Department of Labor and Industries
Contractor Registration
PO Box 44450
Olympia WA 98504-4450

Application For Construction Contractor Registration

Application Fee: $150.20

Register as a Construction Contractor in Washington

Step 1: Choose Your Business Structure (Entity) & File Applications.

Corporate structures should first file with Secretary of State (SOS).
This includes corporations, Limited Partnerships, LLP, and LLCs:

Apply online: www.secstate.wa.gov/corps

All Business Structures must file a Business License Application with Department of Revenue Business Licensing Service (DOR) and a tax account:

- Apply online: dor.wa.gov or complete an application at your local L&I Office
  - Note: We cannot process your registration until we verify a business license application has been filed and open excise tax account.

Unless you are a sole proprietor with no employees, you must have an Employer Identification Number:

- Apply online: www.irs.gov, or contact the Internal Revenue Service at 1-800-829-4933.

Step 2: Register as a Construction Contractor

Submit your contractor registration application and required documents to an L&I office. For a list of office locations visit our website at www.Lni.wa.gov.

☐ Your completed application
☐ Each principal owner, corporate office, member, and partner listed with DOR must complete the affidavit of Signature section of the application.

- **Each principal (Owner, member, partner, or corporate officer) must provide a social security number or ITIN.**
- If a principal has any unsatisfied final judgments for work subject to chapter 18.27 RCW or certain types of unpaid debt are owed to L&I, this application will be denied.

☐ A Surety Bond or Assigned Savings Account

Bond/Savings Required Amounts	
General Contractor	$30,000.00
Specialty Contractor	$15,000.00

☐ A Certificate of Liability Insurance listing L&I as the certificate holder.
(Use the address at the top left corner of application)

Insurance Required Amounts	
Property Damage	$50,000.00
+ Bodily Injury	$200,000.00
Total per Occurrence	**$250,000.00**

☐ The registration fee of $150.20 (check or money order if mailing the application) All forms of payment accepted in person at any L&I office.

*The business name on the contractor registration application, certificate of liability insurance, and bond must be listed/registered with DOR. All documents must be signed originals.

It is the construction contractor's responsibility to be knowledgeable of Contractor Registration Laws: Chapter 18.27 RCW and Chapter 296-200A-WAC. For more information on the construction contractor rules/regulations and other general information, visit our website at https://www.lni.wa.gov/RegisterAsAContractor

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Instructions for Completing the Application

1 **Select the type of contractor:**
- General contractor – Requires a $30,000.00 bond and may perform more than one construction trade
- Specialty contractor – Requires a $15,000.00 bond and may only perform the trade selected. Scope of work and additional requirements for each trade can be found in WAC 296-200A-016.

2 **Select your business structure:** Structure under which your business operates. Corporate structures should contact the WA Secretary of State before completing this application.

3 **Select the type of work you will perform:** This information is for statistical reasons only.

4 **Will you have employees?:** Select 'yes' if you plan on hiring in the next 90 days. You will also need to open a Worker's Compensation account with L&I through DOR.

5 **Business/Trade Name:** The name you are doing business as (DBA) must be registered with DOR and match the DBA listed on your bond and certificate of liability insurance. If you do not have a DBA, use your personal or corporate name registered with SOS. See RCW 18.27.100 for advertising regulations. Business names over 30 characters in length will be abbreviate on your contractor registration.

6 **The Unified Business Identifier (UBI)** - a 9-digit number issued to individuals and companies doing business in the State of Washington.

7 **Parent Company:** Enter the corporate name registered with SOS, if different than business name.

8 **Business Mailing address:** The address where your business mail is received. This may be a PO Box.

9 **Physical/Street Address:** Provide the physical location of your business. PO Boxes are not accepted.

10 **Business Phone Number:** Provide the primary telephone number of the business.

11 **Email:** To be notified of upcoming contractor training events and changes to contractor laws.

Instructions for Completing the Principal Affidavit

1 **What is your role in this company:** Select the position you hold at the company. Each owner, member, partner or corporate office (title required – e.g. President, Secretary) must complete an affidavit and their signature individually notarized.

2 **Full legal name as shown on your government-issued photo ID (Last, First, Middle):** Enter the legal name **exactly as shown** on your legally issued government photo identification.

3 **Driver's license/government-issued ID number:** Enter the driver's license number or the ID number from your government-issued photo identification.

4 **Social Security Number or Individual Taxpayer Identification Number:** The contractor registration law (RCW 18.27.030(1)(a)) requires you to provide your social security number or ITIN.

5 **Date of Birth:** Each individual must provide their date of birth. Enter as MM/DD/YYYY. Applicants must be age 18 or older.

6 **Residential Address:** The physical location where you reside. PO Boxes are not accepted.

7 **Have you or your spouse/registered domestic partner ever been registered as a construction contractor in WA:** If you mark **No**, and you or your spouse/registered domestic partner have been previously registered, you may be fined up to $10,000 for falsification of this application. If you selected **Yes**, list the UBI and contractor registration number for any previous registrations. Will the company continue to do business? If you select **No**, we will place the registration in a relicensed status.

8 **Has anyone with common ownership, management or control within this company ever been registered as a contractor in WA?**
If you mark No, and the department finds that to be false, you may be fined up to $10,000 for falsification of this application.
"Successor" means an applicant operating with all or part of the assets of another entity previously registered under this chapter, where the applicant is under substantially common ownership, management, or control of the other entity.

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UBI

For L&I Use Only:

Entered by: _____ Verified by: _____ Validate:

Effective Date: _____ Reg. #: _____

☐ BLS-business license ☐ Tax Warrants ☐ Cross-Reference
☐ DOR-excise tax account ☐ Bond Judgement(s) ☐ Relicensing
☐ Infractions ☐ Name Change
☐ Age Verification ☐ Successorship

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.

1. Type of Contractor (select one)

☐ General Contractor – May perform more than one construction trade. $30,000 bond is required

☐ Specialty Contractor – Can perform only **one** trade. If you selected Specialty Contractor, you must list your specialty trade. (Trade types are listed at the end of the application.) $15,000 bond is required

Specialty Trade: _____

2. Business structure: (select one)

☐ Sole Proprietor ☐ Partnership ☐ Corporation*
☐ LLP* ☐ LLC* ☐ Other _____

**Corporate structures should contact SOS before applying*

3. Type of work performed (select one)

☐ Commercial ☐ Residential ☐ Both

Question is for statistical reasons and you will not be held to the type you choose.

4. Will you hire employees?

☐ Yes Account number if available : _____ ☐ No

5. Business Name (DBA)			**6. UBI Number:**
7. Parent Company Name (Entity Name)			
8. Business Mailing Address	**City**	**State**	**Zip Code**
9. Business Physical Location (if different - no PO Boxes)	**City**	**State**	**Zip Code**
10. Business Phone Number	**11. Email address (required)**		

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Contractor Registration Principal Affidavit

Falsifying information could result in minimum fine of $2,000.00 (RCW 18.27.100(7))

1. What is your role/title

☐ Owner ☐ Spouse ☐Partner ☐ Member ☐Officer (Title) _____

2. Full Legal Name Exactly as shown on government issued photo ID

3. Driver's License/Photo ID number (Gov't issued)	4. Social Security Number/ITIN	5. Date of Birth (MM/DD/YYYY)

6. Residential Address (no PO Boxes) City State Zip Code

7. Have you or your spouse/registered partner ever been registered as a construction contractor in Washington State? ☐ Yes ☐ No

If yes, list all previous registrations below. Attached additional pages if necessary

8. Has anyone with common ownership, management or control within this company ever been registered as a contractor in Washington State? ☐ Yes ☐ No

If yes, list all previous registrations below. Attached additional pages if necessary.

UBI Number	Registration Number	Will company continue to do business? ☐ Yes ☐No

Who was Principal:

☐ Myself ☐ Spouse ☐ Both ☐ Other (please describe)_____

UBI Number	Registration Number	Will company continue to do business? ☐ Yes ☐No

Who was Principal:

☐ Myself ☐ Spouse ☐ Both ☐ Other (please describe)_____

Sign in front of a Notary Public:

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

Date	Printed Name	Signature

Notary Stamp or Seal

State Residing at	Signed and sworn before me on:
Notary Public Signature	Title
Notary Public Printed Name	My Appointment expires on:

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Contractor Registration Principal Affidavit

Falsifying information could result in minimum fine of $2,000.00 (RCW 18.27.100(7))

1. What is your role/title

☐ Owner ☐ Spouse ☐Partner ☐ Member ☐Officer (Title) _____

2. Full Legal Name Exactly as shown on government issued photo ID

3. Driver's License/Photo ID number (Gov't issued)	4. Social Security Number/ITIN	5. Date of Birth (MM/DD/YYYY)

6. Residential Address (no PO Boxes) City State Zip Code

7. Have you or your spouse/registered partner ever been registered as a construction contractor in Washington State? ☐ Yes ☐ No

If yes, list all previous registrations below. Attached additional pages if necessary

8. Has anyone with common ownership, management or control within this company ever been registered as a contractor in Washington State? ☐ Yes ☐ No

If yes, list all previous registrations below. Attached additional pages if necessary.

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UBI Number	Registration Number	Will company continue to do business? ☐ Yes ☐No

Who was Principal:

☐ Myself ☐ Spouse ☐ Both ☐ Other (please describe)_____

Sign in front of a Notary Public:

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

Date _____ Printed Name _____ Signature _____

Notary Stamp or Seal

State Residing at	Signed and sworn before me on:
Notary Public Signature	Title
Notary Public Printed Name	My Appointment expires on:

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Specialty Contractor Trade Types

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

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
BK	Drywall	**OG**	Overhead/Garage doors		
Electrical: Please see RCW 19.28		**CB**	Painting and wall covering		
BL	Elevator	**SS**	Paving/striping/seal coating		
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		

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