



# APPLICATION FOR CONTRACTOR REGISTRATION

## For L&I Use Only

**Service Location** \_\_\_\_\_

**Login ID** \_\_\_\_\_

**Date Entered** \_\_\_\_\_

**Effective Date** \_\_\_\_\_

**Registration #** \_\_\_\_\_

- New Registration     Name Change     Re-registration

**If you falsify any information on this application, you are violating RCW 18.27.100(7). You could be fined up to \$10,000 and L&I could revoke or deny your application.**

All information is required. We cannot process your application without the required information. Please see the instruction page for all numbered items.

|   |                                 |
|---|---------------------------------|
| 1. Business Name                                      |                                 |
| 2. Business Location (no PO box)                      |                                 |
| 3. Business Mailing Address (if different than above) |                                 |
| 4. Business Telephone                                 | 5. E-mail Address (optional)    |
| 6. Master Business Licenses Number (UBI)              | 7. IRS Employer ID Number (EIN) |

8. Have you, your spouse or domestic partner ever been previously registered as a contractor in Washington?  Yes  No
9. If yes, list your previous registration number \_\_\_\_\_ Previous UBI number \_\_\_\_\_
10. Have any principle owners ever been previously registered in Washington?  Yes  No
11. If yes, list their previous registration number \_\_\_\_\_ Previous UBI number \_\_\_\_\_
12. Will you continue to do business under your previous registration number?  Yes  No
13. If you have employees, you **must** provide your Worker's Compensation account number: \_\_\_\_\_
14. Choose Contractor Type (Chose one):  General Contractor     Specialty Contractor
15. 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): \_\_\_\_\_
16. Type of work preformed (Choose one):  Residential     Commercial     Both
17. **Business Entity (Check one of the following)**  
 Sole Proprietorship     Partnership     Corporation     LLC     LLP

## Contractor Registration Application Instructions

**You must provide all required information on this application or it will not be processed.**

1. **Business Name:** Use your legally registered trade name that is on your UBI, bond and insurance. It is the name you will be using in all advertising, business cards, and other marketing material.
2. **Business Location:** This is the physical location of your business. Post office boxes will not be accepted.
3. **Mailing Address:** This is the address where you would like your mail to be sent. It may be a post office box.
4. **Business Telephone Number:** This is the primary number to reach you or your business.
5. **E-mail address (optional):** If you would like to be notified of upcoming contractor training events and changes to the law, please provide your e-mail address.
6. **Unified Business Number (UBI):** This is the nine-digit-number assigned to you by the Department of Licensing when you get your master business license.
7. **Employer Identification Number (EIN):** The EIN is assigned by the Internal Revenue Services (IRS). If you do not already have an EIN, call the IRS at 1-800-829-1040.
8. **Have you, your spouse or domestic partner ever previously registered as a contractor?** Check the correct box for Yes or No.
9. If you answered Yes to No. 8, you must provide the contractor registration and UBI numbers that you, your spouse or domestic partner previously used.
10. **Have any of the principle owners ever been previously registered in Washington?** Check the correct box for Yes or No.
11. If you answered yes to No. 10, you must provide the contractor registration and UBI numbers that the principle owners previously used.
12. **Will you continue to do business under your previous registration?** If you are going to continue to do business under your previous registration as well as your new one, check "Yes." If you are going to close the previous business, check "No."
13. **Workers Compensation Account Number:** This is the number that Labor & Industries assigned to you for workers' compensation coverage for your employees.
14. **Choose Contractor Type:** You must decide if you are a general contractor or a 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.
15. **Specialty Contractor Trade:** If you checked the box for specialty contractor, you must select your trade and write it on No. 15. Only one trade is allowed and you cannot perform work in any other trade. (The types of trades are listed at the back of the application.)
16. **Type of Work Performed:** This information is needed for statistical reasons. You will not be held to the type of work you choose, and there is no violation for changing types. Please check the box for Residential, Commercial or Both.
17. **Business Entity:** Select the structure under which your business operates. Note: Corporations and Limited-Liability Corporations (LLC) must be registered with the Secretary of State and provide copies of the paperwork to L&I.

**Complete Legal Names and Addresses**

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

|  |                   |                             |          |
|--|-------------------|-----------------------------|----------|
| 18. Full Legal Name (First, Middle, Last)  |                   |                             |          |
| 19. Social Security Number   | 20. Date of Birth | 21. Driver's License Number |          |
| 22. Residence Address (no PO Box)  | City              | State                       | Zip Code |
| 23. Title<br><input type="checkbox"/> Owner <input type="checkbox"/> Partner <input type="checkbox"/> Member <input type="checkbox"/> Corporate Officer, Title _____<br><b>NOTE:</b> Corporate Officers are required to provide the Articles of Amendment from the Secretary of State. |                   |                             |          |

**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                                   | Printed Name |                       |
| Notary Seal | Subscribed and sworn to before me this date |              | My Commission Expires |
|             | Notary Public                               |              | Residing at           |

|  |                   |                             |          |
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**Note:** The information on lines 18 through 23 is required for each owner, member or corporate officer. Please make additional copies of the blank page, if needed and attach to the application.

## Contractor Registration Application Instructions

**You must provide all required information on this application or it will not be processed.**

18. **Legal Name:** This is your complete legal name, exactly as shown on your driver's license or other government-issued identification. If your name is listed on your bond and insurance, it must also be your complete legal name.
19. **Social Security Number:** **Federal law requires that you provide your Social Security Number.** {{42 USC, Chapter 7, Subchapter IV, Part D, sec. 666(a)(13)}
20. **Date of Birth:** Each individual named on the registration must provide a date of birth.
21. **Driver's License Number:** If you do not have a driver's license, you may use the ID number on any government-issued photo identification.
22. **Residence address:** This is the physical location of where you reside.
23. **Title:** This is the position you hold with the company. Each person listed as an owner, member, partner or corporate officer must complete and have his or her signature individually notarized. Note: If your business structure is a corporation or LLC, you must provide Labor and Industries a copy of your application or articles of amendment from the Secretary of State with this application.

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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](http://www.Contractors.Lni.wa.gov)

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

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**We must have the following information in order to process your application:**

1. Completed application with notarized signature of all owners/officers.
2. Original Surety Bond or Assignment of Saving Account Form.
3. Certificate of Liability Insurance or Assignment Form.
4. Check or money order made payable to Department of Labor & Industries.
5. Copy of the Articles of Amendment sent to Secretary of State (for Corporations and LLC).

**All documents must be the signed originals with no whiteouts, corrections or changes.**

You should obtain a copy of the Contractor Registration laws (RCW 18.27)

Ask for a copy at the Labor & Industries office when you register, find them online at [www.Contractors.Lni.wa.gov](http://www.Contractors.Lni.wa.gov) or call 1-800-647-0982.

## **Contractor Training Classes**

Get information about safety topics, workers compensation insurance, wage and hour laws, unemployment insurance and more at a contractor training day in your area.

For dates and more information, visit [www.Contractors.Lni.wa.gov](http://www.Contractors.Lni.wa.gov) or call 1-800-647-0982.