



CONSTRUCTION CONTRACTORS BOARD
 PO Box 14140
 Salem OR 97309-5052
 503-378-4621
www.oregon.gov/CCB



REQUEST TO CHANGE/ADD COMMERCIAL ENDORSEMENT

(See back pages for additional information)

SECTION 1 – NAME AND LICENSE NUMBER

 Name (Print name of licensee)

 CCB license number

SECTION 2 – REMOVE, CHANGE OR ADD ENDORSEMENT

- REMOVE:** Remove the current commercial endorsement and *keep* the current residential endorsement only.
- CHANGE:** Remove the current commercial or residential endorsement and *change* the license to the requested commercial endorsement marked below:
- ADD:** Keep the current residential endorsement classification and *add* the commercial endorsement classification marked below:

SECTION 3 – COMMERCIAL ENDORSEMENTS – You may select only one. See attached chart for more information.

- Commercial General Contractor Level 1
- Commercial General Contractor Level 2
- Commercial Specialty Contractor Level 1
- Commercial Specialty Contractor Level 2
- Commercial Developer – Must meet all four criteria on the attached chart

SECTION 4 – EXPERIENCE – See attached chart for more information.

- The licensee is selecting a Level 1 commercial classification and has 8 years of experience.
- The licensee is selecting a Level 2 commercial classification and has 4 years of experience.

SECTION 5 - WORKERS' COMP – FOR EXEMPT COMMERCIAL CONTRACTORS ONLY

- The licensee has an exempt independent contractor status and carries a workers' compensation insurance policy that includes personal election coverage for the owners of this business.

 Carrier Name

 Policy Number

SECTION 6 – SIGNATURE – Must be signed by an owner, partner, member, corporate officer or trustee.

Name _____
 (Print or type name of sole proprietor, partner, LLC member, trustee or corporate officer)

Signature _____ Date _____

SECTION 7 - FEE – Checks payable to Oregon CCB. Credit card-only may fax this application to 503-373-2155.

Billing Name		Billing Address		
Amount of Payment \$20	Card Number		Expiration Date	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover	Signature of Card Holder _____		Date _____	
			Office Use Only	

INSTRUCTIONS

1. Complete **all** sections of the form, unless you want a commercial developer endorsement, in which case, you must complete all sections except for Section 4.
2. Use the charts below to determine what structure type(s) you will be working on, and which commercial endorsement you want to change to or add.
3. Submit both the original Construction Contractors Board Commercial Surety Bond and Certificate of Insurance in the amounts that coincide with the endorsement you selected with the completed form.

STRUCTURE TYPES

Selecting a residential, commercial or both a residential and commercial endorsement is related to the type of structure that a licensee intends to construct or property that a license intends to work on for construction.

- A residential contractor may work on a: Residential or small commercial structure/property
 A commercial contractor may work on a: Large or small commercial structure/ property
 A residential and commercial contractor may work on: All structure types

EXAMPLES OF STRUCTURE TYPES

TYPES	DESCRIPTIONS	EXAMPLES
Residential	<ul style="list-style-type: none"> • A site-built home • A structure that contains one or more dwelling units and is four stories or less above grade • A condominium, rental residential unit or other residential dwelling unit that is part of a larger structure, if the property interest in the unit is separate from the property interest in the larger structure • A modular home constructed off-site • A manufactured dwelling • A floating home 	<ul style="list-style-type: none"> • Single-family residence • Apartment Complex or Condos 4 stories or less. • Individual Units in a high rise building.
Small Commercial	A nonresidential: <ul style="list-style-type: none"> • Structure of 10,000 square feet or less not more than 20 feet high • Leasehold, rental unit or other unit that is part of a larger structure, if the unit has 12,000 square feet or less not more than 20 feet • Structure of any size for which the entire contract price of all construction work to be performed on the structure does not total more than \$250,000 	<ul style="list-style-type: none"> • 7-11 stores • Gas stations • Fast food restaurants
Large Commercial	Any structure that is not a residential structure or small commercial structure	<ul style="list-style-type: none"> • Apartment Complex or Condos more than 4 stories • Hospitals • Parking Garages • Shopping Malls • Manufacturing Facilities

COMMERCIAL ENDORSEMENT CLASSIFICATIONS

Contractor Endorsement	Scope of Work	Examples and Limitations	Bond and Insurance
Commercial General Contractor Level 1	These contractors may supervise, arrange for, or perform (partly or completely) an <i>unlimited</i> number of unrelated building trades involving any small or large commercial structure or project.	Commercial general contractors may perform the same work as commercial specialty contractors.	\$75,000 Commercial bond
Commercial General Contractor, Level 2	Level 1 and level 2 contractors can perform the same work.	Level 1 contractors must have 8 years of construction experience. Level 2 contractors must have 4 years of construction experience.	\$2 million aggregate insurance \$20,000 Commercial bond \$1 million aggregate insurance
Commercial Specialty Contractor Level 1	These contractors perform work involving <i>one or two</i> unrelated building trades for small or large commercial projects. Level 1 and level 2 contractors can perform the same work.	The building trades may change from job to job. (For example, a residential specialty contractor may perform masonry and roofing work on one project and concrete work on another.)	\$50,000 Commercial bond \$1 million aggregate insurance

Commercial Specialty Contractor Level 2		Level 1 contractors must have 8 years of construction experience. Level 2 contractors must have 4 years of construction experience.	\$20,000 Commercial bond \$500,000 per occurrence Insurance
Commercial Developer	These contractors meet all of the following: (1) The licensee owns the properties, or an interest in the properties, on which it arranges for construction work; (2) The licensee arranges for construction work or improvement of small or large commercial real property, with the intent to sell the property; (3) The licensee acts in association with one or more licensed general contractors who have sole responsibility for overseeing all phases of construction activity on the property; and (4) The licensee does not perform any construction work on the property.	This classification is for commercial developers who arrange for the construction of structures, or the development of property, that they intend to sell.	\$20,000 Commercial bond \$500,000 per occurrence insurance

CERTIFICATION OF EXPERIENCE

If the licensee has selected a commercial endorsement, other than a commercial developer, the licensee must certify that its key employee(s) have the appropriate amount of construction experience.

Key employee means:

An employee or owner of the licensee (business) who is a corporate officer, manager, superintendent, foreperson or lead person.

Construction experience means:

Experience gained as a licensed contractor, journeyman, foreperson or supervisor or as any other employee engaged in construction work for a licensed contractor.

In addition, the following experience or education may substitute for the construction experience:

- Completion of an apprenticeship program may substitute for up to three years of experience
- A bachelor's degree in a construction-related field may substitute for up to three years of experience
- A bachelor's degree or master's degree in business, finance or economics may substitute for up to two years of experience
- An associate's degree in construction or building management may substitute for up to one year of experience