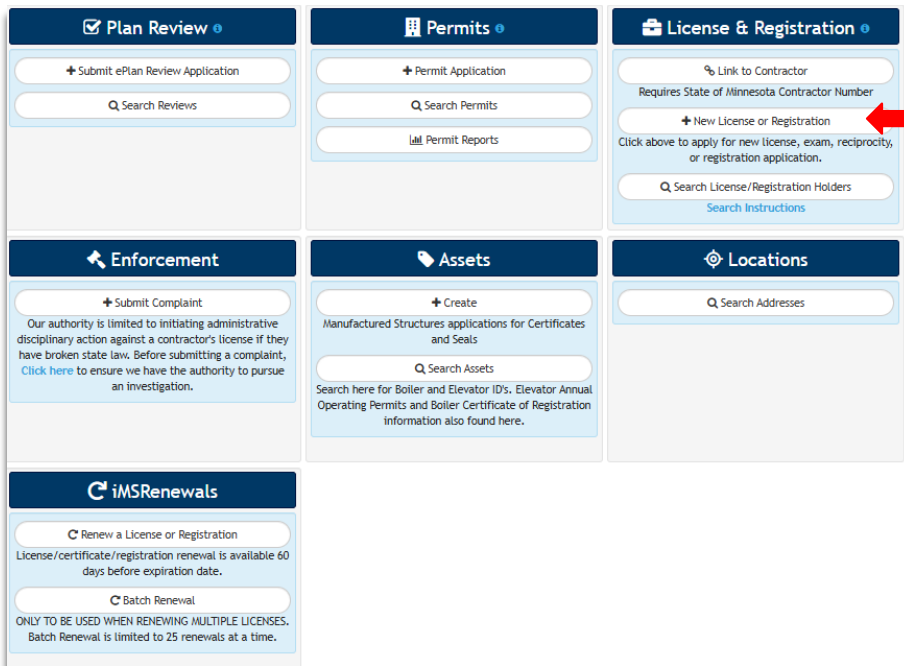
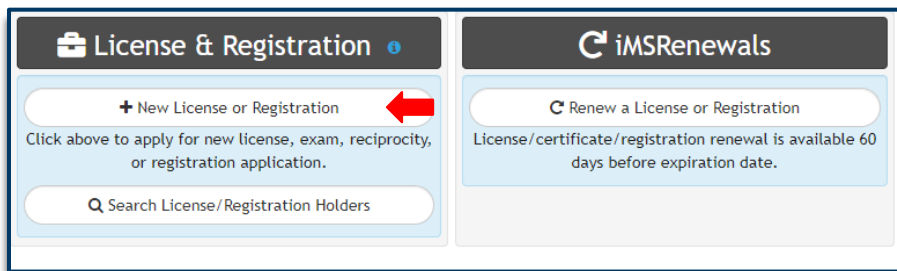


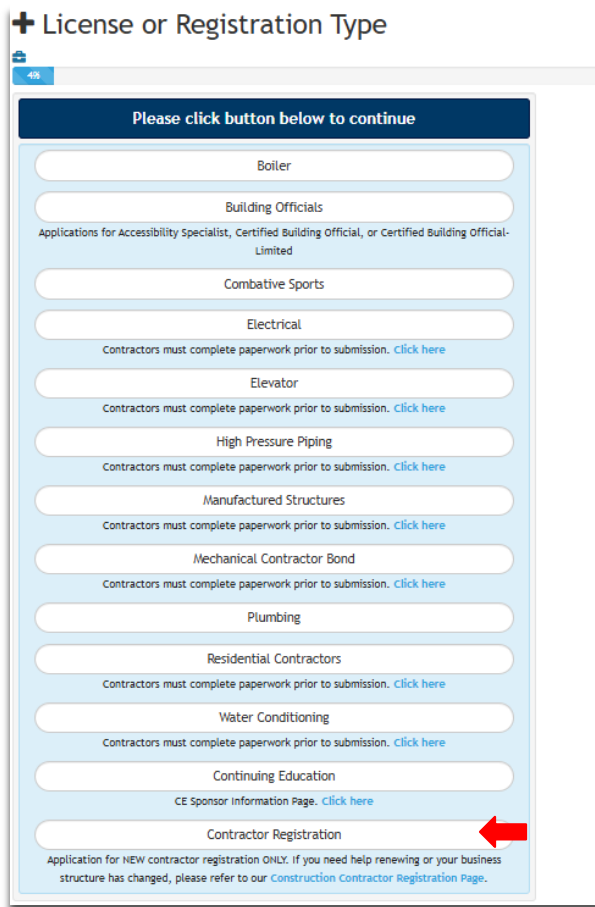
## New contractor registration

Using either the Continue as a Guest method (first image) or by logging in (second image), the user will be routed to the **License and Registration Management** section of [iMS – the agency's online permit and licensing system](https://ims.dli.mn.gov/) (<https://ims.dli.mn.gov/>).

Select **New License or Registration**.



Next, select “**Contractor Registration**” from the application list.

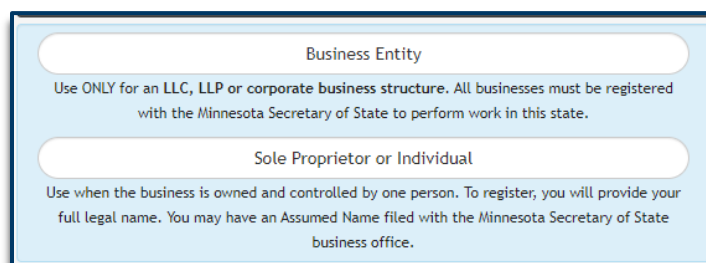


**+ License or Registration Type**

Please click button below to continue

- Boiler
- Building Officials  
Applications for Accessibility Specialist, Certified Building Official, or Certified Building Official-Limited
- Combative Sports
- Electrical  
Contractors must complete paperwork prior to submission. [Click here](#)
- Elevator  
Contractors must complete paperwork prior to submission. [Click here](#)
- High Pressure Piping  
Contractors must complete paperwork prior to submission. [Click here](#)
- Manufactured Structures  
Contractors must complete paperwork prior to submission. [Click here](#)
- Mechanical Contractor Bond  
Contractors must complete paperwork prior to submission. [Click here](#)
- Plumbing
- Residential Contractors  
Contractors must complete paperwork prior to submission. [Click here](#)
- Water Conditioning  
Contractors must complete paperwork prior to submission. [Click here](#)
- Continuing Education  
CE Sponsor Information Page. [Click here](#)
- Contractor Registration**  
Application for NEW contractor registration ONLY. If you need help renewing or your business structure has changed, please refer to our [Construction Contractor Registration Page](#).

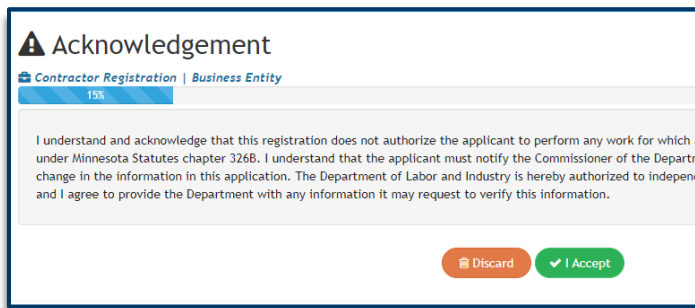
Select entity type: “**Business Entity**” if you have an LLC, LLP or corporation or “**Sole Proprietor or Individual**” if using an assumed name (DBA) or just your first and last name.



**Business Entity**  
Use ONLY for an LLC, LLP or corporate business structure. All businesses must be registered with the Minnesota Secretary of State to perform work in this state.

**Sole Proprietor or Individual**  
Use when the business is owned and controlled by one person. To register, you will provide your full legal name. You may have an Assumed Name filed with the Minnesota Secretary of State business office.

Accept the Contractor Acknowledgement Statement as shown below to begin the application.

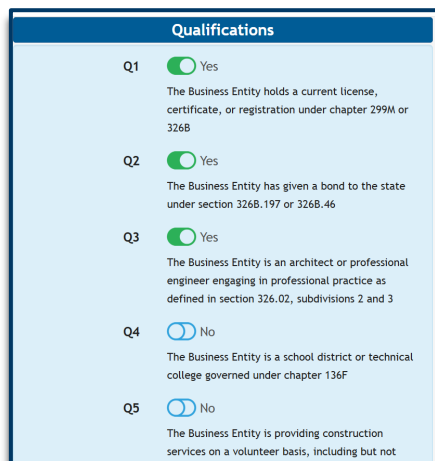


The image shows a mobile app screen titled "Acknowledgement" with a warning icon. Below the title is a progress bar for "Contractor Registration | Business Entity" at 15%. The main text states: "I understand and acknowledge that this registration does not authorize the applicant to perform any work for which... under Minnesota Statutes chapter 326B. I understand that the applicant must notify the Commissioner of the Department of Labor and Industry of any change in the information in this application. The Department of Labor and Industry is hereby authorized to independently verify this information. and I agree to provide the Department with any information it may request to verify this information." At the bottom are two buttons: "Discard" (orange) and "I Accept" (green).

Next, review the qualifications list. If you answer YES to any of the following questions, you DO NOT need to apply for a registration.

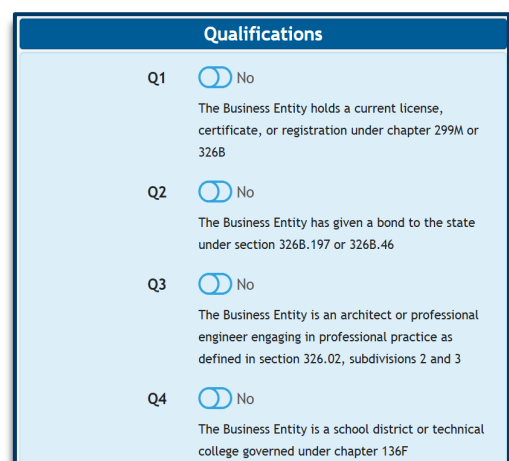
To change to “YES”, tap the “No” button.

The default responses are “NO”



The image shows a mobile app screen titled "Qualifications" with five questions. Each question has a toggle switch set to "Yes".

Question	Answer
Q1 The Business Entity holds a current license, certificate, or registration under chapter 299M or 326B	Yes
Q2 The Business Entity has given a bond to the state under section 326B.197 or 326B.46	Yes
Q3 The Business Entity is an architect or professional engineer engaging in professional practice as defined in section 326.02, subdivisions 2 and 3	Yes
Q4 The Business Entity is a school district or technical college governed under chapter 136F	No
Q5 The Business Entity is providing construction services on a volunteer basis, including but not	No



The image shows a mobile app screen titled "Qualifications" with five questions. Each question has a toggle switch set to "No".

Question	Answer
Q1 The Business Entity holds a current license, certificate, or registration under chapter 299M or 326B	No
Q2 The Business Entity has given a bond to the state under section 326B.197 or 326B.46	No
Q3 The Business Entity is an architect or professional engineer engaging in professional practice as defined in section 326.02, subdivisions 2 and 3	No
Q4 The Business Entity is a school district or technical college governed under chapter 136F	No
Q5 The Business Entity is providing construction services on a volunteer basis, including but not	No

Select **Next** to move to the next screen.

Next, complete the **Business Information** section.

Please complete the following Business information.  
Your "Legal Business Name" must be Active with the MN Secretary of State and entered as it is registered.  
If you are unsure how your name is registered, please click [here](#) to verify on the Secretary of States website.

**Business**

Business Name   
Please enter the Legal Business Name of Contractor

DBA Name   
Assumed Name if Applicable  
Doing Business as name/assumed name - If applicable

Address   
PO Box is not acceptable  
Please enter the physical business street address

Unit/Apt/Suite

City

State

Zip Code

Email Address

Business Phone

Other Phone   
Phone number added here will be hidden from DL's Contractor look up

SSN or FEIN   
Please enter either a Social Security Number (SSN) or Federal Tax ID Number (FEIN)

Minnesota Tax ID Number

Contact Name

Website

**NOTE:**

- P.O. Boxes are NOT accepted in this section. There is a section on the next screen (Contacts Screen) that will allow for a P.O. Box entry.
- If the business does not have an assumed name (DBA) filed with the Minnesota Secretary of State, leave this field blank.

Select **Next** to move to the next screen.

Next, complete the **Contact** information.

**Contacts**

Contractor Registration | Business Entity 55%

Please complete the following information. Applicant information should be for the individual completing this application. Business Mailing Address should be completed using the Businesses Mailing Address.

**Applicant** Me

Name: Individual completing app

Company Name: If not applicable add "Self"

Address:

Unit/Apt/Suite:

City:

State: --- SELECT ONE ---

Zip:

Email Address:

Phone Number:

**Business Mailing Address** Me

Address:

Unit/Apt/Suite:

City:

State: --- SELECT ONE ---

Zip Code:

Discard Undo Next

**Applicant section:** Enter applicant full name and contact information.

**Business Mailing Address section:** This is where you enter a P.O. Box if needed.

Select **Next** to move to the next screen.

Next, complete **Registration Information**.

The screenshot shows the 'Registration Information' form for a 'Business Entity'. The progress bar indicates 65% completion. The form is divided into several sections:

- Applicant Relationship:** A dropdown menu labeled 'Relationship' with the text '--- SELECT ONE ---'. Below it, a note says 'Identify how the person completing this application is related to the business entity.'
- Business Information:** Two toggle switches. 'Individual Ownership' is set to 'No' with the text 'Is this business owned by just one individual?'. 'Publicly Traded' is also set to 'No' with the text 'Is the business publicly traded?'.
- Business Type:** A dropdown menu labeled 'State' with 'MN' selected and the text 'Please select the state the business was organized in'. Below it, another dropdown menu labeled 'Business Type' with the text '--- SELECT ONE ---'.
- File Upload:** A dropdown menu labeled 'File Upload' with the text '--- SELECT ONE ---'. Below it, a note says 'Please select "Single File" if all of your required documents are in a single electronic file or choose "Separate Files" if each required document is in a separate file.'
- Previous Enforcement Action:** A toggle switch labeled 'Previous Enforcement Action' is set to 'No'. Below it, a note says 'Toggle "Yes" if the applicant or any persons listed on this application with ownership have been issued a notice of violation, administrative or licensing order, or order to comply by the Department of Labor and Industry in the last ten years.'

**Applicant Relationship:** Identify the relationship and role of the person completing this application.

**Business Type Section:** The business type selection is imperative to the registration process. If the business type is incorrect, this will not be updated until the next renewal year.

Note: If sole proprietor was selected at the beginning of the application AND the business is structured as an LLC, LLP or Inc., please discard the application. Once in new application, choose Business Entity.

**File Upload:** If you have employees, select **“separate”** files. If no employees, select **“single”** file.

**Previous Enforcement Action:** Select **“Yes”** if the applicant or any persons listed on the application with ownership have been issued a notice of violation, administrative or licensing order or order to comply by the Minnesota Department of Labor and Industry in the past 10 years.

## Registration Information continued:

The screenshot shows a registration form with four main sections:

- File Upload:** A dropdown menu set to "Single File" with instructions: "Please select 'Single File' if all of your required documents are in a single electronic file or choose 'Separate Files' if each required document is in a separate file."
- Previous Enforcement Action:** A toggle switch set to "No" with a note: "Toggle 'Yes' if the applicant or any persons listed on this application with ownership have been issued a notice of violation, administrative or licensing order, or order to comply by the Department of Labor and Industry in the last ten years."
- Qualifications:** Five questions (Q1-Q5) with "No" selected for each:
  - Q1: The Sole Proprietorship or Individual holds a current license, certificate, or registration under chapter 299M or 326B.
  - Q2: The Sole Proprietor or Individual has given a bond to the state under section 326B.197 or 326B.46.
  - Q3: The Sole Proprietorship or Individual is an architect or professional engineer in a professional practice as defined in section 326.02, subdivisions 2 and 3.
  - Q4: The Sole Proprietorship or Individual is a school district or technical college governed under chapter 136F.
  - Q5: The Sole Proprietorship or Individual is providing construction services on a volunteer basis, including but not limited to Habitat for Humanity and Builder's Outreach Foundation, and their individual volunteers when engaged in activities on their behalf, or
- Workers Compensation:**
  - "Do you have employees?" toggle set to "No".
  - "Workers' Compensation Policy" toggle set to "No".
  - "Applicant Entity Employs" dropdown set to "No independent contractors and no employees".
  - Instruction: "Please select the reason Workman's Compensation is not required from the list."

At the bottom are buttons for "Discard", "Undo", and "Next".

**Qualifications section:** A review of previously answered questions.

**Workers Compensation section:** If the entity has employees select **Yes** and provide the Unemployment Insurance account number. This number can be obtained by opening an employer account with the Minnesota Department of Employment and Economic development (DEED) by visiting their website or by applying for your state's Unemployment Insurance program (for out-of-state applications). Next, select **Yes** for Workers' Compensation policy. (Image 2).

If the entity is not required to carry workers' compensation insurance and has no employees select **No** and provide the reason you would be exempt from the coverage from the drop-down menu. (Image 3).

The left screenshot shows the "Workers Compensation" section with "Do you have employees?" and "Workers' Compensation Policy" both set to "Yes". The "Unemployment Insurance Number" field is empty, with a red arrow pointing to it. Below the field, it says "Unemployment # call: 651-296-6141".

The right screenshot shows the "Workers Compensation" section with "Do you have employees?" and "Workers' Compensation Policy" both set to "No". The "Applicant Entity Employs" dropdown menu is open, showing the following options: "Only independent contractors and no employees", "No independent contractors and no employees", "Independent contractors and exempt employees", and "Only exempt employees". A red arrow points to the "No independent contractors and no employees" option.

Select **Next** to move to the next screen.

Next, complete the **Business Owner** information.

The screenshot shows a web form titled '+ Create Business Owner'. At the top, there is a breadcrumb trail 'Contractor Registration | Business Entity' and a progress bar indicating 75% completion. Below this is a dark blue header with the text 'Create an entry for each Business Owner.' and a sub-header 'Business Owner Relationship'. The form contains two input fields: 'Full legal Name \*' and 'Percent Ownership \*'. Below the 'Percent Ownership' field is a small text prompt: 'Please enter your ownership percentage.' At the bottom of the form are three buttons: 'Back', 'Undo', and a green '+ Create' button.

After entering the information of the owner, select the **+Create** button. To enter additional owners, select **+** in the upper left corner of the Pending - Business Owners screen (see image below).

Continue this process until all owners have been entered and a minimum of 75% of ownership has been disclosed.

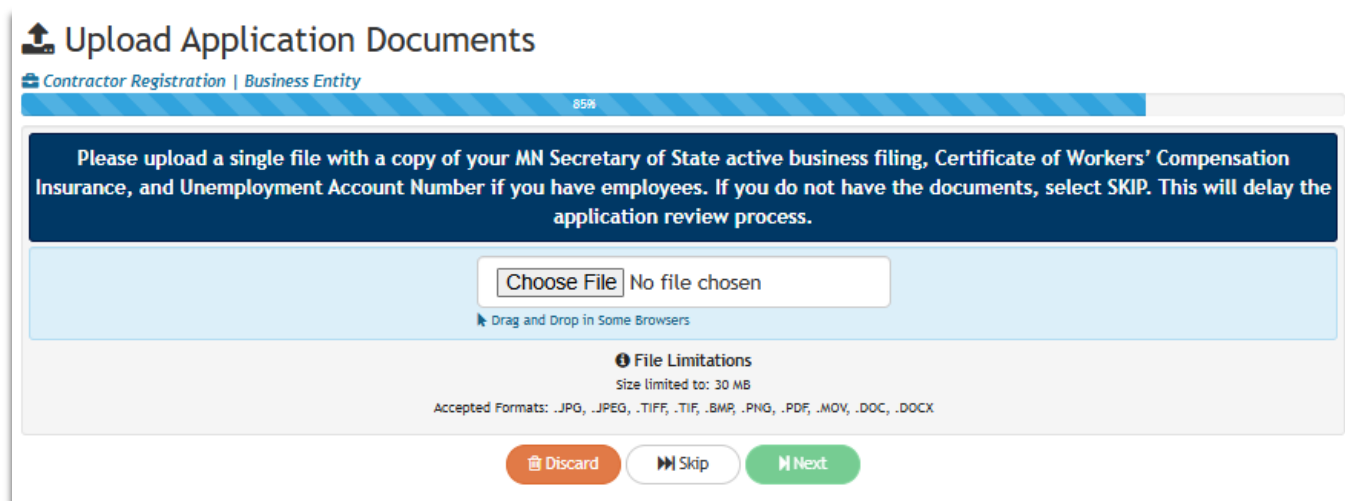
The screenshot shows a web interface titled 'Business Owners'. It has the same breadcrumb trail and 75% progress bar as the previous form. Below the progress bar is a message: 'After completing the first Owner, click the green plus icon in the upper left corner of the owner and officer box to continue adding entries.' The main area features a table with a dark blue header 'Pending - Business Owners'. The table has columns for 'Name', 'Relationship', 'Pct', 'Start Date', and 'End Date'. A green plus icon with a red arrow pointing to it is located in the top left corner of the table. At the bottom of the screen are two buttons: 'Discard' and a green 'Next' button.

Note: If the business is owned by a parent company, complete the Disclosure of Business Owners, Partners, Officers, and Member form. Once completed, submit this document with your file uploads when prompted. You may also email documents to [dli.register@state.mn.us](mailto:dli.register@state.mn.us)

Select **Next** to move to the next screen.



Next, submit required documentation in the **Document Uploads** section.



**Upload Application Documents**

Contractor Registration | Business Entity 85%

Please upload a single file with a copy of your MN Secretary of State active business filing, Certificate of Workers' Compensation Insurance, and Unemployment Account Number if you have employees. If you do not have the documents, select SKIP. This will delay the application review process.

Choose File No file chosen

Drag and Drop in Some Browsers

**File Limitations**  
Size limited to: 30 MB  
Accepted Formats: .JPG, .JPEG, .TIFF, .TIF, .BMP, .PNG, .PDF, .MOV, .DOC, .DOCX

Discard Skip Next

## Required documents

- Minnesota Secretary of State filing if doing business under a business name other than your first and last name.
- Minnesota Secretary of State filing if doing business under a DBA or assumed name.

## If applicant has employees

- Certificate of Insurance for Workers' Compensation
- For Unemployment Insurance, submit a Letter of Determination from DEED (if a new business) or DEED Quarterly Statement (for established businesses).

Note: For out-of-state businesses, provide your state's unemployment insurance account information.

If you need to **skip** the document upload section, you may email the required paperwork to [dli.register@state.mn.us](mailto:dli.register@state.mn.us). Please include your application number in the subject line.

Select **Next** to move to the next screen.

Next, review the **Application Summary**.

**Application Summary**  
Contractor Registration | Business Entity

Please review the information you have provided for accuracy. Once completed, click "Submit".

Business Information	Contacts	Business Owners
<b>Business Name</b> Business Name LLC <b>Address</b> 1234 Way Street City, MN 55555 <b>Email Address</b> businessname@bu... <b>Business Phone</b> (555) 222-9999	<b>Applicant</b> ★ Joe Smith <b>Business Mailing A...</b>	<b>Joe Smith</b>

Requested Files	Files	Registration Information
<b>Certificate of Publication for Assumed Name</b> ✓ <b>DEED Quarterly Statement</b> ✓ <b>Minnesota Secretary of State Verification Document</b> ✓ <b>Minnesota Worker's Compensation</b> ✓		<b>Business Type</b> ★ Limited Liability C... <b>Do you have emplo...</b> Yes <b>File Upload</b> ★ <b>Separate Files</b> <b>Individual Ownership</b> No <b>Publicly Traded</b> No <b>Q1</b> No <b>Q2</b> No <b>Q3</b> No <a href="#">More</a>

**Accepted Disclaimers**

<b>Acknowledgement</b>	06/13/2024
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[Discard](#) [Submit](#)

Ensure that all details are correct. To make any changes use the **Edit** icon



When the application is ready to be submitted, click [Submit](#)

**Note:** Please allow **two to three business days** before checking the status of your application during non-peak times and up to 30 days during the renewal period. If you registered as a user of iMS you will receive updates about your registration application.