



Planning & Community
Development

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Contractor License Requirements



Under Washington State law, the City of Shoreline is obligated to provide written notification to all applicants regarding the contractor registration requirements contained in the Revised Codes of Washington (RCW), Chapter 18.27 and to advise applicants of the risks associated with using an unregistered contractor.

Any contractor conducting business in the city must be registered with the Washington State Department of Labor and Industries and possess a current license.

The contractor requirements are outlined below. If more detailed information is required please contact the Department of Labor and Industries or visit their website at <http://www.lni.wa.gov/TradesLicensing/Contractors/>.

What is a contractor?

Washington State defines a contractor as: any person, firm, or corporation who, in the pursuit of an independent business, undertakes to construct, alter, repair, improve, move, or demolish for another person any building, excavation, or other structure, project, development, or improvement; who installs or repairs roofing or siding; or who employs members of more than one trade upon a single job or project or under a single building permit.

What is the purpose of contractor registration?

Registration under state law affords protection to the public from unreliable, fraudulent, financially irresponsible, or incompetent contractors.

What are the registration violations?

It is a violation for any contractor to:

- Advertise, offer to do work, submit a bid, or perform any work as a contractor without being registered
- Advertise, offer to do work, submit a bid, or perform any work as a contractor when his or her registration is suspended or revoked
- Transfer a valid registration to an unregistered contractor or allow an unregistered contractor to work under a registration issued to another contractor

Hours of Operation:

Monday 8:00 am-5:00 pm
Tuesday 8:00 am-5:00 pm
Wednesday 1:00 pm-5:00 pm
Thursday 1:00 pm-5:00 pm
Friday 8:00 am-5:00 pm

Permit Processing Ends at 4:00 pm Daily

What are the City of Shoreline's responsibilities?

The City of Shoreline cannot issue a building permit without verifying that the contractor is currently registered as required by law.

The city is responsible for:

- Providing a written notice to the building permit applicant informing him or her of the contractor registration laws and the potential risks for using an unregistered contractor
- If an applicant or contractor falsifies building permit information to obtain an exemption provided under RCW 18.27.090, the building permit will be forfeited