

**Iowa Division of Labor
Contractor Registration**

1000 East Grand Avenue
Des Moines, IA 50309
Phone: 515-242-5871
Fax: 515-725-2427

contractor.registration@iwd.iowa.gov
www.iowacontractor.gov

**Contractor Registration
Application and Renewal Form**

All "construction" contractors doing business in Iowa and making more than \$2,000.00 per year must be registered with the Iowa Division of Labor. "Construction" is defined very broadly to include companies or individuals who perform electrical, plumbing, roofing, house painting, installation of landscaping, windows, cable, elevators and many other activities.

Submit a \$50.00 registration fee by check or money order payable to "Iowa Division of Labor," a completed application and any required attachments. An incomplete form or missing attachments will delay the registration process. All contractors are required by [Iowa Code 91C](#) to renew yearly.

NAICS code

The North American Industry Classification System (NAICS) is used by Federal statistical agencies to classify businesses for statistical purposes. The application requires the [NAICS code](#) that applies to your business activity. Choose from the list of NAICS codes below.

230000	Other/Undefined	237310	Highway/Street and Bridge Construction	238220	Plumbing/Heating & A/C Contractors
236115	New Single-Family Housing Construction	237990	Other Heavy/Civil Engineering	238290	Other Building Equipment Contractors
236116	New Multifamily Housing Construction	238110	Poured Concrete Foundation Contractors	238310	Drywall & Insulation Contractors
236117	New Housing For-Sale Builders	238120	Structural Steel/Precast Concrete Contractors	238320	Painting & Wall Covering Contractors
236118	Residential Remodelers	238130	Framing Contractors	238330	Flooring Contractors
236210	Industrial Building Construction	238140	Masonry Contractors	238340	Tile/Terrazzo Contractors
236220	Commercial & Institutional Bldg Construction	238150	Glass and Glazing Contractors	238350	Finish Carpentry Contractors
237110	Water/Sewer Line Construction	238160	Roofing Contractors	238390	Other Building Finishing Contractors
237120	Oil/Gas Pipeline Construction	238170	Siding Contractors	238910	Site Preparation Contractors
237130	Power/Communication Line Construction	238190	Other Foundation/Structure & Bldg Exterior	238990	All Other Specialty Trade Contractors
237210	Land Subdivision	238210	Electrical and Wiring Installation		

Plumbers

If you require a license with the Plumbers & Mechanicals Systems Board (PMSB), do not complete this form. Instead please visit www.idph.iowa.gov/pmsb or call 866-280-1521 to complete registration and licensing together.

Unemployment Insurance Number

You must obtain an unemployment insurance number before applying for contractor registration even if you have no employees. To obtain a UI# visit www.myiowaui.org or contact customer service at 888-848-7442 or IWDuitax@iwd.iowa.gov.

Workers' Compensation

A contractor with one or more employees must submit proof of workers' compensation insurance. In most cases employers must submit a certificate of insurance showing an effective date and listing the Division of Labor as a certificate holder. A self-insured contractor shall submit a [Certificate of Relief](#) from the Iowa Insurance Division.

Out-of-State Contractors

Out-of-state contractors must file a \$25,000.00 surety bond at the time of registration and renewal. The bond must be issued by a surety company licensed to do business in Iowa on the [out-of-state bond form](#) provided at www.iowacontractor.gov. However, an out-of-state contractor that is pre-qualified to bid on projects for the Iowa Department of Transportation may submit a letter.

Fee Exemption

Self-employed contractors who meet the specific criteria may send a completed fee exemption form instead of payment. To qualify for registering without payment, a self-employed contractor must not work with or for other contractors in the same phases of construction and must not pay more than \$2,000.00 per year to employ others.

Online Public Portal

You may pay for your yearly \$50.00 registration fee online. Unless you already have an account to do electronic business with the State of Iowa, you will be required to create an Authentication & Authorization account. More information can be found at www.iowacontractor.gov.

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Contractor Registration Application/Renewal Form

FOR OFFICE USE ONLY

CR#: _____

UI #: _____

Check #: _____

Your application cannot be processed until the following have been completed:

- Signed and completed new application/renewal form
- Valid unemployment insurance account number - create an account at www.myiowaui.org
- NAICS code (business activity)
- \$50.00 check or money order payable to "Iowa Division of Labor" or signed and notarized fee exemption form
- Workers' Compensation box checked and required documents attached (if applicable)
- Out-of-state contractor bond form or letter from the Iowa Department of Transportation (if applicable)

1. Owner's name			2. Business name				
3. DBA			4. Previous contractor registration #				
5. Phone number		6. Mobile number		7. Fax number		8. Email address	
9. Address			10. City			11. State	12. Zip
13. County			14. Owner's social security #		15. Business FEIN#	16. NAICS code #	
17. New application Renewal	18. Unemployment Insurance #		19. Business type: Corporation Partnership Sole Proprietor Trustee Other (i.e. LLC): _____				
20. Name of additional owner, officer, partner or member name			Email address		Phone number		
Mailing address			City		State	Zip	
Name of additional owner, officer, partner or member name			Email address		Phone number		
Mailing address			City		State	Zip	

21. Fee Exemption

I do not qualify I believe I qualify (Fee exemption form must be completed, signed and notarized)

22. Workers' Compensation – Check ONE that applies to your business

I am insured – enclose copy of Workers' Compensation Insurance certificate listing the Iowa Division of Labor as a certificate holder

I am self-insured – enclose copy of Certificate of Relief issued by the Iowa Insurance Division

I have no employees

23. Out-of-State Contractor

I am not an out of state contractor I am an out-of-state contractor (Enclose out-of-state contractor bond form)

24. I certify that the information on this form and the attachments is true and accurate to the best of my knowledge.

Name of individual completing form Signature Email address Date

If there are additional owners, partners or member names, provide the names and personal information on a separate piece of paper.