



CERTIFIED LEAD BASED PAINT RENOVATION LICENSE APPLICATION

Office location:

201 High St SE, Suite 600
Salem, OR 97301

Mailing address:

P.O. Box 14140
Salem, OR 97309-5052

Secure Fax:

(503) 373-2155

Board website:

www.oregon.gov/ccb

Questions?

Email ccb.info@ccb.oregon.gov or call (503) 378-4621

CONSTRUCTION CONTRACTORS BOARD (CCB)

LBPR LICENSE APPLICATION INSTRUCTIONS

READ INSTRUCTIONS CAREFULLY

In order to issue your LBPR license, you must be associated with an Active CCB license. Submit the following documents as one complete packet to the CCB for licensure:

- LBPR Application Form** (page 3)
- Payment Information** (page 4)
- Renovation, Repair & Painting (RRP) Certificate** (attach to application)
This is the certificate from an approved provider that includes a photo and a certificate number. The certificate may be paper or a laminated card. If you have the card, please submit a copy of both sides. The Environmental Protection Agency (EPA) Firm Certification Certificate is not valid in the State of Oregon and does not qualify for the Oregon Certified Lead Based Paint Contractors License. For information on classes, you may contact the [Oregon Health Authority](mailto:leadprogram@odhsoha.oregon.gov) via email at leadprogram@odhsoha.oregon.gov or by phone at (971) 673-0440.

BUSINESS INFORMATION:

Enter the name of the entity as listed on your CCB License. This includes the full legal name of the sole proprietor, partnership, corporation, or LLC. Do not include Assumed Business names here.

If your address or business name has changed, please submit an [Address/Business Name Change Request](#) form.

RENOVATION, REPAIR, & PAINTING (RRP) CERTIFICATE HOLDER INFORMATION:

List the full legal name of the individual (person) certificate holder and identify if they are an owner or an employee. Only one RRP certificate holder is required, but you can have more than one.

SIGNATURE:

Application must be signed by the owner (Sole Proprietor, Partner, General Partner, Corporate Officer or Member) **and** the RRP Holder.

METHOD OF PAYMENT

The application fee is \$50 and is non-refundable. This fee covers administrative costs for processing your application.

The Board accepts debit and credit card payments, check, and money order. Credit card payments may be made using VISA, MasterCard, or Discover and sent via our secure fax at (503) 373-2155. Check payments may be mailed to the Board office and made payable to the Oregon Construction Contractors Board.

DO NOT EMAIL YOUR APPLICATION OR PAYMENT TO THE BOARD

MISREPRESENTATION IN THIS APPLICATION IS CAUSE FOR DENIAL OF LICENSE

APPLICATIONS ARE NOT PROCESSED IN-PERSON

License Application for Certified Lead Based Paint Renovation (LBPR)

FEE: \$ 50.00



Important: Read the application instructions carefully before completing this form. Complete all required areas, attach additional document(s) as needed, and include payment information prior to submission. **Incomplete applications cannot be processed. This is not for renewal.**

1 BUSINESS INFORMATION

Legal Business Name (LLC, Corporation, Partnership, or Sole Proprietor)

CCB License #

Business Address

City

State

Zip Code

Phone Number

Email Address

2 RENOVATION, REPAIR, AND PAINTING CERTIFICATE HOLDER

Print **Full Legal Name** of RRP holder(s) currently associated with your CCB license:

Legal *first* name

Legal *middle* name (or N/A)

Legal *last* name

Owner

Employee

Legal *first* name

Legal *middle* name (or N/A)

Legal *last* name

Owner

Employee

You must submit a copy of the RRP Certificate for the certificate holder(s) listed above.

Note: A licensee may associate more than one RRP holder. If so, you must designate a primary holder.

3 SIGNATURE

I certify that I have read and will comply with ORS 431.920, ORS 701.505 to 701.515, and the rules adopted pursuant thereto. I also certify that the information and documentation given in this application is complete and accurate to the best of my knowledge.

Signature (Owner, Partner, Officer, or Member making the request) *Required*

Date

Signature (RRP Holder) *Required*

Date

PAYMENT INFORMATION

A complete application must be submitted at the time of payment. Please read the application instructions carefully prior to submitting the application and payment to the Board's office.

For your protection, **EMAIL SUBMISSIONS WILL NOT BE ACCEPTED**. By signing below, I understand that once the application fee has been paid it is non-refundable.

You may submit payment and your application using **ONE** of the following options (*please select only one*):

Debit or Credit Card		Approval Code: _____
VISA, MASTERCARD, or DISCOVER <u>ONLY</u> for credit card payments		
I authorize the amount of \$50.00 license application fee to be charged to my card.		
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DISCOVER
_____ Card Number	_____ Expiration Date (MM/YY)	_____ CVV (3-digit Code)
_____ Name as it appears on the card		
_____ Card Holder's Billing Address		
_____ City	_____ State	_____ Zip Code
_____ Authorized Signature REQUIRED		
Secure Fax (only if paying by debit or credit card)		
You may fax your completed application & payment to the office using our secure fax at (503) 373-2155.		
Payment by Check		
Check or Money Order can be made payable to the Oregon Construction Contractors Board or Oregon CCB. Mail completed application and check/money order to the Board office at:		
<u>Regular Mail:</u> P.O. BOX 14140 Salem, OR 97309-5052	<u>Priority Mail:</u> 201 High St SE, Ste. 600 Salem, OR 97301	

Questions?? If you need assistance completing the application or supporting documents, please contact the CCB at (503) 378-4621.

**Applications are not processed in-person.
Please allow 3-4 weeks for processing.**

IMPORTANT: Incomplete applications or missing documentation will delay the licensing process. Verify your application is complete and all other necessary documents are attached prior to submitting.

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