



## Licensing Process

1. **Set up your business entity online:**
  - a. File business entity at [www.filinginoregon.com](http://www.filinginoregon.com)
  - b. BIN\*\* number included is included in application at [www.filinginoregon.com](http://www.filinginoregon.com) if BIN is required for your business structure. Takes about a week to receive BIN number when filing online. Oregon Dept. of Revenue will email the BIN to you.
2. If necessary, go to [www.irs.gov](http://www.irs.gov) for **Federal EIN**. Complete **Form SS-4**.
3. Obtain **Worker's Compensation Insurance**, if necessary
4. **Pass Test** –Make a copy of the Test Score Report to include with CCB license application. Keep original Test Score Report with your important documents.
5. Get pricing from several insurance agents for **bond 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 CCB listed as **Certificate Holder**
  - c. **Copy of Test Score Report** (Keep the original report in a safe place)
  - d. Completed **CCB License Application Form**
  - e. **\$250** for a 2 year license (Effective July 1, 2017 – June 30, 2019)

**Out of State companies:** If you have an existing corporation or LLC in another state, you can set up your **foreign business entity** by visiting [www.filinginoregon.com](http://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 and the entity is a corporation, LLC or business trust.

### **\*\*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 register to report compensation paid to corporate officers.

### **Important Change to Submitting New Applications In-Person**

As of Nov. 6, 2017, the CCB will no longer immediately issue licenses for new applications delivered in-person, due to changes in our procedures to verify the information on the application.

CCB staff will still be able to check the application documents for accuracy and completion, and accept the fee. Applications will be processed as quickly as possible, but please allow up to 10 business days for completion.

If you receive an inquiry from a CCB staff member about your application, a prompt response will help keep the review process moving forward in a timely manner.

Additionally, the CCB lobby now closes at 4:30 p.m. instead of 5 p.m.