



## PERMANENT ADMINISTRATIVE ORDER

**LCB 1-2025**

**CHAPTER 808**

**LANDSCAPE CONTRACTORS BOARD**

**FILED**

05/20/2025 3:53 PM  
ARCHIVES DIVISION  
SECRETARY OF STATE  
& LEGISLATIVE COUNSEL

**FILING CAPTION:** Amends 2023-2025 biennium budget and adopts 2025-2027 biennium budget. Includes fee increases.

**EFFECTIVE DATE:** 05/21/2025

**AGENCY APPROVED DATE:** 05/16/2025

**CONTACT:** Kim Gladwill-Rowley  
503-967-6291, Ext. 223  
Kim.Gladwill@lcb.oregon.gov

2111 Front St NE Ste 2-101  
Salem ,OR 97301

**Filed By:**  
Kim Gladwill-Rowley  
Rules Coordinator

### RULES:

808-001-0008, 808-003-0130, 808-003-0710

**AMEND:** 808-001-0008

**RULE TITLE:** Operating Budget

**NOTICE FILED DATE:** 03/25/2025

**RULE SUMMARY:** Amends 2023-2025 biennium budget and adopts 2025-2027 biennium budget.

### RULE TEXT:

(1) Pursuant to ORS 182.462, the Board adopts the budget for the biennium beginning July 1, 2023, and ending June 30, 2025, as approved at a Board meeting held March 17, 2023, to reflect a total income amount of \$2,029,835.00 and a total expense of \$2,358,658.31 with a projected net income of (\$328,323.31). The Board Administrator will amend accounts as necessary within the approved budget amount for the effective operation of the Board. Copies of the 2023-2025 budget are available at the Board's office.¶¶

(2) Pursuant to ORS 182.462, the Board amends the budget as stated in subsection (1) of this rule for the biennium beginning July 1, 2023, and ending June 30, 2025, as approved at a Board meeting held May 16, 2022 to reflect a total income amount of \$2,204,389.65 and a total expense of \$2,396,776.22 with a projected net income of (\$192,386.57). The Board Administrator will amend accounts as necessary within the approved budget amount for the effective operation of the Board. Copies of the 20213-20235 budget are available at the Board's office.¶¶

(3) Pursuant to ORS 182.462, the Board adopts the budget for the biennium beginning July 1, 2025, and ending June 30, 2027, as approved at a Board meeting held March 21, 2025 to reflect a total income amount of \$2,596,140.00 and a total expense of \$2,595,739.29 with a projected net income of \$400.71. The Board Administrator will amend accounts as necessary within the approved budget amount for the effective operation of the Board. Copies of the amended 2025-2027 budget are available at the Board's office.¶¶

[Publications: Publications referenced are available from the agency.]

**STATUTORY/OTHER AUTHORITY:** ORS 670.310, ORS 671.670

**STATUTES/OTHER IMPLEMENTED:** ORS 182.462

AMEND: 808-003-0130

RULE TITLE: Fees

NOTICE FILED DATE: 03/25/2025

RULE SUMMARY: Fee increases effective October 1, 2025.

RULE TEXT:

(1) Initial license:

(a) Effective October 1, 2025:

(A) landscape construction professional license, \$200.

(B) landscape contracting business license, \$375.

(b) Prior to October 1, 2025:

(A) landscape construction professional license, \$170

(B) landscape contracting business license, \$345

(2) Renewal of active license:

(a) Effective October 1, 2025, for licenses expiring on or after October 31, 2025:

(A) landscape construction professional license, \$200.

(B) landscape contracting business license, \$375.

(b) For licenses expiring prior to October 1, 2025:

(A) landscape construction professional license, \$170

(B) landscape contracting business license, \$345

(3) Renewal of inactive license:

(a) Effective October 1, 2025, for licenses expiring on or after October 31, 2025:

(A) landscape construction professional license, \$200.

(B) landscape contracting business license, \$375.

(b) For licenses expiring prior to October 1, 2025:

(A) landscape construction professional license, \$170

(B) landscape contracting business license, \$345

(4) Late penalty fee:

(a) Effective October 1, 2025, for licenses expiring on or after October 31, 2025:

(A) landscape construction professional license, \$85.

(B) landscape contracting business license, \$85.

(b) For licenses expiring prior to October 1, 2025:

(A) landscape construction professional license, \$75

(B) landscape contracting business license, \$75

(5) Landscape Construction Professional License Application fee: \$200.

(6) Landscape Contracting Business License Application fee: \$285.

(7) Probationary Landscape Construction Professional License Application: \$190.

(8) Owner or Managing Employee Application fee: \$90.

(9) Reinstatement of suspended license: \$85. The reinstatement date will be the date the agency updates the record.

(10) To convert a license from an inactive status to an active status or from an active status to an inactive status at a time other than at renewal: \$85. The status change date will be the date the agency updates the record.

(11) If a landscape construction professional license expires, the amount to be paid for reinstatement to active or inactive status equals the required fee for each year of expiration (up to two years) plus a late penalty fee for each year. The reinstatement date will be the date the agency updates the record.

(12) If a Landscape contracting business license expires, the amount to be paid for reinstatement to active or inactive status equals the required fee for each year of expiration (up to two years) plus a late penalty fee for each year. The reinstatement date will be the date the agency updates the record.

(13) Payments received after board deadlines, including, but not limited to payments for renewals, applications and civil penalties will be considered late and penalties shall be assessed.

(14) The board may waive the late fee if:

(a) The properly completed renewal form and correct fee are received by the agency prior to the expiration date and all other renewal requirements are met within one month after the expiration date; or

(b) The licensee's failure to meet the renewal date was caused entirely or in part by a board error or omission; or

(c) The licensee or a family member had a medical issue. For purposes of this rule "family member" includes the licensee's spouse or domestic partner, and the following for the licensee and their spouse or domestic partner:

(A) Parent (includes one who stood in loco parentis (in place of a parent) when the licensee was a child),

(B) Child (and spouse) (includes a child for whom the licensee stood in loco parentis),

(C) Sibling (and spouse),

(D) Grandparent,

(E) Grandchild,

(F) The above include step, adoptive and foster,

(G) A parent-in-law,

(H) Members of the immediate household, and

(I) Anyone the licensee has legal guardianship over.

(15) Active duty military personnel are exempt from renewal fees if they place their licenses on "inactive military" status. To place a license on, or renew a license to, inactive military status, this request must be received in writing in the LCB office. No renewal fee will be charged until the renewal cycle following the licensee's honorable discharge or, for National Guard and reserve servicemembers, once the licensee is no longer on active duty. No late fees shall accrue for active duty military personnel while they are on active duty. Only active duty military personnel are exempt from LCB license renewal and late fees. Civilian and dishonorably discharged military personnel are not exempt.

STATUTORY/OTHER AUTHORITY: ORS 670.310, ORS 671.670

STATUTES/OTHER IMPLEMENTED: ORS 671.595, ORS 671.650, ORS 671.660

AMEND: 808-003-0710

RULE TITLE: Fees

NOTICE FILED DATE: 03/25/2025

RULE SUMMARY: Increases fee for business class.

RULE TEXT:

- (1) Conventional exam fee: The fee amount is determined by PSI.
- (2) Practical skills exam fee: Exterior Technician Exam taken through the National Association of Landscape Professionals (NALP) is paid directly to NALP. The fee amount is determined by NALP.
- (3) Practical skills business class fee: \$100.
- (4) Retake fees. An applicant must pay the fees in subsection (1) (2) & (3) of this rule if an applicant wants to retake any sections of the test.
- (5) Expiration of application. An applicant must pay the application fee in as stated in OAR 808-003-0130(5) if the application has expired as stated in OAR 808-003-0030.

STATUTORY/OTHER AUTHORITY: ORS 671.760

STATUTES/OTHER IMPLEMENTED: ORS 671.561, ORS 671.570