



## Instruction for Completing Application for Contractor Registration

### Step 1 New Business? Do you already have....

- Your Uniform Business Identifier? (UBI #)**  
How do I get one?  
Apply at any WA L&I, Revenue, Employment Security or Licensing office and get your UBI# right away. Or go to [www.dol.wa.gov](http://www.dol.wa.gov) and apply on line Cost  
\$15 - \$20
  
  - Papers of Incorporation for an LLC, Corp or LLP?**  
How do I do this?  
If you are planning on incorporating you must get your business license through the Secretary of States Office. Go to: [www.secstate.wa.gov/corp](http://www.secstate.wa.gov/corp) or call 360-753-7115 Cost \$175
- Note: If you file with the Sec of State you will need to submit completed copies of your paperwork to L&I with your application.*
- Your IRS Employer ID #**  
How do I do this? Cost: Free  
If you plan to employ workers, you must call the IRS at 800-829-4933 and get your id or fill out the SS-4 form and mail it to Department of the Treasury, Internal Revenue Service.

### Step 2 Purchase bonding and insurance

- Bond**  
How do I do this?  
Tell your insurance agent you need a:  
\$12,000 bond - General Contractor  
\$ 6,000 bond - Specialty Contractor

Or look up in the Yellow Pages under Bonds. You will find Insurance Companies that do bonding and the insurance.

Or you can dedicate a cash account at your bank for the same amount using an Assignment of Savings Account form that you can get from L&I.

- Insurance**  
How do I do this?  
Tell your insurance agent you need a:  
\$50,000 Property Damage policy and a \$200,000 public liability policy or  
\$250,000 combined single limit policy each occurrence.

*Note: The Original Certificate of Insurance must include: the policy number, effective date, cancellation clause, expiration date or until cancelled, signature of the agent and amount of each occurrence coverage.*

### Step 3 Complete the attached application

- Make sure you complete the business structure section on the back of this form, and that you sign at the bottom in the presence of a notary.(available at all L&I offices) No alterations under the affidavit of signature.
  
- Prepare to pay \$113.40 as of July 1, 2007
  
- Bring all paperwork to an L&I office - you will receive a 30 day temporary contractor license.

## **NOTICE:**

If any of the owners/officers have ever previously been registered in the State of Washington as a General or Specialty Contractor and have any unsatisfied final judgments that were filed against the previous registration, **REGISTRATION WILL BE DENIED**. All previous registrations, owners, and officers will be verified. Files may be in state archives which may delay verification and registration.

### **IMPORTANT:**

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.

Pay particular attention to the advertising and disclosure requirements.  
New requirements for: Tree Removal, Property Development, and Consultants.

**If you have questions about any of the requirements,  
please call 1-800-647-0982 or 360-902-5226**

## **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](http://www.contractors.Lni.wa.gov)  
or call 1-800-647-0982.

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<b>Do Not Write In Shaded Area</b>			Received By	
<b>01 Or 02</b>	County Code	Type	Entered By	Date Entered
Effective Date	Expiration Date	Contractor Registration Number		

Department Of Labor And Industries (360) 902-5226  
 Contractor's Registration Section  
 PO Box 44450  
 Olympia WA 98504-4450



## APPLICATION FOR CONTRACTOR REGISTRATION

PLEASE PRINT OR TYPE: Use Ink

BUSINESS NAME (LIMIT TO 30 CHARACTERS AND ONLY ONE BUSINESS NAME)		PHONE # (area code)	COUNTY
BUSINESS LOCATION ADDRESS (No PO Boxes)		CITY	STATE ZIP + 4

BUSINESS MAILING ADDRESS	CITY	STATE	ZIP + 4
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Do you have or will you be hiring employees?  YES  NO  
 If yes, please list your Industrial insurance Account number: \_\_\_\_\_

Have any of the principal owners/officers, under any other construction business name ever been previously or are currently registered in Washington as a contractor?  YES  NO

If yes, give previously registered business name: \_\_\_\_\_

Previous Registration Number Reg #: \_\_\_\_\_ Date expired: \_\_\_\_\_

Do you want your previous contractor registration:  
 Continued as a separate business  YES  NO  
 Listed as inactive  YES  NO

\*\*\* Note: Previous registration will be referenced in current file \*\*\*

Mark The Level of Registration: **CHOOSE ONE**  
 General Contractor  Specialty Contractor TYPE:  Commercial  Residential  Both

Specialty Contractors only: Write in one trade from list below. Specialty Code \_\_\_\_\_

- |   |   |   |
|---|---|---|
| BG Appliances, Equipment                                | HM Handyman   | SX Signs  |
| XX Asbestos   | BR House Moving   | XY Steel Erectors   |
| SA Awnings, Canopies, Patio Covers and Exterior Screens | SM Heating Ventilating Air-Conditioning (HVAC)*                       | SZ Structural Pest Control                                  |
| AC Boilers, Steam Fitting, Process Piping               | SN Industrial Equipment/Machines                                      | RA Suspended Ceiling and Acoustical Tile                    |
| SB Cabinets, Millwork and Finish Carpentry              | BT Institutional Equipment, Stationary Furniture, Lab Tables, Lockers | RB Swimming Pools, Spas and Hot Tubs*                       |
| SC Central Vacuum Systems                               | SO Insulation and Acoustical  | RC Tanks and Tank Removal                                   |
| SD Closets  | BV Irrigation Sprinkler Systems*                                      | RE Tile, Ceramic, Mosaic and Natural and Manufactured Stone |
| AB Commercial/ Industrial Refrigeration*                | BW Landscaping*   | RF Tree Removal Service                                     |
| BI Concrete   | SP Lathing and Plastering   | RG Utilities/Telecommunications                             |
| SE Construction Clean-up                                | SQ Lock and Security Equipment  | RH Window Coverings   |
| SF Demolition and Salvage                               | BZ Masonry  | CP Water Conditioning Equipment*                            |
| SG Doors, Gates and Activating Devices                  | SR Manufactured/Mobile Home Set-up                                    | RI Welding and Ornamental Metal                             |
| SH Drilling and Soil Sampling                           | OG Overhead/Garage Doors  | WD Well Drilling**  |
| BK Drywall  | CB Painting and Wall Covering   | RJ Wood/Pellet and Gas Stoves                               |
| BL Elevator*  | SS Paving/ Striping/ Seal Coating                                     |   |
| SI Excavation, Grading and Land Clearing                | AD Plumbing*  |   |
| BN Fencing  | PW Pressure Washing   |   |
| SJ Fireproofing and Coating                             | CD Roofing  |   |
| BO Fire Protection                                      | ST Sandblasting   |   |
| SK Floor Covering and Counter Tops                      | SU Sanitation System  |   |
| SL Framing and Rough Carpentry                          | SV Scaffolding and Safety Railings                                    |   |
| BP Glass and Glazing                                    | CF Service Station Equipment*   |   |
| CV Gutters and Downspouts                               | CG Sheet Metal  |   |
| RK Drain Cleaning/Snaking                               | SW Siding   |   |

\* May Also Require Plumber Certification 360-902-5207, Electrical Licenses 360-902-5269 or Elevator Certification 360-902-6456.

\*\* Additional licensing requirements are necessary through Washington State Department of Ecology - 360-407-6650

### Other Registration Numbers Required

Notice: You must fill in the account numbers listed below. Federal IRS number must be provided.

Unified Business Identifier (UBI) Acct. No.	IRS Employer Identification Number (Federal) EIN	Other UBI you do business under
E-mail Address:		Would like to received updates by Email <input type="checkbox"/> Yes <input type="checkbox"/> No

IF NUMBERS ARE NOT SUBMITTED YOUR REGISTRATION WILL NOT BE PROCESSED

**TYPE OF ORGANIZATION (Complete One Of The Following)**

NOTE: Social Security Numbers for identification only

<input type="checkbox"/> <b>Individual Proprietorship</b>	(List individual name, not business name) (type or print)	Social Security #	Phone # (area code)
Mailing Address	City	State	ZIP + 4

<input type="checkbox"/> <b>PARTNERSHIP</b>				Phone # (area code)
Names (type or print)	Mailing address	City	State	ZIP + 4
				Social Security #

<input type="checkbox"/> *CORPORATION	<input type="checkbox"/> *LLC	<input type="checkbox"/> *LLP	<input type="checkbox"/> *Joint Venture	*As filed with the Sec. of State	Phone # (area code)
PARENT COMPANY NAME					
President (type or print) (members)	Mailing address	City	State	ZIP + 4	Social Security #
Vice president/member	Mailing address	City	State	ZIP + 4	
Secretary	Mailing address	City	State	ZIP + 4	
Treasurer	Mailing address	City	State	ZIP + 4	
Statutory agent	Mailing address	City	State	ZIP + 4	

**STOP. WAIT TO COMPLETE AND SIGN IN FRONT OF A NOTARY**

**AFFIDAVIT OF SIGNATURE**

WE (I), the undersigned, being first duly sworn, each for their self deposes and says: That the undersigned are the truly elected, qualified, and acting officers, or partners, or individually, as the case may be, of the within named applicant(s), as per their signature below; that we (I) have read the contents of this application, and to the best of our (my) knowledge and belief the foregoing statements are true in substance and effect and are made in good faith.

(TITLE)	(TYPE OR PRINT NAME)	(SIGNATURE)

NOTARY SEAL	SUBSCRIBED AND SWORN TO BEFORE ME THIS Date	MY COMMISSION EXPIRES ON:
	NOTARY PUBLIC	RESIDING AT:

Before mailing this application: Have you included the following? **NOTICE: If these items are not submitted in one package, your registration will not be processed!**

1. Completed application with notarized signature(s)
2. Original surety bond or assignment form (not copies)
3. Insurance Certificate or document, and/or assignment form for insurance (originals only)
4. Unified Business Identifier (UBI), Account Number, IRS Number or copy of completed application
5. \$113.40 Check or money order after 6-30-07.
6. Copy of the Application sent to Secretary of State (If required)