

STATE OF OREGON CONSTRUCTION CONTRACTORS BOARD

P.O. Box 14140 Salem, OR 97309-5052 Phone (503) 378-4621 | Fax (503) 373-2155



Email: ccb.info@ccb.oregon.gov www.oregon.gov/ccb

Submitting a Complete Certificate

Most Common Mistakes:

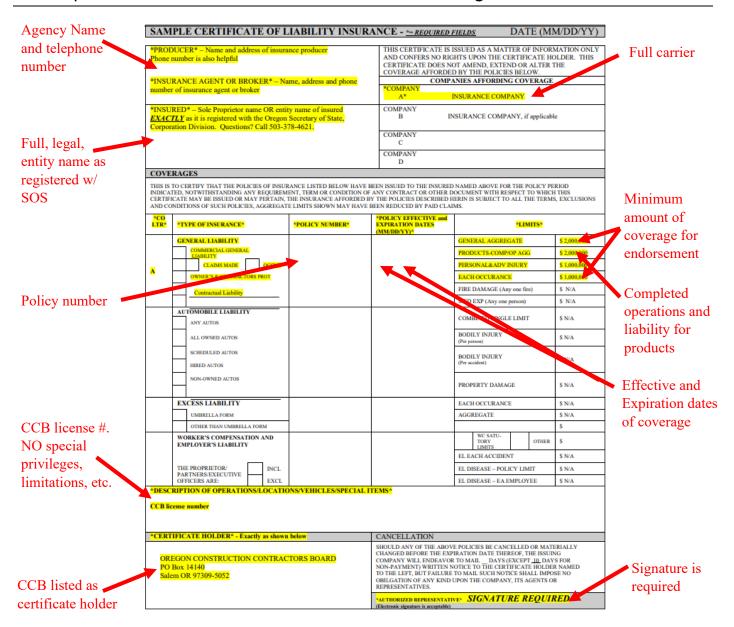
- 1) Insurance Agency Name and agency telephone number is required, by rule, to be listed.
- 2) Must list the full Legal Business Entity Name.
 - a. The <u>only</u> exception is for Limited Partnerships. The name of the insured is the legal entity name **plus** the General Partner's name.
 - Example: The certificate would read "ACME Construction LP, Wiley Coyote GP". Where "ACME Construction LP" is the legal entity and "Wiley Coyote" is the General Partner
 - b. Sole Proprietor's and Partnerships <u>must</u> include the full legal name(s) as found on the persons' birth certificates. It's important to include the middle name unless there isn't one on the birth certificate/government issued paperwork.
 - c. Joint Ventures are the same as a partnership, the legal entity name is the same as filed with the Oregon Secretary of State.
 - Example: "Bob's Construction, LLC & Jane's General Contracting Corp."
- 3) Do not list any ABN's on Bonds or Insurance certificate(s). This is not the legal business entity name.
- 4) The Description of Operations box should *only* include the CCB license number.
 - a. Do not list limitations, privileges, work descriptions, references to other documents, etc.
 - b. If the license number is unknown, leave this box blank.
- 5) CCB *must* be listed as the certificate holder, not an additional insured.

Do not submit duplicate documents to the CCB.

For an immediate submission to CCB, Agent's may apply to be granted access to an online insurance submission portal (E-Proof). You can find the application on the Board's website here, https://www.oregon.gov/ccb/licensing/Pages/forms-fees.aspx.

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An acceptable certificate of insurance consists of the following details:



Required Limits

Residential General Contractor	\$500,000 per occurrence	Commercial General Contractor - Level 1	\$2 million aggregate
Residential Specialty Contractor	\$300,000 per occurrence	Commercial General Contractor - Level 2	\$1 million aggregate
Residential Limited Contractor	\$100,000 per occurrence	Commercial Specialty Contractor - Level 1	\$1 million aggregate
Residential Developer	\$500,000 per occurrence	Commercial Specialty Contractor - Level 2	\$500,000 per occurrence
Residential Locksmith Services Contractor	\$100,000 per occurrence	Commercial Developer	\$500,000 per occurrence
Home Inspector Services Contractor	\$100,000 per occurrence		
Home Services Contractor	\$100,000 per occurrence		
Home Energy Performance Score Contractor	\$100,000 per occurrence		

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