



# BASIC STEPS TO BECOMING LICENSED FOR LANDSCAPE CONSTRUCTION IN OREGON

**TWO licenses are required to do landscaping work in Oregon: the individual landscape construction professional license and the landscape contracting business license.**

## **What is the difference between the two licenses?**

The individual landscape construction professional (LCP) license is the person that supervises all landscaping work performed by a landscape contracting business. The LCP license is obtained after passing an exam showing minimal competency required to perform and supervise landscaping work in Oregon.

The landscape contracting business license is granted to an entity that is licensed to contract for landscape work in Oregon. The business carries the bond, liability insurance, workers compensation (if applicable) and enters into the contract with the consumer. The landscape contracting business must either be owned by or must employ a licensed LCP to supervise the landscape activities of the business, as well as any unlicensed employees. For the modified license phase, the owner must also be the LCP.

## **Are you interested in becoming licensed?**

Please visit our website and click on "How to Become Licensed". This will link you to the downloadable application and helpful information regarding the exam.

**[www.oregon.gov/lcb](http://www.oregon.gov/lcb)**

## **Landscape Construction Professional License**

This is usually the first step in the process of becoming licensed for most, and sometimes the longest as well.

1. Review the FAQ regarding licensing and the candidate information bulletin for details on the exam process and fees, qualifications for the exam, testing options and fees, and the different phases of license you may apply for.
2. Submit an application and application fee to the LCB.
3. Once your application is approved you will receive a package of information from us. This will include some of the study material, as well as an ID number. Once you receive your ID number you may begin setting up your exam with PSI. If your application is not approved you will receive a letter within 7 business days requesting further documentation.
4. If you wish to register for the practical skills test given annually in July, you need to submit a Registration Form to the LCB.

### **LCP License Cost**

<b>Application fee.....</b>	<b>\$200</b>
<b>License fee.....</b>	<b>\$200</b>

5. When the required sections of the exam are passed for the phase of license you want, please contact the LCB. There will be a \$200 licensing fee you may submit by check or credit card. Once your license fee is paid and your exam scores are verified – the license card will be mailed to you.

### **Landscape Contracting Business License**

1. Set up the business entity. Consider speaking with an accountant or a lawyer regarding the best choice regarding the entity of your business. This decision can affect taxes and personal liability.
2. Set up accounts with the IRS and Oregon Department of Revenue, if necessary.
  - <http://www.irs.gov/>
  - <https://www.oregon.gov/dor/pages/index.aspx>
3. You will need to register the business entity and/or any assumed business name with the Secretary of State.
  - <http://www.filinginoregon.com/>
4. Obtain liability insurance, bond and if your business will have employees, workers compensation insurance.
5. Fill out the business application and submit to the LCB with your certificate of insurance, bond and workers compensation (if applicable). Please also supply the documentation used to form your business. Examples of this are: the articles of incorporation (for corporations), organizational filings (for LLC's), or partnership agreement. The application fee is non-refundable.
6. Please allow up to 10 days processing time. Your business license will be mailed to you with information regarding licensing. If further documentation is needed, a letter will be sent to you requesting it.

<b>Business License Cost</b>	
Application fee.....	\$285
License fee.....	\$375

If you have further questions, please contact us.

### **Oregon Landscape Contractors Board**

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