



Application For Construction Contractor Registration

Register as a Construction Contractor in Washington

Choose Your Business Structure (Entity)

Corporate structures (i.e., Corporation, Limited Partnership, Limited Liability Partnership, or Limited Liability Company)

- **Must first file with Secretary of State (SOS)**
- Apply online: www.secstate.wa.gov/corps or
- Download the form: www.secstate.wa.gov/corps/registration_forms.aspx or
- Request an application by phone: 1-800-451-7985 option "0"

Note: The Department of Labor & Industries (L&I) requires a copy of the **Initial Report** (or a **Certificate of Partnership** for an LP) filed with SOS. If you file the **Initial Report** or **Certificate of Partnership** at the time of application with SOS, L&I may be able to verify the required information on the SOS website.

All Business Structures

- Must file a Business License Application (BLA) with Department of Business Licensing Service (BLS)
- Apply online: www.bls.dor.wa.gov or
- Complete an application at a local L&I, Department of Employment Security, Department of Revenue, or Business Licensing Service office or
- Request an application by phone: 1-800-451-7985 option "0"

Note: Filing online is the most expedient way to receive a Business License with BLS.

Employer Identification Number (EIN)

- Unless you are a sole proprietor with no employees, an EIN number is required. An EIN number can be obtained by contacting the Internal Revenue Service at 1-800-829-4933 or www.irs.gov

Register as a Construction Contractor

- Complete the Application for Construction Contractor Registration
- Obtain a Surety Bond or Assigned Savings Account (\$12,000 General or \$6,000 Specialty)
- Obtain a Certificate of Liability Insurance (\$250,000 Combined Per Occurrence Amount) on which L&I must be the certificate holder
- Pay the registration fee of \$113.40 (check, money order, cash, Visa, MasterCard, American Express and Discover)

Submit the required documents to an L&I office: for a list of locations visit our website at www.Lni.wa.gov

All documents must be the signed originals with no whiteouts or alterations

For more information on the construction contractor rules/regulations and other general information, visit our website at www.Lni.wa.gov/TradesLicensing/Contractors.

Instructions for Application for Construction Contractor Registration

The following information is required:

Type of Work Performed: This information is for statistical reasons. You will not be held to the type of work you choose, and there is no violation for changing types.

Business Entity: Select the structure under which your business operates.

Note: Corporate structures **must** be registered with Washington Secretary of State prior to application.

1. Business Name and Parent Company Name (a/b): In **box 1.a**, enter the trade name registered with BLS. If you did not register a trade name with BLS, enter your personal name or the name registered with SOS. In **box 1.b**, enter the name registered with SOS if different than your Business Name.

Note: The business name (DBA) on the Application for Construction Contractor Registration, Bond, and Certificate of Liability Insurance must match exactly. The Business Name is required on all advertising: business cards, bids, estimates and other marketing material (RCW 18.27.100).

2. Business Location: The physical location of your business. PO Boxes will not be accepted.

3. Mailing Address: The address where business mail is received. It may be a PO Box.

4. Business Telephone Number: The primary telephone number to reach your business.

5. Employer Identification Number (EIN): The EIN assigned by the Internal Revenue Service (IRS).

6. E-mail address (optional): To be notified of upcoming contractor training events and changes to the law.

7. Have you, your spouse, registered domestic partner or principal owners been previously registered as a construction contractor?

If you mark **No** and have been previously registered, you may be fined up to \$10,000.00 for falsification of the application.

If you answer **Yes**, please provide the Unified Business Identifier(s) (UBI) and contractor registration number(s) that apply to you, your spouse, domestic partner, or principal owners.

8. Continue to do business under current or previous registrations? If you are going to continue to conduct business under current or previous registrations, mark **Yes**. If you wish to close a current registration, mark **No**.

9. Industrial Insurance Account Number: The number assigned by L&I when opening an Industrial Insurance account for employee coverage.

10. Contractor Type: General or specialty contractor? A general contractor is allowed to perform more than one construction trade. A specialty contractor is allowed only one construction trade. Check the box of your choice. Trades types are listed on page 6 of the application and more detailed definitions can be found on our website.

11. Specialty Code: If you checked the box for specialty contractor, write the corresponding code letters listed on page 4 (i.e., **BP** for Glass & Glazing). You may not perform work in any other trade.

- 12. Full Legal Name:** Enter the legal name **exactly as shown** on your legally issued government identification.
- 13. Social Security Number:** The contractor registration law requires that you provide your social security number per RCW 18.27.030(1)(a).
- 14. Date of Birth:** Each individual named on the registration must provide their date of birth.
- 15. Driver's License Number:** If you do not have a driver's license, use the ID number on your government-issued photo identification.
- 16. Residence address:** The physical location where you reside.
- 17. Title:** The position each individual holds with the company. Each individual listed as an owner, member, partner, or corporate officer must complete and have his or her signature individually notarized.
- Note:** Out of state notaries may use a separate sheet.

It is the construction contractor's responsibility to be knowledgeable of Contractor Registration: [Chapter 18.27 RCW](#) and [Chapter 296-200A WAC](#)

Located on L&I's website www.Lni.wa.gov/TradesLicensing/Rules/ByTrade/Contractor

Specialty Contractor Trade Types

For definitions of specialty codes, please visit the L&I web site at www.Contractors.Lni.wa.gov.

BG	Appliances, equipment	HM	Handyman	SY	Steel erectors
XX	Asbestos and lead	BR	House moving	SZ	Structural pest control
SA	Awnings, canopies, patio covers and exterior screens	SM	Heating, ventilation, air-conditioning and refrigeration (HVAC/R)	RA	Suspended ceilings and acoustical tile
AC	Boiler, steam fitting, process piping	SN	Industrial equipment/machines	RB	Swimming pools, spas and hot tubs
SB	Cabinets, millwork and finish carpentry	BT	Institutional equipment, stationary furniture, lab tables, lockers	RC	Tanks and tank removal
SC	Central vacuum systems	SO	Insulation, moisture control and acoustical	RE	Tile, ceramic, mosaic and natural and manufactured stone
SD	Closets	BV	Irrigation sprinkler systems	RF	Tree removal
AB	Commercial/industrial refrigeration	BW	Landscaping	RG	Utilities and telecommunications
BI	Concrete	SP	Lathing and plastering	RH	Window coverings
SE	Construction, fire or water damage clean-up	SQ	Locks, security alarms and warning systems	CP	Water conditioning equipment
SF	Demolitions and salvage	BZ	Masonry	RI	Welding and ornamental metal
SG	Doors, gates and activating devices	SR	Manufactured/mobile home set up	RJ	Wood/pellet and gas stove
RK	Drain cleaning and snaking	CG	Metal Fabrication/ sheet metal	WD	Well Drilling
SH	Drilling, blasting and soil sampling	OG	Overhead/Garage doors		
BK	Drywall	CB	Painting and wall covering		
Electrical: Please see RCW 19.28		SS	Paving/stripping/seal coating		
BL	Elevator	AD	Plumbing: requires certification of individual(s)		
SI	Excavation, grading and land clearing	PW	Pressure washing		
BN	Fencing	CD	Roofing		
SJ	Fireproofing and coating	ST	Sandblasting		
BO	Fire protection	SU	Sanitation systems and/or side sewers		
SK	Floor covering and counter tops	SV	Scaffolding and safety railings		
SL	Framing and rough carpentry	CF	Service station equipment and maintenance		
BP	Glass and glazing	SW	Siding		
CV	Gutters and downspouts	SX	Signs		



Application For Construction Contractor Registration

Applicant must enter their UBI below.

For L&I Use Only:

Entered by: _____
Verified by: _____
Effective Date: _____
Registration #: _____

UBI:
Validate:

BLS:	DOR:	SOS:	Cross Reference:	
Tax Warrant(s):	Bond Judgment(s):	Infraction(s):	Re-Reg:	Name Change:

Falsifying information on the application is a violation of RCW 18.27.100(7); you may be fined up to \$10,000 and L&I could revoke or deny the application.

Type of work:

Commercial Residential Both

Business Entity (check one of the following):

Sole Proprietorship Partnership Corporation LLC LLP JV/LP

1a. Business Name			
1b. Parent Company Name			
2. Business Mailing Address		City	State Zip Code
3. Business Physical Location (if different than mailing)		City	State Zip Code
4. Business Phone Number		5. IRS Employer ID Number (EIN)	
6. E-mail Address (optional)			

7. Have you, your spouse, principal owner, or registered domestic partner ever been previously registered as a contractor in Washington? **There is a minimum of a \$2,000 fine for falsifying information.**

Yes No If yes, list the previous UBI and registration number(s): _____

8. Will the company continue to do business under the previous registration number? Yes No

9. Will you have employees? Yes No

Have you applied for your Industrial Insurance account number: Yes Acct # _____ No

10. Contractor Type (choose one): General Contractor Specialty Contractor

11. A Specialty Contractor can perform only **one** trade. If you selected Specialty Contractor, list your specialty trade (trade types are listed at the end of the application): _____

Complete Legal Names and Addresses

The following must be completed by all individuals listed with this registration.

12. Full Legal Name (First, Middle, Last) <u>Exactly as shown on government-issued identification.</u>			
13. Social Security Number	14. Date of Birth	15. Driver's License Number or Government Issue ID	
16. Residence Address (no PO Box)		City	State
		State	Zip Code
17. Title <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Spouse <input type="checkbox"/> Member <input type="checkbox"/> Officer _____			

Affidavit of Signature: I certify under penalty of perjury under the laws of the State of Washington that all statements, answers, and representations made in this application are true and accurate.

SIGN IN FRONT OF NOTARY:

Date: _____ Signature: _____ Print name: _____

Notary Seal

Subscribed and sworn to before me this date	My Commission Expires
Notary Public Signature	Residing at

12. Full Legal Name (First, Middle, Last) <u>Exactly as shown on government-issued identification.</u>			
13. Social Security Number	14. Date of Birth	15. Driver's License Number or Government Issue ID	
16. Residence Address (no PO Box)		City	State
		State	Zip Code
17. Title <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Spouse <input type="checkbox"/> Member <input type="checkbox"/> Officer _____			

Affidavit of Signature: I certify under penalty of perjury under the laws of the State of Washington that all statements, answers, and representations made in this application are true and accurate.

SIGN IN FRONT OF NOTARY:

Date: _____ Signature: _____ Print Name: _____

Notary Seal

Subscribed and sworn to before me this date	My Commission Expires
Notary Public Signature	Residing at

Note: Lines 12-17 are required for each owner, partner, member, or corporate officer. Please make additional copies of page 6 when needed.