



**APPLICATION FOR A
RESIDENTIAL LICENSE UNDER THE
CONSTRUCTION WORKFORCE
ENHANCEMENT PROGRAM**

Office location:
201 High St SE, Suite 600
Salem, OR 97301

Mailing address:
PO Box 14140
Salem, OR 97309-5052

For assistance call:
503-378-4621

Website address:
www.oregon.gov/ccb

Information email:
ccb.info@state.or.us

**HOW TO FILL OUT THE
CONSTRUCTION CONTRACTORS BOARD (CCB)
CONSTRUCTION WORKFORCE ENHANCEMENT PROGRAM
RESIDENTIAL LICENSE APPLICATION**

- ✓ Complete **every** section of the application, using black or dark blue ink. The application must include the applicant's full legal name, including their full legal middle name. If the individual doesn't have a middle name, please note that on the application.
 - ✓ This form may ONLY be used to apply for a new residential license issued under the Construction Workforce Enhancement Program (HB 4144 (2018)), and must meet all of the following requirements:
 - ❖ This license can ONLY be issued to a **sole proprietor**.
 - ❖ This license can only be issued as a **Residential General Contractor** or a **Residential Specialty Contractor**.
 - ❖ This license can only be issued if the applicant has 8 or more years of full time residential or small commercial construction experience. This experience must be verified on a notarized form signed by previous employers.
 - ❖ Applicants under this law are exempt from the pre-license training, but must take the pre-license exam.
 - ❖ Applicants under this law are exempt from the initial application fee, but will be required to pay the renewal fee and complete continuing education prior to the two-year expiration date.
 - ✓ Submit your completed and signed application to CCB at the PO Box, or fax it to 503-373-2155, **WITH** the notarized Verification of Experience form(s) showing 8 years of experience. An insurance certificate and surety bond are not required until later in the application process.
- NOTE:** For security reasons, applications are **not accepted by email**.
- ✓ After the application has been approved by CCB, a letter will be sent to the applicant, which will include:
 - a. The file number;
 - b. How to buy the Contractor Manual to study for and use for the exam (the exam is open book);
 - c. How to schedule the exam; and
 - d. How to complete the application process after passing the exam.

Licensing will be delayed if application is incomplete or documents are missing.

Who needs a Construction Contractors License?*

*per ORS 701 and OAR 812

<p>Work that <u>does</u> require a license:</p> <p>Oregon law requires anyone who works for compensation in any construction activity involving improvements to real property to be licensed with CCB. Examples include:</p> <ul style="list-style-type: none"> • Roofing or Siding • Painting • Floor covering • Concrete or excavating • Heating or air conditioning • Electrical or Plumbing • On-site appliance repair • Most construction and repair services 	<p>Work that <u>does not</u> require a license:</p> <p>Some common examples include:</p> <ul style="list-style-type: none"> • Gutter cleaning • Power and pressure washing for the purpose of cleaning (siding, sidewalks, etc.) • Debris clean up (yard or construction site)
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WORKERS' COMPENSATION CLASSES AND EMPLOYER ACCOUNT NUMBERS

1) Determine your workers' compensation class by answering the following question:

Do you have employees?

Yes

No

2) If you checked "Yes" for question #1, you are *nonexempt*, and must provide:

Workers' Compensation Policy Carrier

Policy Number

For leased employees, use the leasing company's workers' compensation information.

EMPLOYER ACCOUNT NUMBERS:

3) Oregon Business Identification Number (BIN): _____.

- Usually required if the business has employees.
- It is not the Social Security Number or the business registry number.
- Contact the Oregon Department of Revenue at 503-378-4988 for more information.

4) Federal Employer Identification Number (EIN): _____.

- Usually required if the business has employees.
- It is not the Social Security Number or the business registry number.
- Contact the Internal Revenue Service at www.irs.gov for more information.

RESIDENTIAL ENDORSEMENTS – CHOOSE ONE

Select **ONE** Residential Endorsement below. For more information, see the Endorsement Chart on page 6.

- Residential General Contractor (RGC)
- Residential Specialty Contractor (RSC)

CONSTRUCTION DEBT

- If any box is checked in number 1, provide copies of the order(s), arbitration award(s), judgment(s), civil penalties or evidence of other obligation.

1) Check each box below if the business, or any person listed in this application, has outstanding:

- A final, unpaid order or a final, unpaid arbitration award issued by the Construction Contractors Board.
- A final, unpaid court judgment; a final, unpaid arbitration award; or a final, unpaid civil penalty arising from construction activities within the United States.
- A final, unpaid court judgment or final, unpaid civil penalty arising from failure to maintain workers' compensation insurance or pay workers' compensation awards.
- An amount owed to employees of a construction contracting business for unpaid wages.

2) Check here if:

- Neither the business, nor any person listed in this application, have an outstanding obligation as indicated in number 1.**

CRIMINAL BACKGROUND*

Has any person listed on this application been indicted for or convicted of any of the following crimes?

No Yes - If "Yes," check the appropriate box(es) and fill in the information below. Please provide a detailed explanation of the crime written by that applicant. Include police reports and court documents.

	<u>Date</u>	<u>State</u>	<u>County</u>		<u>Date</u>	<u>State</u>	<u>County</u>
<input type="checkbox"/> Murder	_____	_____	_____	<input type="checkbox"/> Robbery 1	_____	_____	_____
<input type="checkbox"/> Assault 1	_____	_____	_____	<input type="checkbox"/> Theft 1	_____	_____	_____
<input type="checkbox"/> Kidnapping	_____	_____	_____	<input type="checkbox"/> Arson 1	_____	_____	_____
<input type="checkbox"/> Sexual abuse	_____	_____	_____	<input type="checkbox"/> Theft by extortion	_____	_____	_____
<input type="checkbox"/> Rape, sodomy or unlawful sexual penetration	_____	_____	_____				

If you are under court supervision, list that individual's name and contact number: _____

***PLEASE NOTE: 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.**

RESPONSIBLE MANAGING INDIVIDUAL (RMI) AND REQUIRED PRE- LICENSE TEST

This license must have an RMI at all times. The RMI must be the sole proprietor applying for the license. The RMI is responsible for managing and supervising the construction activities of the business by participating in:

- (1) The administration of construction contracts; and/or,
- (2) The administration of the day-to-day operations.

To qualify to be the RMI for this license, the sole proprietor must be the one who takes and passes the Oregon exam.

INDEPENDENT CONTRACTOR CERTIFICATION

All applicants must certify that their business activities will be performed in compliance with Oregon's independent contractor law (ORS 670.600) by answering yes to items 1-4 below. Any *no* answers will prevent licensure.

At all times while conducting business as a CCB licensee:

	YES	NO	
1			The applicant will be free from a client's direction and control over the means and manner of providing the services. The applicant is subject only to the right of the client, for whom the services are provided, to specify the desired results of the work.
2			The applicant will be customarily engaged in an independently established business by <i>at least three</i> of the following criteria: <ul style="list-style-type: none"> a. Maintaining a business location that is separate from the business or work location for whom the services are provided; or that is in a portion of the applicant's residence that is used primarily for the business. b. Bearing the risk of loss related to the business or provision of services as shown by factors such as: entering into fixed-price contracts; a requirement to correct defective work; warranties the services provided or the applicant negotiates indemnification agreements or purchases liability insurance performance bonds or errors and omissions insurance. c. Providing contract services for two or more different persons within a 12 month period, or routinely engaging in business advertising, solicitation or other marketing efforts reasonably calculated to obtain new contracts to provide similar services. d. Making significant investment in the business, through means such as: purchasing tools or equipment necessary to provide the services; paying for the premises or the facilities where the services are provided; or paying for the licenses, certificates or specialized training required to provide the services. e. Having the authority to hire other persons to provide or to assist in providing the services, and has the authority to fire them. Contractors hiring employees must be licensed under the non-exempt class of independent contractor and carry proper workers' compensation insurance to protect subject workers.
3			The applicant will maintain an active license with the CCB in accordance with ORS 701 while performing construction activities.
4			The applicant is responsible for obtaining other licenses or certificates necessary to provide the construction services.

SIGNATURES (Continued on next page)

- 1) To the best of my knowledge, the information on this application is complete, correct and accurate.
- 2) For as long as this license is in effect, the applicant will continue to carry the required liability insurance and surety bond.
- 3) 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.
- 4) If the RMI leaves the business, the applicant will notify the CCB in writing immediately, **and** will provide a new RMI's name.
- 5) The applicant will operate as an independent contractor per ORS 670.600.
- 6) The applicant understands that any and all information regarding their license may be shared with other government agencies.
- 7) 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.
- 8) 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.
- 9) The applicant understands that signing below as an owner/ RMI on this application; he/she will be held liable for the licensee's compliance with all applicable statutes and rules.
- 10) The applicant understands that, when this license is due to renew two years from the issuance date, continuing education and the renewal fee **will** be required.

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

Signature of sole proprietor/RMI

Printed name

Date

APPLICATION FEE

Per HB 4144, the application fee is **WAIVED**.

Please allow 7-10 business days for processing.

Emailed applications cannot be accepted for security reasons.

SUBMIT COMPLETED APPLICATION AND ALL REQUIRED ATTACHMENTS TO:

MAIL: PO BOX 14140, Salem, OR 97309-5052.

SECURE FAX: 503-373-2155

IN-PERSON or OVERNIGHT MAIL: 201 High St SE, Suite 600, Salem, OR 97301

Lobby hours are 8:00 a.m. to 4:30 p.m. each business day, except for Tuesdays, which are from 9:00 a.m. to 4:30 p.m. Please arrive before 4:00 p.m. to allow time to submit your application that day.

✓ IMPORTANT: *Incomplete applications or missing or incorrect documents will delay licensing.*

LICENSE ENDORSEMENTS

To use this application, you must select the residential endorsement that relates to the type of structure that you intend to construct or develop for construction. The law defines three types of structures:

TYPE OF STRUCTURE:	DESCRIPTIONS:	EXAMPLES:
Residential Structure	<ul style="list-style-type: none"> • A site-built home • A structure that contains one or more dwelling units and is four stories or less above grade • A condominium, rental residential unit or other residential dwelling unit that is part of a larger structure, if the property interest in the unit is separate from the property interest in the larger structure • A modular home constructed off-site • A manufactured dwelling • A floating home 	<ul style="list-style-type: none"> • Single-family residence • Apartment complex or condos 4 stories or less • Individual units in a high rise building <p>Does not mean:</p> <ul style="list-style-type: none"> • Motels/Hotels • Dormitories • Prisons/Jails • Summer camps • Row houses
Small Commercial Structure	<ul style="list-style-type: none"> • A nonresidential: • Structure of 10,000 square feet or less and not more than 20 feet high • Leasehold, rental unit or other unit that is part of a larger structure, if the unit has 12,000 square feet or less and is not more than 20 feet high • Structure of any size for which the entire contract price of all construction work to be performed on the structure does not total more than \$250,000 	<ul style="list-style-type: none"> • 7-11 stores • Gas stations • Fast food restaurants • Tenant space in malls • Under \$250,000 construction projects
Large Commercial Structure	Any structure that is not a residential structure or small commercial structure	<ul style="list-style-type: none"> • Apartment Complex or Condos more than 4 stories • Hospitals • Parking Garages • Shopping Malls • Manufacturing Facilities

RESIDENTIAL CONTRACTOR ENDORSEMENT OPTIONS UNDER HB 4144

Endorsement Classifications	Scope of Work	Limitations	Bond and Insurance
Residential General Contractor (RGC)	These contractors may supervise, arrange for, or perform (partly or completely) an unlimited number of unrelated building trades involving any residential or small commercial structure or project.	Residential general contractors may perform the same work as residential specialty contractors.	\$20,000 Residential bond \$500,000 per occurrence insurance
Residential Specialty Contractor (RSC)	These contractors perform work involving one or two unrelated building trades for residential or small commercial projects. Alternatively, these residential contractors may perform work on a single property involving three or more unrelated building trades if the contract for labor and materials is \$2,500 or less.	The building trades may change from job to job. Example: A residential specialty contractor may perform masonry & roofing work on one project & concrete work on another.	\$15,000 Residential bond \$300,000 per occurrence insurance