



## CONSTRUCTION CONTRACTORS BOARD

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# What Oregon certified home inspectors need to know

**As an Oregon certified home inspector, here are some important things to remember:**

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**Address change:** Notify the CCB in writing of any address changes for your Home Inspection Certification within 10 days. [ORS 701.117]

**Written contracts and reports:** All home inspections require a written pre-inspection contract, signed by the home inspector and the client. [812-008-0202(2)(a)]. A written inspection report is also required [812-008-0202(2)(c)]. The CCB requires no specific format for either. Consult with an attorney to make sure your contracts and reports comply with the rules.

**Standards of Practice:** All home inspections must be done according to the Standards of Practice and Standards of Behavior [812-008-0201 thru 812-008-0214]. If you and your customer agree that certain categories in the Standards listed in 812-008-0203 thru 812-008-0214 will not be included in the inspection, specific changes must be stated in the written contract [812-008-0202(2)(a)(C)].

**Endorsement:** Businesses doing home inspections must get a CCB contractor license in either the Residential General or Residential Specialty Contractor classification. New license applicants can go to our website at [www.oregon.gov/CCB](http://www.oregon.gov/CCB) for a CCB license application. Already CCB licensed businesses that request to change/add endorsement classification should use the *Record Change Request* form.

**Repairs of inspected structures:** Certified home inspectors may not offer to do, bid to do or actually perform any repairs on a structure inspected by the business within 12 months of that inspection. [ORS 701.355]

**Advertising:** You may advertise and hold yourself out as an "Oregon certified home inspector" if you are certified by the CCB. Contractors who are not certified but who are allowed by law to do home inspections (those licensed with the CCB as a General Contractor from 1991-1997) may NOT advertise or hold themselves out as an Oregon certified home inspector. [OAR 812-008-0030(3)]

**Consumer brochure:** The CCB publishes a brochure to educate homeowners about home inspections. *Looking for a Home Inspector?* Encourage your customers to visit the CCB website ([www.oregon.gov/CCB](http://www.oregon.gov/CCB)).

**Insurance coverage:** The CCB does not require coverage other than the liability insurance and bond you have as a CCB licensee. Errors and Omissions insurance is *not* required by the CCB.

**Employer status:** If an exempt business wants to add employees, request a *Record Change Request* form by calling 503-378-4621 or using the CCB's website ([www.oregon.gov/CCB](http://www.oregon.gov/CCB)). Change your status to nonexempt before hiring employees.

**Renewing:** Renewing your home inspector certification is your responsibility. You should receive your renewal form about 30 days prior to your certification expiration date. If not received, call 503-378-4621 (ext) 4032. Certifications are renewed every 2 years. It is important that you don't let your certification lapse.

Renewing your CCB business license is separate from your home inspector certification renewal. Businesses performing home inspections in Oregon without proper certification and license may receive civil penalties of up to \$5,000 per offense.

**Use of CCB license number:** Your business' CCB license number (for example: CCB #12345) is required in all written contracts, bids and inspection reports; advertising; business cards; and business letterhead stationery [OAR 812-003-0120(2)].

**Use of OCHI number:** Your individual home inspector certification number (for example, OCHI #123) is required on all written reports, bids, contracts and individual business cards.[812-008-0202(4)]

**OCHI number not transferable:** It is against the law to loan your certification number to another inspector for their use. [OAR 812-008-0060(7)]

**Consumer Notice:** All certified home inspectors are required to submit the Home Inspection Consumer Notice to the customer at the time of the contract. This form is available to download from the CCB website ([www.oregon.gov/CCB](http://www.oregon.gov/CCB)).

**Publications:** You may download publications or view the current statutes at [www.oregon.gov/CCB](http://www.oregon.gov/CCB).

**Enforcement:** Violations and civil penalties are in Division 5 of the Oregon Administrative Rules (for a copy, call 503-378-4621 or use the website). If you wish to report a business illegally performing home inspections or if you have any enforcement questions, call the CCB at 503-378-4621. You may also file a report on our website. CCB staff takes anonymous enforcement reports.

**Continuing education:** Continuing education is required for all certification renewals. Please read the *Home Inspector Continuing Education Update* for more details. A current version is always available on the web or by calling 503-378-4621. This document details what courses and schools are approved and how to document proof of completion.

**Limited liability clauses:** Such contract clauses generally do not hold up in court or with State Administrative Law Judges unless they are bargained for and are clearly visible in the contract. Consult an attorney about such clauses.

**Law changes:** To stay current on certification issues, sign up for CCB's e-newsletter or establish an RSS feed from the CCBlog.

**Website:** The CCB's website ([www.oregon.gov/CCB](http://www.oregon.gov/CCB)) is an important source of information for your business. You can download forms and publications, check out the licensing and complaint history of another business, ensure that the information listed for your own business is accurate, get continuing education information, and more.

(For an updated copy of this document in the future, go to [www.oregon.gov/CCB](http://www.oregon.gov/CCB).)