



# Consumer Notification

## Addendum D - 3

### CONSUMER NOTIFICATION [ORS 701.055(13)]

You can do more to protect yourself before hiring a contractor than the CCB can do to help you after problems have developed. Here are some suggestions to prevent problems on construction projects.

#### CHOOSE A LICENSED CONTRACTOR

Check if your contractor is licensed with the CCB at [www.ccb.state.or.us](http://www.ccb.state.or.us) or 503-378-4621 using the contractor's license number or phone number.

A license means the contractor has a surety bond and liability and property damage insurance. Licensing is not a guarantee of the contractor's work.

Check the contractor's license category. Each category has different surety bond and liability insurance requirements for contractors.

General Contractor – All Structures (\$15,000 bond, \$500,000 insurance)

- General Contractor – Residential Only (\$15,000 bond, \$500,000 insurance)
- Specialty Contractor – All Structures (\$10,000 bond, \$500,000 insurance)
- Specialty Contractor – Residential Only (\$10,000 bond, \$300,000 insurance)
- Limited Contractor – (\$5,000 bond, \$100,000 insurance)
- Inspector – (\$10,000 bond, \$300,000 insurance)
- Licensed Developer – (\$15,000 bond, \$500,000 insurance)

#### CHECK OUT YOUR CONTRACTOR

Ask for and check references.

**This is a legally binding contract. Please read thoroughly before signing!**

Sale Agreement # \_\_\_\_\_

Buyer Initials \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

Seller Initials \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_

**Don't automatically accept the lowest bid.**

**Get educated.** Request a free brochure called *16 Ways to Avoid Repair, Remodeling and Construction Problems*. Use the phone number or web address below.

## **BE SMART DURING THE PROJECT**

**Take your time and plan your project.**

**Have a signed, written contract** before the work is started or you pay any money. Only sign a contract when you understand all the terms.

**Keep good written records.** Keep receipts, change orders, a phone conversation log, etc.

**Read your lien notice.** The business you contract with is required by law to give you a document called "Information Notice to Owner about Construction Liens" if the contract price is more than \$1,000. You can also get a copy by contacting the CCB.

**Do not pay the full cost of the job in cash before work begins.**

Make changes to the original contract in writing, including any differences in cost and extensions of completion dates.

Read your EPA pamphlet. Federal law requires contractors to distribute the pamphlet "Protect Your Family from Lead in your Home" to homeowners before beginning work on pre-1978 housing. You can also get a copy by calling 800-424-LEAD or visit [www.epa.gov/lead](http://www.epa.gov/lead).

## **IF YOU HAVE A COMPLAINT**

Contact the CCB. Phone 503-378-4621 or e-mail [ccb.info@state.or.us](mailto:ccb.info@state.or.us).

You can file a claim against a licensed contractor within one year of the work being substantially completed.

(Information in this handout is not legal advice. For legal advice, consult with an attorney.)

Construction Contractors Board  
PO Box 14140, 700 Summer St NE Suite 300, Salem OR 97309-5052  
Phone 503-378-4621 [www.ccb.state.or.us](http://www.ccb.state.or.us) Fax 503-373-2007

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Sale Agreement # \_\_\_\_\_

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Seller Initials \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_