



**DELAWARE'S
CONTRACTOR
REGISTRY**

**Registration begins
July 1st, 2021**

**Don't delay, GET
REGISTERED!**



Office of Contractor Registration

655 South Bay Road, Suite 2H

Dover, DE 19901

(302) 430-7739




**Delaware's
Contractor
Registry**

*Explaining the new
requirement under Delaware
Title 19 Chapter 36*

E-mail:

Contract.Registry@delaware.gov



The Registry creates a fair bidding environment for contractors that ensures that all are properly licensed and are providing required protections to all of their workers.

Do I have to register?

If you are a contractor or subcontractor performing construction services or maintenance in the State of Delaware, then **YES**, you must register BEFORE performing work.

Contractors must also ensure that they only subcontract to properly registered individuals or entities.

Construction services includes, but not limited to:

- **Public and Private construction, repair, remodel**
- **Demolition and clearing services**
- **Landscaping and tree removal**
- **Trade work including Carpentry, Electrical, HVAC, Plumbing and Heating, Painting as well as any individual or entity providing construction service or maintenance for profit.**

How?

Registration is easy!

The Delaware One Stop is a registration and licensing portal for businesses operating in the State of Delaware.

Log in or create an account at:

<https://onestop.delaware.gov>

Using the Delaware One Stop portal is the quickest and easiest way to get registered. Paper applications can be submitted as well and are available at: <https://labor.delaware.gov/divisions/industrial-affairs/labor-law/contractor-registration-act/>

What can happen if I don't register?

Failure to submit your application and fees before August 1, 2021 on public works projects can result in work delays, result in fines, penalties and even suspension from future work in the State of Delaware. All contractors must obtain their certificate prior to performing construction services or maintenance work throughout the State.

What you will need:

- Your business information (address, phone number...)
- Your FEIN or ITIN, or SSN
- Your Delaware Business License #
- NAICS codes of services you provide
- List of any Labor Law violations in the last two (2) years.
- Credit card, Debt card, or bank account for payment of fee. Yearly fee: \$300 for public work; \$200 for private work; \$500 for both.
- A Delaware agent and custodian of records, if out-of-state.

Additionally, if you have employees:

- Workers Compensation Policy*
- Unemployment Insurance Number
- An OSHA compliant safety plan (or actively creating/obtaining)

**Copies of polices must be submitted.*