

# Consumer Notification

[ORS 701.055 (13)]

You can do more to protect yourself before hiring a contractor than the CCB can do to help you after problems have developed. Here are some suggestions to prevent problems on construction projects.

## Choose a licensed contractor

**Check if your contractor is licensed with the CCB** at [www.oregon.gov/ccb](http://www.oregon.gov/ccb) or 503-378-4621 using the contractor's license number or phone number.

A license means the contractor has a surety bond and liability and property damage insurance. Licensing is not a guarantee of the contractor's work.

Check the contractor's license category. Each category has different surety bond and liability insurance requirements for contractors:

- General Contractor—All Structures (\$15,000 bond, \$500,000 insurance)
- General Contractor—Residential Only (\$15,000 bond, \$500,000 insurance)
- Specialty Contractor—All Structures (\$10,000 bond, \$500,000 insurance)
- Specialty Contractor—Residential Only (\$10,000 bond, \$300,000 insurance)
- Limited Contractor (\$5,000 bond, \$100,000 insurance)
- Inspector (\$10,000 bond, \$300,000 insurance)
- Licensed Developer (\$15,000 bond, \$500,000 insurance)

## Check out your contractor

**Ask for and check references.**

**Don't automatically accept the lowest bid.**

**Get educated.** Request a free brochure called *16 Ways to Avoid Repair, Remodeling and Construction Problems*. Use the phone number or web address below.

## Be smart during the project

**Take your time and plan your project.**

**Have a signed, written contract** before the work is started or you pay any money. Only sign a contract when you understand all the terms.

**Keep good written records.** Keep receipts, change orders, a phone conversation log, etc.

**Read your lien notice.** The business you contract with is required by law to give you a document called "Information Notice to Owner about Construction Liens" if the contract price is more than \$1,000. You can also get a copy by contacting the CCB.

**Do not pay the full cost of the job in cash before work begins.**

**Make changes to the original contract in writing,** including any differences in cost and extensions of completion dates.

**Read your EPA pamphlet.** Federal law requires contractors to distribute the pamphlet "Protect Your Family from Lead in Your Home" to homeowners before beginning work on pre-1978 housing. You can also get a copy by calling 800-424-LEAD or visit [www.epa.gov/lead](http://www.epa.gov/lead).

## If you have a complaint

Contact the CCB. Phone 503-378-4621 or e-mail [ccb.info@state.or.us](mailto:ccb.info@state.or.us)

You can file a claim against a licensed contractor within one year of the work being substantially completed.

*(Information in this brochure is not legal advice. For legal advice, consult with an attorney.)*



Construction Contractors Board  
PO Box 14140, 700 Summer St NE Suite 300, Salem OR 97309-5052  
phone: 503-378-4621 [www.oregon.gov/ccb](http://www.oregon.gov/ccb) fax: 503-373-2007

