



# Application For Construction Contractor Registration

## Register as a Construction Contractor in Washington

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](http://www.Lni.wa.gov/TradesLicensing/Rules/ByTrade/Contractor)

## 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](http://www.secstate.wa.gov/corps) or
- Download the form: [www.secstate.wa.gov/corps/registration\\_forms.aspx](http://www.secstate.wa.gov/corps/registration_forms.aspx) or
- Request an application by phone: 1-800-451-7985 option "0"

## All Business Structures

- Must file a Business License Application (BLA) with Department of Business Licensing Service (BLS)
- Apply online: [www.bls.dor.wa.gov](http://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](http://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. A certificate of insurance must be filed each year prior to the expiration date of the policy or the registration will become automatically suspended and reinstatement fees will be assessed.
- Pay the registration fee of \$117.90 (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](http://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](http://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.

## Specialty Contractor Trade Types

For definitions of specialty codes, please visit the L&I web site at [www.Contractors.Lni.wa.gov](http://www.Contractors.Lni.wa.gov).

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



# Application For Construction Contractor Registration

**Applicant must enter their UBI below.**

**For L&I Use Only:**

**Entered by:** \_\_\_\_\_  
**Verified by:** \_\_\_\_\_  
**Effective Date:** \_\_\_\_\_  
**Registration #:** \_\_\_\_\_

<b>UBI:</b>
<b>Validate:</b>

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

**Must be completed by all individuals associated with this registration  
Please make additional copies if needed**

### ALTERATIONS, WHITE-OUTS, OR ERRORS WILL NOT BE ACCEPTED

12. Full Legal Name (First, Middle, Last) <i>Exactly as shown on your driver's license or other government-issued identification</i>				
13. Social Security Number		14. Date of Birth		15. Driver's License Number
16. Residence Address (no PO Box)			City	State
				Zip Code
17. Title <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Spouse <input type="checkbox"/> Member <input type="checkbox"/> Agent <input type="checkbox"/> Officer _____ NOTE: Corporation/LLC's are required to submit a copy of SOS application or printout.				

### 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 addendum are true and accurate.

#### To be signed in front of Notary

Date	Signature	Printed Name

Notary Seal

Subscribed and sworn to before me on this date:	My Commission expires
Notary Public Signature	Residing at:

12. Full Legal Name (First, Middle, Last) <i>Exactly as shown on your driver's license or other government-issued identification</i>				
13. Social Security Number		14. Date of Birth		15. Driver's License Number
16. Residence Address (no PO Box)			City	State
				Zip Code
17. Title <input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Spouse <input type="checkbox"/> Member <input type="checkbox"/> Agent <input type="checkbox"/> Officer _____ NOTE: Corporation/LLC's are required to submit a copy of SOS application or printout.				

### 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 addendum are true and accurate.

#### To be signed in front of Notary

Date	Signature	Printed Name

Notary Seal

Subscribed and sworn to before me on 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.