Frequently Asked Questions

Q1: How do I apply for a Construction Contractors license?

A1: Your application and credit card or ACH/e-Check payment are now submitted online. Instructions are provided on the website under "Get a license". We encourage all applicants to complete and submit their application online.

Q2: Will I receive a receipt?

A2: Yes. After you have completed the application online, you will receive a confirmation page that may be printed as a receipt. You will also receive a confirmation email. This email will be sent to the email address you entered during the online submission process.

Q3: Can I submit my application via my cellphone?

A3: Yes! The online application is mobile friendly. Please have all of the required attachments saved electronically so that you can upload them when asked to do so.

Q4: What are acceptable attachments?

A4: The following attachments *may* be required with your application submission:
- Surety Bond & Power of Attorney,
- Certificate of Liability Insurance,
- Proof of passing the Oregon Contractor Exam *(if not already on file with the CCB under another license)*, and
- Certification & Signatures form.

Q5: What if I don't have all the required information at the time I am completing the online application?

A5: No problem. You can save your application and come back to it later. Feel free to pause at any time throughout the process to gather additional business information or necessary attachments for a complete application. Once you're ready, you may login to the submission portal and continue where you left off.

Q6: How long will it take to process my application?

A6: Online submissions can take 2-3 weeks for initial processing. Paper applications can take up to 6 weeks.

Q7: Can my insurance agent login and submit my insurance documentation via E-Proof?

A7: No. E-proof allows insurance agents to electronically submit proof of insurance for *licensed* contractors. This is a feature that both you and your insurance agent may utilize once you're licensed and assigned a license number.

Q8: How do I check the status of my application?

A8: CCB staff will reach out to you via email or telephone using the information you provided on the application.

Q9: Can I submit a paper application?

A9: You may submit a paper application; however, paper applications will result in a delay in processing. We strongly encourage your electronic application.

Q10: Can I deliver my application in-person?

A10: The board office is open Monday to Friday from 8:00am to 4:45pm. You may hand deliver your application materials, if needed; however, paper applications will result in a delay in processing.