



## ***Guide to Your District of Columbia Home Improvement Contractor's License***

### **Application Requirements**

All applicants for a Home Improvement Contractor's License in DC must comply with the following code requirements:

### **Corporate Registration**

If your organization is a corporation, limited liability company, partnership, or in some cases, a trust, the organization must be registered and in good standing with the Corporations Division of the DCRA.

### **Non-Resident of the District of Columbia (including Foreign Corporations)**

If you are not a resident of the District of Columbia, you will need to appoint a Resident Agent who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the Certified Resident Agent Appointment Form.

### **Corporate Registered Agents**

Any business required to register with the Corporations Division is required to maintain a registered agent. Said registered agent may be a bona fide District of Columbia resident or a company physically located in the District of Columbia. The registered agent's office may or may not be the same address as the place of business.

### **Trade Name Registration (Use of Fictitious Business Name)**

A business operating under a fictitious name or a name other than the legally recognized name must register the trade name with the Corporations Division.

### **Basic Business License Application**

All applicants for a Basic Business License must complete an application, remit the associated payment, and submit the required supporting documentation.

### **Clean Hands Self-Certification**

All applicants must certify that no more than \$100 is owed to the District of Columbia Government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands Self-Certification.

Phone: 681-214-0895

Email: [ContractorServicesDC@gmail.com](mailto:ContractorServicesDC@gmail.com)

**Tax Number**

All Applicants must provide a registered tax number (i.e., SSN or FEIN) at the time of application.

**Certificate of Occupancy/Home Occupation Permit**

All applicants for a Home Improvement Contractor's License in DC operating from a premise located in the District of Columbia must provide a Certificate of Occupancy (C of O) for the premise address from which the business activity is conducted in order to demonstrate the activity does not conflict with building and zoning codes.

**Police Criminal History Report (Form PD-70)**

All applicants for a Home Improvement Contractor's License in DC must provide a certified copy of his/her Police Criminal History Report from the jurisdiction of residence. A non-resident shall obtain this report from the jurisdiction in which he/she resides. All of the partners in a partnership, and the president, vice president, secretary, and treasurer of a corporation must provide a Police Criminal History Report.

**Surety Bond**

All applicants for a Home Improvement Contractor's License in DC must post a Surety Bond in the amount of twenty five thousand (\$25,000) for the duration of the two-year license period. The Surety Bond may be issued by an authorized insurance carrier, or the applicant may post a cash bond with the Department of Consumer and Regulatory Affairs.

**Insurance Requirements**

All applicants for a Home Improvement Contractor's License in DC shall furnish an original certificate of insurance policy in the amount of fifty thousand to one hundred thousand (\$50,000 to \$100,000) and property damage in the amount of ten thousand to twenty five thousand (\$10,000 to \$25,000) for the license period pursuant to DC Code and DC Municipal Regulations.

**Note: The Certificate of Liability Insurance must:**

- 1) be issued to your organization as registered with the Corporations Division;**
- 2) be issued to the premise address provided on the Basic Business License Application;**
- 3) provide a Description and Location of services provided (i.e., Home Improvement Contractor in Washington, DC); and**
- 4) show the certificate holder as "Department of Consumer and Regulatory Affairs, 1100 4th Street SW, 5th Floor, Washington, DC 20024."**

**P.O. Boxes are not acceptable as the insured's premise address.**

**Contract Samples**

All applicants for a Home Improvement Contractor's License in DC must submit two (2) pre-printed Contracts in at least triplicate, on form which shall comply with existing regulations pursuant to DC Code and DC Municipal Regulations.

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**Home Improvement Salesperson Designation Letter**

All applicants for a Home Improvement Contractor's License in DC must provide a list of salespersons working for the company. At least one Home Improvement Salesperson application must be submitted along with the application for the Home Improvement Contractor.

**Investigation/Approval**

This category of the Basic Business License is subject to a thirty (30) day background investigation prior to issuance of a license. This investigation will be conducted after a Basic Business License Application, all required supporting documentation, and payments have been received and accepted by the Business Licensing Division.