



CONSTRUCTION CONTRACTORS BOARD

PO Box 14140
Salem OR 97309-5052
503-378-4621

www.oregon.gov/CCB



REQUEST TO CHANGE/ADD TO ENDORSEMENT

INSTRUCTIONS

1. Complete Section 1 & 2.
2. Read below to determine what structure type(s) you will be working on.
3. Using the charts on pages 2 and 3, determine your endorsement classification(s).
4. Complete Sections 3-7 for a dual endorsement (both residential and commercial), Sections 3, 6 & 7 for a residential endorsement only, or Sections 4-7 for a commercial endorsement only.
5. Provide an original Construction Contractors Board Residential Surety Bond and/or a Construction Contractors Board Commercial Surety Bond and a Certificate of Insurance in the amounts that coincide with the classification(s) you selected. Submit both the bond(s) and Certificate of Insurance with the completed form.

STRUCTURE TYPES

Selecting a residential, commercial or dual (both residential and commercial) endorsement is related to the type of structure or property that a licensee intends to construct, work on or develop for construction.

A <u>residential</u> contractor may work on a:	<u>Residential</u> structure or property
A <u>commercial</u> contractor may work on a:	<u>Large commercial</u> structure or property
A <u>residential or commercial</u> contractor may work on a:	<u>Small commercial</u> structure or property

EXAMPLES OF STRUCTURE TYPES

TYPES	DESCRIPTIONS	EXAMPLES
Residential	<ul style="list-style-type: none"> • A site-built home • A structure that contains one or more dwelling units and is four stories or less above grade • A condominium, rental residential unit or other residential dwelling unit that is part of a larger structure, if the property interest in the unit is separate from the property interest in the larger structure • A modular home constructed off-site • A manufactured dwelling • A floating home 	<ul style="list-style-type: none"> • Single-family residence • Apartment Complex or Condos 4 stories or less. • Individual Units in a high rise building.
Small Commercial	<p>A nonresidential:</p> <ul style="list-style-type: none"> • Structure of 10,000 square feet or less not more than 20 feet high. • Leasehold, rental unit or other unit that is part of a larger structure, if the unit has 12,000 square feet or less not more than 20 feet . • Structure of any size for which the entire contract price of all construction work to be performed on the structure does not total more than \$250,000. 	<ul style="list-style-type: none"> • 7-11 stores • Gas stations • Fast food restaurants
Large Commercial	Any structure that is not a residential structure or small commercial structure.	<ul style="list-style-type: none"> • Apartment Complex or Condos more than 4 stories • Hospitals • Parking Garages • Shopping Malls • Manufacturing Facilities

SECTION 3 – RESIDENTIAL ENDORSEMENT CLASSIFICATIONS

Contractor Endorsement	Scope of Work	Examples and Limitations	Bond and Insurance
Residential General Contractor	These contractors may supervise, arrange for, or perform (partly or completely) an <i>unlimited</i> number of unrelated building trades involving any residential or small commercial structure or project.	Residential general contractors may perform the same work as residential specialty contractors.	\$20,000 Residential bond \$500,000 per occurrence insurance
Residential Specialty Contractor	These contractors perform work involving <i>one or two</i> unrelated building trades for residential or small commercial projects. Alternatively, these residential contractors may perform work on a single property involving <i>three or more</i> unrelated building trades if the contract for labor and materials is \$2,500, or less.	The building trades may change from job to job. (For example, a residential specialty contractor may perform masonry and roofing work on one project and concrete work on another.)	\$15,000 Residential bond \$300,000 per occurrence insurance
Residential Limited Contractor	These contractors may supervise, arrange, and/or perform (partly or completely) an <i>unlimited</i> number of unrelated building trades involving any residential or small commercial structure or project if they certify that they meet all of the following: (1) The licensee expects gross sales of less than \$40,000 from the construction business in the next year. (2) The licensee does not contract to perform any work that exceeds \$5,000. (3) The value of any work performed does not exceed \$5,000 per job site per year. (4) The CCB may inspect the licensee’s Oregon Department of Revenue tax records to verify any of the above. (5) The licensee agrees that if gross construction business volume exceeds \$40,000 during the year, it will immediately notify the CCB, change its endorsement and increase its bond and insurance coverage, if required.	This is for part-time contractors who build as a hobby, for retirees, and for handyman services. There is no limit to the number of building trades that can be supervised, arranged or performed. “Gross” means total sales, in other words, the total amount paid for labor and supplies before expenses and taxes are deducted.	\$10,000 Residential bond \$100,000 per occurrence insurance
Residential Developer	These contractors must meet all of the following: (1) The licensee owns the properties, or an interest in the properties, on which it arranges for construction work; (2) The licensee arranges for construction work or improvement of residential or small commercial real property, with the intent to sell the property; (3) The licensee acts in association with one or more licensed general contractors who have sole responsibility for overseeing all phases of construction activity on the property; and (4) The licensee does not perform any construction work on the property.	This classification is for residential developers who arrange for the construction of structures, or development of property, that they intend to sell.	\$20,000 Residential bond \$500,000 per occurrence insurance

SECTION 4 – COMMERCIAL ENDORSEMENT CLASSIFICATIONS			
Contractor Endorsement	Scope of Work	Examples and Limitations	Bond and Insurance
Commercial General Contractor Level 1	These contractors may supervise, arrange for, or perform (partly or completely) an <i>unlimited</i> number of unrelated building trades involving any small or large commercial structure or project.	Commercial general contractors may perform the same work as commercial specialty contractors.	\$75,000 Commercial bond
Commercial General Contractor, Level 2	Level 1 and level 2 contractors can perform the same work.	Level 1 contractors must have 8 years of construction experience. Level 2 contractors must have 4 years of construction experience.	\$2 million aggregate insurance \$20,000 Commercial bond \$1 million aggregate insurance
Commercial Specialty Contractor Level 1	These contractors perform work involving <i>one or two</i> unrelated building trades for small or large commercial projects.	The building trades may change from job to job. (For example, a residential specialty contractor may perform masonry and roofing work on one project and concrete work on another.)	\$50,000 Commercial bond \$1 million aggregate insurance
Commercial Specialty Contractor Level 2	Level 1 and level 2 contractors can perform the same work.	Level 1 contractors must have 8 years of construction experience. Level 2 contractors must have 4 years of construction experience.	\$20,000 Commercial bond \$500,000 per occurrence Insurance
Commercial Developer	These contractors meet all of the following: (1) The licensee owns the properties, or an interest in the properties, on which it arranges for construction work; (2) The licensee arranges for construction work or improvement of small or large commercial real property, with the intent to sell the property; (3) The licensee acts in association with one or more licensed general contractors who have sole responsibility for overseeing all phases of construction activity on the property; and (4) The licensee does not perform any construction work on the property.	This classification is for commercial developers who arrange for the construction of structures, or the development of property, that they intend to sell.	\$20,000 Commercial bond \$500,000 per occurrence insurance

SECTION 5 - CERTIFICATION OF EXPERIENCE - FOR COMMERCIAL CONTRACTORS ONLY

If the licensee has selected a commercial endorsement, the licensee must certify that its key employee(s) have the appropriate amount of construction experience.

Key employee means:

An employee or owner of the licensee (business) who is a corporate officer, manager, superintendent, foreperson or lead person.

Construction experience means:

Experience gained as a licensed contractor, journeyman, foreperson or supervisor or as any other employee engaged in construction work for a licensed contractor.

In addition, the following experience or education may substitute for the construction experience:

- Completion of an apprenticeship program may substitute for up to three years of experience
- A bachelor's degree in a construction-related field may substitute for up to three years of experience
- A bachelor's degree or master's degree in business, finance or economics may substitute for up to two years of experience
- An associate's degree in construction or building management may substitute for up to one year of experience

Check the appropriate box on the form.

SECTION 6 - SIGNATURE

The form must be signed by a sole proprietor, partner, member corporate officer or trustee

SECTION 7 - FEE

The fee is \$20.



REQUEST TO CHANGE or ADD LICENSE ENDORSEMENT CLASSIFICATION

SECTION 1 – NAME AND LICENSE NUMBER

 Name (Print name of licensee)

 CCB license number

SECTION 2 – CHANGE OR ADD REQUEST

- Please *remove* the current category or endorsement classification and *change* the license to the requested endorsement classification(s) below:
- Please *keep* the current endorsement classification and *add* the requested endorsement classification below:

SECTION 3 – RESIDENTIAL ENDORSEMENT

Note: Certified home inspectors may only choose a Residential General or Residential Specialty Contractor.

RESIDENTIAL CLASSIFICATIONS (You may select only one.)

- Residential General Contractor Residential Specialty Contractor
- Residential Limited Contractor – To be eligible, the licensee must meet ALL of the following:
- a) The licensee expects to gross less than \$40,000 from such business in the next year. (Gross means total sales, the total amount of everything you've been paid for labor and supplies before you figure your expenses.)
 - b) The licensee does not contract to perform any work that exceeds \$5,000 per contract.
 - c) The value of any work the licensee performs does not exceed \$5,000.
 - d) The CCB may inspect the licensee's Oregon Department of Revenue tax records to verify any of the above.
 - e) The license agrees that if the gross construction business volume exceeds \$40,000 during the coming year, the licensee will immediately notify the CCB, change its endorsement, and increase its bond and insurance coverage to the required limits.

Does this licensee meet all of the requirements for a Residential Limited Contractor? Yes No

- Residential Developer – To be eligible the licensee must meet ALL of the following:
- a) The licensee engages in the business of arranging for construction work and performing other activities associated with the improvement of real property, with the intent to sell the property;
 - b) The licensee acts in association with one or more licensed general contractors who have sole responsibility for overseeing all phases of construction activity on the property; and
 - c) The licensee does not perform any construction work on the property.

Does this licensee meet all of the requirements for a Residential Developer? Yes No

SECTION 4 – COMMERCIAL ENDORSEMENT

COMMERCIAL CLASSIFICATIONS (You may select only one)

- Commercial General Contractor Level 1 Commercial General Contractor Level 2
 Commercial Specialty Contractor Level 1 Commercial Specialty Contractor Level 2
- Commercial Developer – To be eligible, the licensee must meet ALL of the following:
- a) The licensee engages in the business of arranging for construction work and performing other activities associated with the improvement of real property, with the intent to sell the property;
 - b) The licensee acts in association with one or more licensed general contractors who have sole responsibility for overseeing all phases of construction activity on the property; and
 - c) The licensee does not perform any construction work on the property.

Does the licensee meet all of the requirements for a Commercial Developer? Yes No

SECTION 5 – EXPERIENCE – FOR COMMERCIAL CONTRACTORS ONLY

- The licensee is selecting a Level 1 commercial classification and has 8 years of experience.
 The licensee is selecting a Level 2 commercial classification and has 4 years of experience.

SECTION 6 – SIGNATURE

Name _____
(Print or type name of sole proprietor, partner, LLC member, trustee or corporate officer)

Signature _____ Date _____

Day time phone number (_____) _____

SECTION 7 – FEE

If paying by check, make a \$20 check payable to the *Construction Contractors Board*.

If paying by credit card: Visa MasterCard Discover Payment Amount \$ 20.00
Account # _____ Expiration Date (Mo/Yr) _____
Print Name as Displayed on Card _____
Credit Card Holder's Address _____
Signature _____

(Credit card customers may fax this form to 503-373-2155)