



Application For Plumbing Contractor License

Choose Your Business Structure (Entity)

Corporate structures (i.e., Corporation, Limited Partnership, Limited Liability Partnership, or Limited Liability Company)

- **Must first file with Secretary of State (SOS)**
- Apply online: www.secstate.wa.gov/corps or
- Download the form: www.secstate.wa.gov/corps/registration_forms.aspx or
- Request an application by phone: 1-800-451-7985 option "0"

All other Business Structures

- Must file a Business License Application (BLA) with Department of Business Licensing Service (BLS)
- Apply online: www.bls.dor.wa.gov or download an [application](#)
- Complete an application at a local L&I, Department of Employment Security, Department of Revenue, or Business Licensing Service office or
- Request an application by phone: 1-800-451-7985 option "0"

Note: Filing online is the fastest way to receive a Business License.

Employer Identification Number (EIN)

- Unless you are a sole proprietor with no employees, an EIN number is required. An EIN number can be obtained by contacting the Internal Revenue Service at 1-800-829-4933 or www.irs.gov

License as a Plumbing Contractor

- Complete the Application for Plumbing Contractor License
- Obtain a Surety Bond or Assigned Savings Account \$6,000
- Obtain a Certificate of Liability Insurance (\$250,000 combined per occurrence amount) on which L&I must be the certificate holder. A certificate of insurance must be filed each year prior to the expiration date of the policy or the license will become automatically suspended and reinstatement fees will be assessed.
- Pay the licensing fee of \$ 139.10 (check, money order, cash, Visa, MasterCard, American Express and Discover)

Designated Plumber. Complete the Designated Plumber [Assignment/Un-assignment](#) form and submit it with this application packet. . Only one dedicated plumber can be assigned to the business at a time.

Submit the required documents to the address listed at the top left of this page.

All documents must be the signed originals with no whiteouts or alterations

For more information on the plumbing contractor rules/regulations and other general information, visit our website at www.Lni.wa.gov/TradesLicensing/Contractors.

Instructions for Application for Plumbing Contractor's License

The following information is required

Business Entity: Select the structure under which your business operates.

Note: Corporate structures must be registered with Washington Secretary of State prior to application.

1. **Business Name and Parent Company Name (a/b):** In **box 1.a**, enter the trade name registered on your business license. If you did not register a trade name with, enter your personal name or the name registered with SOS. In **box 1.b**, enter the name registered with SOS if different than your Business Name.

Note: The business name (DBA) on the Application for Plumbing Contractor's License, Bond, and Certificate of Liability Insurance must match exactly.

2. **Business Location:** The physical location of your business. PO Boxes will not be accepted.
3. **Mailing Address:** The address where business mail is received. It may be a PO Box.
4. **Business Telephone Number:** The primary telephone number to reach your business.
5. **Employer Identification Number (EIN):** The EIN assigned by the Internal Revenue Service (IRS).
6. **E-mail address:** To be notified of upcoming contractor training events and changes to the law.
7. **Previously licensed; Answer yes or no if you have ever had a plumbing contractor license before. If so, provide the UBI numbers.**
8. **Continue to do business under current or previous license?** If you are going to continue to conduct business under current or previous license, mark **Yes**. If you wish to close a current registration, mark **No**.
Note: You must have a different designated plumber for each company
9. **Industrial Insurance Account Number:** The number assigned by L&I when opening an Industrial Insurance account for employee workers compensation insurance coverage.

Note: the applicant must print name and sign the front of the application.

Applicant is defined in WAC 296-400a-005 as "Applicant" is any person, firm, corporation or other entity applying to become a licensed plumbing contractor according to chapter 18.106 RCW and this chapter. Applicant includes all principal officer(s), members, partners of a partnership, firm, corporation, or other entity named on the application.



Application For Plumbing Contractor License

Applicant must enter their UBI below.

For L&I Use Only:

Entered by: _____

Verified by: _____

Effective Date: _____

Registration #: _____

UBI: _____

Validate: _____

BLS:	DOR:	SOS:	Cross Reference:	
Tax Warrant(s):	Bond Judgment(s):	Infraction(s):	Re-Reg:	Name Change:

Business Entity (check one of the following):

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP ☐ JV/LP

1a. Business Name			
1b. Parent Company Name			
2. Business Mailing Address		City	State Zip Code
3. Business Physical Location (if different than mailing)		City	State Zip Code
4. Business Phone Number		5. IRS Employer ID Number (EIN)	
6. E-mail Address			

7. Are you or any of the corporate officers, owners, or partner currently licensed as a plumbing contractor in Washington? Were you or any of the corporate officers, owners or partners previously licensed as a plumbing contractor in Washington?

☐ Yes ☐ No If yes, list the previous UBI and plumbing contractor license number(s):

8. Will the company continue to do business under the previous registration number? ☐ Yes ☐ No

9. Will you have employees? ☐ Yes ☐ No

Have you applied for your Industrial Insurance account number: ☐ Yes Acct # _____ ☐ No

Print Applicant's Name

Applicant's Signature

Applicant's Phone Number (include area code)

Email Address

Complete Legal Names and Addresses

Must be completed by all individuals associated with this license. Please make additional copies if needed.

Alterations, White-Outs, or Errors will not be accepted

10. Full Legal Name (First, Middle, Last) <i>Exactly as shown on your driver's license or other government-issued identification</i>					
11. Social Security Number or Individual Tax Identification Number		12. Date of Birth		13. Driver's License Number	
14. Residence Address (no PO Box)		City		State	Zip Code
15. Title ☐ Owner ☐ Partner ☐ Spouse ☐ Member ☐ Agent ☐ Officer _____ NOTE: Corporation/LLC's are required to submit a copy of SOS application or printout.					

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 addendum are true and accurate.

To be signed in front of Notary

Date	Signature	Printed Name
------	-----------	--------------

Notary Seal

Subscribed and sworn to before me on this date:	My Commission expires
Notary Public Signature	Residing at:

10. Full Legal Name (First, Middle, Last) <i>Exactly as shown on your driver's license or other government-issued identification</i>					
11. Social Security Number or Individual Tax Identification Number		12. Date of Birth		13. Driver's License Number	
14. Residence Address (no PO Box)		City		State	Zip Code
15. Title ☐ Owner ☐ Partner ☐ Spouse ☐ Member ☐ Agent ☐ Officer _____ NOTE: Corporation/LLC's are required to submit a copy of SOS application or printout.					

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 addendum are true and accurate.

To be signed in front of Notary

Date	Signature	Printed Name
------	-----------	--------------

Notary Seal

Subscribed and sworn to before me on this date:	My Commission expires
Notary Public Signature	Residing at:

Note: Lines 10-15 are required for each owner, partner, member, or corporate officer. Please make additional copies of page 4 when needed.