## Property Services Contractors New Application Process

# Download Application Forms

Application packets for a labor contractor license are available for download at

www.oregon.gov/boli/employers/ Pages/property-services-janitorial-Labor-contractors.aspx

#### Submit application and fee

The completed license packet materials, tax certifications and application fee (\$350) may be mailed to:

BOLI Labor Contracting Unit 3865 Wolverine St. NE, STE E-1 Salem, OR 97305-1268

#### Schedule License Exam

Applicants contact our labor contracting unit at **503-378-3292** to arrange to take a license exam within 45 days of receiving a temporary permit.

Once an applicant has passed the license examination, a full labor contractor license is issued













#### **Gather Materials**

BOLI form <u>WH-31P</u> provides a complete list of required materials, which may include:

- A current 2"x2" photo
- Insurance certifications workers' compensation; general liability and (if transporting) vehicles
- Applicants need to send requests for tax compliance certification to Department of Revenue and Oregon Employment Department

### **Temporary Permit**

Once the Labor Contracting Unit has confirmed receipt of a completed application packet, first time applicants are issued a temporary permit

The temporary permit allows work up to 60 days as a labor contractor pending successful completion of the license examination

A license <u>handbook</u> is available online to assist applicant to prepare for the exam

#### Full Licensure!

Property services contractors should visit BOLI's forms directory for templates on:

- Required notices, disclosures and certifications
- Renewal documentation

Contractor begins making arrangements for required sexual harassment / discrimination training