



**COMBINED APPLICATION FORM**  
**CONTRACTOR REGISTRATION/LICENSING**  
**BUILDERS BOARD/BUILDING CODES DIVISION**

**BEFORE YOU START:** This is a combined application for registering with the Department of Commerce Builders Board and Building Codes Division. Submit this application for any combination of registrations or licenses listed in box 1.

**REGISTRATION/LICENSING**

**CIRCLE ANY REGISTRATION/LICENSE FOR WHICH YOU ARE APPLYING.** If you intend to work on residential structures (four units or less) you must register with Builders Board. For details call Builders Board at (503) 378-4621 or Building Codes Division at (503) 378-4133. Send one check or money order payable to the Department of Commerce for the total amount of the annual fee(s) along with this completed application. Builders Board applicants must provide the bond on Page 4 or request a security deposit form from Builders Board.

If you are already registered with Builders Board or are licensed with the Buildings Codes Division, indicate Builders Board registration number \_\_\_\_\_ or Building Codes License type \_\_\_\_\_ and number \_\_\_\_\_.

If you do **only** non-residential commercial work and are only seeking a Building Codes license, check here \_\_\_\_\_. You do not need to register with Builders Board.

| 1. <u>CIRCLE APPROPRIATE FEE(S)</u>   | FOR OFFICE USE ONLY                |
|---|------------------------------------|
| <b>ANNUAL FEES</b>  |                                    |
| BUILDERS BOARD REGISTRATION. . . . . \$ 55.   | 17-00                      831.082 |
| Building Codes Division Licenses  |                                    |
| BOILER/PRESSURE VESSEL BUSINESS LICENSE . . . . . 100.  | 47-03                      831.001 |
| PLUMBING CONTRACTOR. . . . . 150.   | 47-05                      831.001 |
| *ELECTRICAL CONTRACTOR. . . . . 125.  | 47-01                      831.001 |
| *LTD. ENERGY ELECTRICAL CONTRACTOR. . . . . 125.  | 47-01                      831.001 |
| ELEVATOR CONTRACTOR . . . . . 150.  | 47-02                      831.001 |
| **LTD. MAINTENANCE SPECIALTY CONTRACTOR . . . . . 25.   | 47-01                      831.001 |
| **LTD. PUMP INSTALLATION CONTRACTOR. . . . . 25.  | 47-01                      831.001 |
| Total amount submitted (do not send cash) \$ _____  |                                    |
| NOTE: * Must complete box 6-Page 2; and ** must complete box 5-Page 2.  | BB REGISTRATION NUMBER _____       |
| Builders Board registrations, Plumbing Contractor licenses, and Boiler/Pressure Vessel Business licenses will expire one year from the date of registration. All Electrical Contractor licenses and Elevator Contractor licenses will expire on October 1 of each year. Notice of renewal will be sent prior to expiration. | EFFECTIVE DATE _____               |
|   | BC LICENSE NUMBER _____            |
|   | EFFECTIVE DATE _____               |

**ASSUMED BUSINESS NAME (ABN):** If you will be using a business name other than your own name, you must register it with the Corporation Division. Do not complete this form until your ABN has been registered. A form is enclosed for your convenience. To learn if the ABN you want is available, call the Corporation Division at (503) 378-4166.

**COMPLETE BOX 2, 3 or 4 ONLY**

2. **INDIVIDUAL PROPRIETOR:** Print/type your business name exactly as it will appear on the license or registration.

Your Name \_\_\_\_\_ \*dba \_\_\_\_\_  
Assumed Business Name if Registered With Corporation Division

Social Security Number \_\_\_\_\_ Business Telephone Number \_\_\_\_\_

Mailing Address of Business \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\*(dba = doing business as)

3. **PARTNERSHIP:** Print or type each partner's name and the partnership name exactly as it will appear on the license or registration.

Partner's Name \_\_\_\_\_ and Partner's Name \_\_\_\_\_ and Partner's Name \_\_\_\_\_

dba \_\_\_\_\_  
Partnership Name (ABN if Registered With Corporation Division) \_\_\_\_\_ Business Telephone Number \_\_\_\_\_

Mailing Address of Business \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

ORS 701.075 requires that you provide the names and addresses of all partners. Attach a list to this form.

4. **CORPORATION:** Print or type the name of the corporation exactly as it will appear on the license or registration.

Corporation and Assumed Business Name if Any \_\_\_\_\_

Mailing Address of Business \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ Authorized Representative \_\_\_\_\_

ORS 701.075 requires that you provide the names and addresses of corporate officers. Attach a list to this form.

5. Applicants for Ltd. Pump and Ltd. Maintenance Specialty Contractors license must document 12 months related electrical experience.

For Ltd. Maintenance Specialty Contractor license applicants this experience must be related to the repair, service, maintenance, installation or replacement of existing, built-in or permanently connected appliances, fluorescent ballasts or similar equipment. For the Ltd. Pump Installation Specialty Contractor license applicants this experience must be related to the testing, repair, service, maintenance, installation or replacement of new or existing pump equipment for potable or irrigation water systems on residential property. Attach documentation on employer's letterhead describing experience and verification as to the actual time period (months, days, hours, etc.) over which experience was obtained. This documentation must be approved by the Chief Electrical Inspector before a license will be granted. For more information on this requirement call the Chief Electrical Inspector at (503) 378-4046. ORS 479.630 requires that applicants for a Ltd. Maintenance Specialty Contractor license and Ltd. Pump Installation Contractor license maintain with the State Electrical Board a current list of all individuals employed by the person to engage in electrical work permitted by this license. Please list any employees on an additional sheet and firmly attach to this form.

\* Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\* Detail 12 months relevant experience on employer(s) letterhead and firmly attach to this form.

6. Electrical rules require applicants for Electrical Contractor's license to provide the name of a licensed Oregon General Supervising Electrician of record who shall sign all electrical permits.

Name of licensed Oregon General Supervising Electrician \_\_\_\_\_ License # \_\_\_\_\_

Electrical rules require applicants for Ltd. Energy Contractor's license to provide the name of a Limited Journeyman Limited Energy Electrician who shall sign all permits for limited energy electrical installations.

Name of Ltd. Journeyman Ltd. Energy Electrician \_\_\_\_\_ License # \_\_\_\_\_

Applicants for a Building Codes license only stop here. Sign the form in the signature block on Page 3, attach your check or money order for the appropriate fee, and return.



APPLICANTS FOR BUILDERS BOARD REGISTRATION COMPLETE SECTIONS: 7, 8, & 9. and 10.

7. LIST primary specialties as a builder, such as: general contractor, roofer, concrete, framer, finish carpenter, etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

8. If you plan to hire or trade help, give the following account numbers.

Workers Compensation Insurance Account # \_\_\_\_\_ Unemployment Insurance Account # \_\_\_\_\_

State Withholding Tax Account # \_\_\_\_\_ Federal Withholding Tax Account # \_\_\_\_\_

9. You may voluntarily extend your registration to include non-residential work. There is no additional cost. Do you want to include non-residential work under your registration? Yes \_\_\_\_\_ No \_\_\_\_\_

10. I hereby verify that effective this date and for as long as this Builders Board registration is in effect, I have and will continue to have \$25,000 property damage insurance; \$50,000 personal injury insurance (including one death); and \$100,000 life insurance (including death to more than one person). I understand that failure to carry this insurance can result in a \$1,000 fine and can terminate my registration.

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Name of Liability Insurance Company Effective Date(s) Policy Number

Insurance Agent's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

REQUIRED SURETY BOND OR SECURITY DEPOSIT

All Builders Board applicants must provide a \$5,000 surety bond or security deposit. The bond form is on Page 4. The bond must be signed by the applicant and the insurance company attorney-in-fact. Registrants have the option of depositing \$5,000 cash or federal government securities in an Oregon bank or other financial institution to be held for the Builders Board as security against any claims filed against them. Please contact Builders Board at (503) 378-4621 for a security deposit form.

ALL APPLICANTS SIGN BELOW IN PRESENCE OF NOTARY PUBLIC

I HEREBY verify that any corporation and/or assumed business name included in this application has been recorded with the Corporation Commissioner and approved for use by the applicant.

I HEREBY verify that to the best of my knowledge, all statements on this form are complete, true, and correct.

State of \_\_\_\_\_

\_\_\_\_\_  
Signature

County of \_\_\_\_\_

Signed or attested before me on \_\_\_\_\_, 19\_\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public for Oregon

My Commission expires \_\_\_\_\_

All Builders Board applicants provide the surety bond on page 4 or obtain a security agreement from Builders Board and return this form with a check or money order for the appropriate fee (do not send cash).

STATE OF OREGON DEPARTMENT OF COMMERCE  
BUILDERS BOARD SURETY BOND

INSTRUCTIONS

- The builder's name must be on the first line exactly as it is on the application.
- If an individual proprietorship, the builder's personal name and business name, if any, should appear.
- If a partnership, ALL partners' names and partnership name, if any, should appear.
- If a corporation, only the corporate name and assumed business name(s), if any, should appear--no personal names.
  - The bond company's name must be on the second line.
  - The date on the bond should be the date the bond company signs it.
  - The bond company attorney-in-fact must sign the bond.
- The builder must sign the bond. It must be signed by the owner, a partner, or a corporate officer. A spouse's signature is not allowed unless the spouse is a partner of record or an officer of the corporation.

FOR HELP IN FILLING OUT THIS FORM CALL (503) 378-4621

BOND NUMBER \_\_\_\_\_

Contractor's Name: \_\_\_\_\_  
(Type Name Exactly as it Appears on the Application)

as principal, and \_\_\_\_\_  
(Name of Insurance Company)

a corporation qualified and authorized to do business in the State of Oregon, as surety, are held and firmly bound unto the State of Oregon for the use and benefit of the State of Oregon and of any other interested person in the sum of five thousand dollars and no/100 (\$5,000.00) lawful money of the United States of America for the use and benefit as provided in ORS 701.085, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above-named principal has made application for a Certificate of Registration with the Department of Commerce, Builders Board, of the State of Oregon, or for renewal of a Certificate of Registration and is required by ORS 701.085 to furnish a bond in the penal sum of five thousand dollars, with good and sufficient surety, conditioned as herein set forth.

NOW THEREFORE, the conditions of the foregoing obligation are that if said principal with regard to all work done by the principal as a "Builder," as defined by ORS 701.005, shall pay all persons furnishing labor or materials or renting or supplying equipment to the builder, pay all amounts that may be adjudged by the Builders Board against the principal by reason of negligent or improper work or breach of contract in performing any of said work, whether sought by the owner of the structure or another builder who contracted with the principal, and pay all amounts that may be adjudged by the Builders Board against the principal to discharge or repay funds expended to discharge a lien placed on an owner's property where the principal failed to pay the person claiming the lien, then this obligation shall be void; otherwise to remain in full force and effect.

This bond is for the exclusive purpose of payment of final orders of the Builders Board in accordance with ORS 701.085.

This bond shall be one continuing obligation, and the liability of the surety for the aggregate of any and all claims which may arise hereunder shall in no event exceed the amount of the penalty of this bond.

This bond shall become effective on the date the builder meets all requirements for registration or renewal and shall remain in effect for one year from the date or until depleted by claims paid under ORS 701.140, unless the surety sooner cancels the bond. The bond may be cancelled by the surety and the surety be relieved of further liability hereunder by giving 30 days' written notice to principal and the Builders Board of the State of Oregon.

IN WITNESS WHEREOF, the Principal and Surety have hereto set their hands this: \_\_\_\_\_, 19\_\_\_\_.  
(Date)

Surety

Principal

Name \_\_\_\_\_ Business Name \_\_\_\_\_

By \_\_\_\_\_ By \_\_\_\_\_ Title \_\_\_\_\_  
Signature of Attorney-in-Fact (Bond Agent) Signature of Owner/Partner/Corporate Officer

Bond Agent's Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Return this form, a check or money order for the appropriate fees (do not send cash) and any additional sheets or documentation (please attach firmly) to the Department of Commerce.

VICTOR ATIYEH  
GOVERNOR  
1979-1987



THE DEPARTMENT OF COMMERCE, UNDER THE  
DIRECTORSHIP OF FRED HEARD, ON THEIR OWN  
INITIATIVE REDUCED TWENTY-SEVEN PAGES OF  
STATE GOVERNMENT FORMS TO FOUR PAGES.  
THIS PROVED TO ME THAT MY PHILOSOPHY OF  
SELECTING GOOD PEOPLE FOR RESPONSIBLE  
STATE POSITIONS AND THEN LETTING THEM  
ADMINISTER USING THEIR OWN TALENT AND  
SKILL DOES WORK FOR THE GOOD OF ALL  
OREGONIANS.