



APPLICATION FOR CONTRACTOR REGISTRATION

Notice: Falsifying any information on this application is a violation of RCW 18.27.100(7) and subject to an infraction and revocation or denial of your application.

For L&I Use Only

Service Location _____

Login ID _____

Date Entered _____

Effective Date _____

Registration # _____

New Application Name Change Re-registration

*1. Business Name	
*2. Business Location (no PO Boxes)	
*3. Business Mailing Address (if different then above)	
*4. Business Phone Number	5. Email Address
*6. Unified Business Number (UBI)	*7. IRS Employer ID Number (EIN)

*8. Have you, or your spouse ever been previously registered as a contractor in Washington? YES NO

*9. If yes, list your previous registration # _____ Previous UBI # _____

*10. Have any of the other principal owners ever been previously registered in Washington? YES NO

*11. If yes, list your previous registration # _____ Previous UBI# _____

*12. Do you want your previous contractor registration continued as a separate business? YES NO

*13. If you have employees you **must** provide your Industrial Account Number _____

*14. **Choose Contractor Type (ONE)** General Contractor Specialty Contractor

*15. A Specialty Contractor can perform ONE trade. If you selected Specialty Contractor, choose your specialty trade. (Trades are listed at the end of the application)

*16. **Type of work preformed (ONE)** Residential Commercial Both

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- **Instructions for Completing the Application for Contractor Registration**

*** are required fields and your application will not be processed without the requested information.**

1. **Business Name:** This must be filled out with the business name you are registering as. This must also be the same name as on your UBI number. Your bond and insurance must also match this name exactly. *
2. **Business Location:** This is the physical location of your business. PO Boxes will not be accepted. *
3. **Mailing Address:** This is the address where you would like your mail to be sent. *
4. **Business Phone Number:** This is your primary phone number to reach you or your business. *
5. **Email address:** This is your primary email address. If you would like to be notified of contractor training days and law changes, please provide your e mail address
6. **Unified Business Number:** The nine digit number assigned to you from the Department of Licensing. *
7. **EIN:** Employer Identification Number assigned by the Internal Revenue Service *
8. **Have you or your spouse ever previously registered as a contractor:**
Indicate yes or no. *
9. If you answered yes to number 8, you must provide the previous registration and UBI numbers.
10. **Have any of the other principle owners ever been previously registered as a contractor:**
Indicate yes or no. *
11. If you answered yes to number 10, you must provide the previous registration and UBI numbers.
12. **Do you want your previous contractor registration continued as a separate business:** Answer yes if you wish to continue doing business under your previous registration as well as your new one. Answer NO if you wish to close the previous business. *
13. **Industrial Insurance Account Number:** *
14. **Choose Contractor Type:** You must select if you are a general or specialty contractor. A general is allowed to perform more than one construction trade. A specialty contractor is only allowed to perform one construction trade. *
15. **Specialty Contractor Trade:** If you chose specialty contractor, you must select your trade. Only one trade is allowed and no other trades can be performed at any time. *
16. **Type of Work Performed:** Select whether you perform residential or commercial work or both. You are not held to the type of work you choose, nor will violations be issued if you work outside of the type selected on your applications. This information is requested for statistical reasons. *

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17. **Business Entity:** Select the structure under which your business operates.
Note: Corporations and LLC's are required to register with the Secretary of State. *
18. **Personnel Full Legal Name:** This is full your legal name, exactly as shown on your drivers license or other government issued ID. If your name is listed on your bond and insurance, it must also have your full legal name. *
19. **Social Security Number: This is a federal requirement:** This is a federal law Federal law [42 USC Chapter 7, Subchapter IV, Part D, sec.666(a)(13)]. *
20. **Date of Birth:** *
21. **Driver's License Number:** If you do not have a drivers license, you may use the ID number from on your government issued photo identification. *
22. **Residence Address:** This is the physical location of which you reside. *
23. **Title of Position:** This is the position you hold with the company. Each person listed as an owner, member, partner or corporate officer must complete and have their signature individually notarized. **Note:** If your business structure is a corporation or LLC you must provide a copy of your application or articles of amendment from the Secretary of State. *

NOTE: The personnel information as on lines 18 thru 23 is required for each owner, member, or corporate officer.

Notary Public

Residing at:

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If additional space is needed, please make a copy of this blank page and attach it to the application

For definitions of specialty codes, please visit our website at www.lni.wa.gov

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

BP Gutters and downspouts

RA Suspended ceilings and acoustical
tile

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If the required information is not provided on the application, the application will not be processed. Have you included the following?

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 The Department of Labor and Industries
5. Copy of the application sent to Secretary of State (for Corporations and LLC)

Signed original documents are required with no whiteout or corrections.

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

Ask for a copy the Labor and Industries office when you register or call 1-800-647-0982.

Contractor Training Classes

Get information about Safety, Workers Compensation Insurance, Wage and Hour, Unemployment Insurance and more.

For dates and more information check our website: www.contractors.LNI.wa.gov or call 1-800-647-0982.