

CCB Residential Construction Contractor Checklist

This checklist is provided by the Construction Contractors Board (CCB) for use by contractors that offer services on residential structures. It is intended as a tool contractors may use to review their contracts (including attached addendums) for required elements.

Item	Required Provision	Example
<input type="checkbox"/>	1. Written contract requirements (ORS 701.305). Contracts with owners that exceed \$2,000 must be in writing.	(Not applicable)
	2. Minimum written contract terms (ORS 701.305; OAR 812-012-011). All written residential construction contracts must contain the following:	
<input type="checkbox"/>	a. Identification information. Contractor name, address, phone number and CCB license number.	John Smith, CCB # 1000 1234 Main Street Salem, Oregon 97301 (503) 987-6543
<input type="checkbox"/>	b. Customer's name and address.	Mary Jones 100 First Avenue Salem, Oregon 97301
<input type="checkbox"/>	c. Address of jobsite.	Jobsite address is 100 First Avenue, Salem, Oregon.
<input type="checkbox"/>	d. Description of work to be performed. (The amount of detail will depend on the scope of work to be performed under the contract).	Contractor will paint the exterior of the home located at 100 First Avenue, Salem, Oregon. (Home was built after 1978 and does not require lead-based paint renovation compliance). Work to be performed includes: <ol style="list-style-type: none"> 1. Power wash all surfaces. Remove dirt, oil, grease or other contaminants. 2. Remove previous paint with poor adhesion. 3. Sand shiny surfaces to de-gloss. 4. Cover and/or tape windows, doors, and other areas not to be painted. 5. Spray on one coat of primer. 6. Spray on one coat of paint. Paint for wood siding is: [Manufacturer, type, color]. Paint for trim is: [Manufacturer, type, color].
<input type="checkbox"/>	e. Price and payment information.	Total price for work is \$8,000. \$2,000 is due before work begins. \$6,000 is due within 15 days of completion of work.
<input type="checkbox"/>	f. Property owner's rights.	<ol style="list-style-type: none"> 1. Customer has a right to resolve disputes through the means outlined in the contract. 2. Customer has a right to file a complaint with CCB.
<input type="checkbox"/>	g. The existence of any mediation or arbitration provision in the contract must be set forth in a conspicuous manner.	This contract (check only one): <input type="checkbox"/> Contains a mediation and/or arbitration clause. <input type="checkbox"/> Does NOT contain a mediation and/or arbitration clause.
<input type="checkbox"/>	h. Offer of warranty (for new home construction only; applies only to general/prime contractor).	Purchaser acknowledges that the contractor has offered a warranty against defects in materials and workmanship to the purchaser. Purchase has <input type="checkbox"/> accepted <input type="checkbox"/> rejected (check only one) the offer of warranty.
<input type="checkbox"/>	3. General requirements. All information in the contract must be legible and printed or written in dark ink.	(Not applicable)