

Where should your CCB number be? Almost everywhere!

All contractors must include their CCB license number on everything from business cards to site signs. **License numbers are required on all of the following items (if you use them):**

- ◆ **Business cards**
- ◆ **Written bids**
- ◆ **Building-related contracts**
- ◆ **Advertising***
- ◆ **Business letterhead stationery**
- ◆ **Business signs at construction sites**
- ◆ **Written inspection reports**

Consumers, contractors and others wanting to check the license and complaint history of a contractor can either use the CCB's website or call CCB staff at 503-378-4621. People who want to confirm a license can do it more quickly if they know your license number because it's on your business card, bids, etc. that your customers see. Think of your CCB license number as a marketing tool and a way for potential customers to confirm that you are a licensed professional.

Many homeowners call the CCB to check on contractors, but they don't know the owner's name or the correct spelling. If CCB staff can't find your license number because a potential customer doesn't give us the right information, you lose work because people think you're unlicensed. If customers give us your correct CCB number, these problems are eliminated.

The number should include "CCB" and then your license number (for example, CCB #123456). You can also include the words "licensed and bonded" if you like. Violating OAR 812-003-0120(2) by failing to provide a CCB number can bring a fine of up to \$400.

Although highly encouraged, license numbers are **not** required on business vehicles. CCB numbers are encouraged but are **not** required on promotional items such as on pens, pencils, bug deflectors, refrigerator magnets, etc. where it is not practical to include them. Numbers are also **not** required on clothing or uniforms for sports teams sponsored by construction businesses.

*Advertising includes display ads, as well as newspaper, radio, television and website ads.



CONSTRUCTION
CONTRACTORS
BOARD

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www.oregon.gov/ccb

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