



Licensing Process

1. **Set up your business entity online:**
 - File business entity at www.filinginoregon.com
 - BIN** number questions will be asked during entity application process to determine if BIN is required.
2. If necessary, go to www.irs.gov for **Federal EIN**. Complete **Form SS-4**.
3. Obtain **Worker's Compensation Insurance**, if necessary.
4. **Pass Test** – Test score will be emailed to you or you can obtain copy from your PSI account.
5. Get pricing for **bond(s) and insurance**. After passing the test, order your bond and insurance.
6. Complete **CCB license application** & be sure to include the following:
 - a. **Signed and sealed bond** in the appropriate amount for your license endorsement in **EXACT** name as registered with Sec of State
 - b. **Insurance Certificate** with the Oregon Construction Contractors Board (CCB) listed as **Certificate Holder**.
 - c. **Copy of Test Score Report**
 - d. Completed **CCB License Application Form**
 - e. **\$325** for a 2-year license (beginning July 1, 2021).

Out of State companies: If you have an existing corporation or LLC in another state, register your **foreign business entity** by visiting www.filinginoregon.com. You will need a **registered agent** in Oregon (Google "Oregon registered agents") if you do not have a physical street address in Oregon.

****Who's required to obtain a Business Identification number (BIN)?**

- Any in-state or out-of-state employer with employees who are working in Oregon and paying those employees for services must obtain a BIN for reporting and paying payroll taxes.
- Corporations without employees must obtain BIN to report compensation paid to corporate officers.

The above is intended to be a general overview of steps involved to become a licensed construction contractor in Oregon. Other documentation may be necessary. This is NOT intended to be legal or accounting advice. Seek the advice of an attorney, CPA and/or other professional.