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

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.

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

4. **Select appropriate license endorsement:**
   **Residential:**
   - Residential general contractor
   - Residential limited contractor
   - Residential locksmith services contractor
   - Home services contractor
   - Home energy performance score contractor
   - Residential developer

   **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

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

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