



## Ten for Contractor Registration

Both Idaho and Washington States require contractors to register.

1. Prior to registering as a contractor, consider forming a business entity such as an LLC or Corporation in order to help protect your personal assets from business liability. This process is completed through the [Secretary of State's office](#). This is also the place where you can register an Assumed Business Name (ABN) if you decide not to form an LLC or Corp.
2. Obtain an EIN from [www.irs.gov](http://www.irs.gov). This is free.
3. Research the process and details. For example, the Idaho law only applies for contracts in excess of \$2,000 while Washington has no such lower limit.
  - a. Sample Idaho links:  
[https://ibol.idaho.gov/IBOL/CONT/Documents/CON\\_CONTRACTOR\\_LAW\\_BROCHURE.pdf](https://ibol.idaho.gov/IBOL/CONT/Documents/CON_CONTRACTOR_LAW_BROCHURE.pdf)  
<https://ibol.idaho.gov/IBOL/BoardAdditional.aspx?Bureau=CON&BureauLinkID=100>  
<https://ibol.idaho.gov/IBOL/BoardAdditional.aspx?Bureau=CON&BureauLinkID=930>  
[https://ibol.idaho.gov/IBOL/CONT/Documents/CON\\_CONSUMERS\\_GUIDE.pdf](https://ibol.idaho.gov/IBOL/CONT/Documents/CON_CONSUMERS_GUIDE.pdf)
  - b. Sample Washington links:  
<https://www.lni.wa.gov/TradesLicensing/Contractors/HowReg/>  
<https://lni.wa.gov/agency/small-business/>  
<https://www.lni.wa.gov/insurance/insurance-requirements/do-i-need-a-workers-comp-account/corporate-officers>  
<https://www.lni.wa.gov/forms-publications/F625-001-000.pdf>
4. Obtain workman's compensation or state industrial insurance for any employees. Owners are not required by the state to have this coverage on themselves. It is available and may be required by those who are hiring contractors. Refer to our [Ten for Hiring an Employee](#).
5. Obtain general liability insurance and/or required bonding.
6. Complete the application, sign in front of a notary, and send in with the required documents and fee.
7. Incorporate required lien disclosure documents in your bidding and contracting process.
8. Research and comply with federal EPA lead paint disclosure, training, certification, and work practices, if you may be disturbing painted surfaces on buildings constructed before 1978:  
<https://www.epa.gov/lead/renovation-repair-and-painting-program-contractors>
9. After registering, use your contractor registration number on all your business communication such as advertising and bidding.
10. Learn about and comply with state and federal workplace safety and health requirements:
  - a. Washington Lnl: <https://www.lni.wa.gov/Safety/default.asp>
  - b. Idaho: <https://www.oshaeducationcenter.com/idaho/>
  - c. Federal OSHA: <https://www.osha.gov/doc/> and <https://www.osha.gov/dcsp/smallbusiness/index.html>

Revised: 8/15/2019