compensation** coverage:

Personal Election Policy Carrier

Policy Number

**If you answered "NO" to all questions, you must complete the Exempt Workers Compensation Status Declaration section below.*

8 EXEMPT WORKERS COMPENSATION STATUS DECLARATION*

Required **ONLY for Exempt Independent Contractor Class*

The license applicant below has filed their CCB license application as an exempt independent contractor class, meaning it will not hire employees. If the applicant decides to hire employees, the applicant understands that Oregon law requires it to:

- 1. Comply with workers compensation laws and maintain a workers compensation insurance policy as long as the application is an employer.
- 2. Provide the Carrier name and policy number
- 3. Notify the CCB of the change to its workers compensation status to nonexempt **before** hiring employees by submitting a [Change My Workers Compensation Status](#) form, or changing its status in their [Online Services Account](#). There is no fee to make this change.

By signing this document, the applicant certifies that it will change their workers compensation status to nonexempt with the CCB **before** hiring any employees. It will also provide the name of its workers compensation policy carrier and policy number.

ORS 701.035(3) states: (3) If a person who is licensed as exempt under subsection (2)(b) of this section hires one or more employees, utilizes one or more workers supplied by a worker leasing company or falls into any of the categories set out in subsection (2)(a)(B) of this section, the person is subject to penalties under ORS 701.992 (Civil penalties and other sanctions) for improper licensing. If a person who is licensed as exempt under subsection (2)(b) of this section hires one or more employees or utilizes one or more workers supplied by a worker leasing company, the person is also subject to licensing sanctions under ORS 701.098 (Grounds for discipline). The person must reapply to the Board in the correct class.

Business Entity or Applicant Name

Signature **REQUIRED if exempt**

Date

9 CERTIFICATION OF EXPERIENCE FOR COMMERCIAL CONTRACTORS

Commercial General and Commercial Specialty Level 1 or 2 applicants must certify that their Key Employee(s) have the appropriate amount of construction experience. A “Key” Employee is an owner or employee who is a Corporate Officer, Manager, Superintendent, Lead person or other person who exercises management or supervisor authority over the construction activities of the business.

If you selected: **Commercial General Contractor or Commercial Specialty Contractor – Level 1** endorsement

- Check this box to certify that your Key Employee(s) have eight (8) years total construction experience as defined below.

If you selected: **Commercial General Contractor or Commercial Specialty Contractor - Level 2** endorsement

- Check this box to certify that your Key Employee(s) have four (4) years total construction experience as defined below.

How many key employee(s) does your company have? _____

Key Employee(s) must have:

1. Experience gained as a licensed contractor, journeyman, foreperson, supervisor or as any other employee engaged in construction work for a licensed contractor.
2. The following may substitute for up to a maximum of three (3) years of experience:
 - Completion of an apprenticeship program
 - A bachelor’s degree in a construction related field
 - A bachelor’s degree or master’s degree in business, finance or economics
 - An associate degree in construction or building management

14 CERTIFICATION & SIGNATURE(S)

- I certify to the truth and accuracy of all statements, answers and representations made in the foregoing application, including all supplementary statements. I further acknowledge that knowingly supplying false information on the application is a Class A Misdemeanor punishable by law.
- For as long as this license is in effect, the applicant will continue to carry the required liability insurance and surety bond.
- Effective the date of this application, if the applicant hires employees, the applicant is required to comply with workers compensation laws and will maintain a workers compensation insurance policy as long as the applicant is an employer.
- If the Responsible Managing Individual (RMI) or qualifying individual leaves the business, the applicant will notify the CCB in writing immediately and will provide CCB with a new RMI or qualifying individual’s name using the [RMI Change form](#).
- The applicant will operate as an independent contractor per ORS 670.600.
- The applicant understands that any and all information regarding their license may be shared with other government agencies.
- The applicant must remain in compliance with the terms of this license. Failure to do so could result in a civil penalty of up to \$5,000 per offense and/or license suspension or revocation.
- If this business incurs a construction debt that it does not pay, the individual(s) understands that they may be prohibited from serving as an owner, officer, or RMI of another license applicant until that construction debt is satisfied, paid, or discharged.
- The applicant understands that signing below as an owner, partner, corporate officer, LLC member, trustee, or RMI of this application; he/she will be held liable for the licensee’s compliance with all applicable statutes and rules.
- Any personal identifying information may be used to conduct background screenings on all applicants.

By signing below, I certify that I have read and understand the statements listed above.

_____	_____	_____
Signature of General Partner	Printed Name	Date
_____	_____	_____
Signature of Partner	Printed Name	Date
_____	_____	_____
Signature of Partner	Printed Name	Date
_____	_____	_____
Signature of Partner	Printed Name	Date

NOTE: ALL partners and RMI must sign the application
If necessary, you may attach an additional page to list additional partners.

15 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:
P.O. BOX 14140
Salem, OR 97309-5052

Priority Mail:
201 High St SE, Ste. 600
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.