



Construction Contractors Board LICENSING CHECKLIST

1. ☐ Set up a business.
2. ☐ Determine if the business will have employees.
3. ☐ Decide which contractor's license you need.
4. ☐ Select appropriate license endorsement
5. ☐ Designate one or more individuals as the responsible managing individual (RMI), if required.
6. ☐ Obtain surety bond using exact name as registered with Secretary of State.
7. ☐ Obtain liability insurance using exact name as registered with Secretary of State and with the CCB listed as certificate holder.
8. ☐ Complete license application.



1. ☐ Set up a business.

- ☐ Select and create business (sole proprietorship, partnership, corporation, LLC)
 - ☐ Select business name (check availability with OR Secretary of State -www.filinginoregon.com)
 - ☐ Register business (except sole proprietorship or partnership) and/or business name with Oregon Secretary of State at filinginoregon.com
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2. ☐ Determine if the business will have employees. If so,

- ☐ Obtain workers' compensation coverage and identification information.
 - ☐ Obtain federal employee identification number (EIN), if required.
 - ☐ Obtain state business identification number (BIN), if required.
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3. ☐ Decide which contractor's license you need.

Types of structure:

- ☐ Residential
- ☐ Commercial
- ☐ Residential and commercial

Type of work:

- ☐ General contracting
 - ☐ Specialty contracting
 - ☐ Limited or restricted contracting
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4. ☐ Select appropriate license endorsement:

Residential:

- ☐ Residential general contractor
- ☐ Residential limited contractor
- ☐ Residential locksmith services contractor
- ☐ Home services contractor
- ☐ Residential specialty contractor
- ☐ Residential developer
- ☐ Home inspector services contractor
- ☐ Home energy performance score contractor

Commercial:

- ☐ Commercial general contractor level 1
- ☐ Commercial general contractor level 2
- ☐ Commercial developer
- ☐ Commercial specialty contractor level 1
- ☐ Commercial specialty contractor level 2

Lead-based paint renovator's license:

- ☐ Decide if you will work on pre-1978 homes and need a special lead license
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5. ☐ Designate one or more individuals as the responsible managing individual (RMI), if required.

- ☐ Have individual(s) complete 16-hour training
 - ☐ Have individual(s) take and pass test
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6. ☐ Obtain surety bond using exact name as registered with Secretary of State.

7. ☐ Obtain liability insurance using exact name as registered with Secretary of State and with the CCB listed as certificate holder.

8. ☐ Complete license application.

- ☐ Fill out appropriate parts of the application based on business type and other information
- ☐ Submit application form with:
 - ☐ Surety bond
 - ☐ Certificate of insurance
 - ☐ Copy of Test Score Report
 - ☐ \$325 for two-year license