



# Oregon Landscape Contractors Board

2111 Front St NE; Ste 2-101

Salem, OR 97301

503-967-6291

503-967-6298 fax

## LANDSCAPE CONSTRUCTION PROFESSIONAL INACTIVE LICENSE STATUS REQUEST FORM

**There is a \$85 fee to change a license from active to inactive status at any time other than renewal.**

I am requesting the Landscape Contractors Board (LCB) place my landscape contractor license on inactive status per ORS671. I understand that I must abide by the following:

1. I understand the license remains subject to LCB jurisdiction;
2. I understand I must notify the LCB of a change of address within 30 days of the change (\$200 fine for not doing so);
3. I understand the license fee must be received on or before the expiration date of this license;
4. In the event that the contractor wishes to reapply for an active license to perform landscape contracting work, I understand I will be required to meet all requirements of ORS Chapter 671 and OAR Chapter 808 and make such request in writing to the LCB;
5. I understand this inactive status request is only effective upon acceptance by the LCB; and
6. I understand that if the license was subject to discipline or probation by the LCB, I must satisfy any conditions imposed by the LCB as a result of the discipline or probation.

I understand and agree to abide by the above requirements. Please place my landscape construction professional license on inactive status.

\_\_\_\_\_  
Signature of Landscape Construction Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Landscape Construction Professional

\_\_\_\_\_  
License Number (5-digits)

### PAYMENT OPTIONS:

Pay by Check (Make payable to OLCB)

ACH or Credit Card payment. An invoice will be sent to you by email.

Your email address: \_\_\_\_\_

Pay by Phone (Credit Card Only)

Your phone number: \_\_\_\_\_

**You may fax, email or mail this form to:  
LCB • 2111 Front St. NE; Suite 2-101 • Salem, OR 97301  
Fax 503-967-6298  
LCB.info@lcb.oregon.gov**