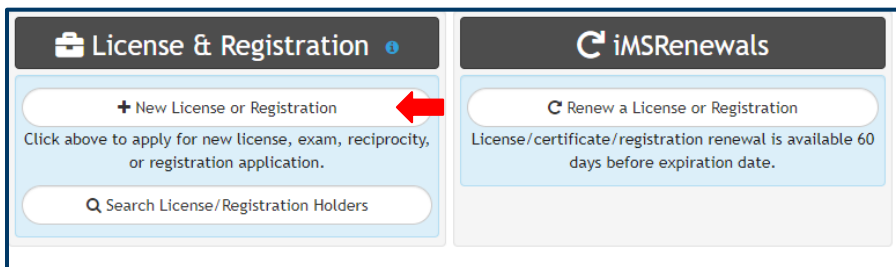


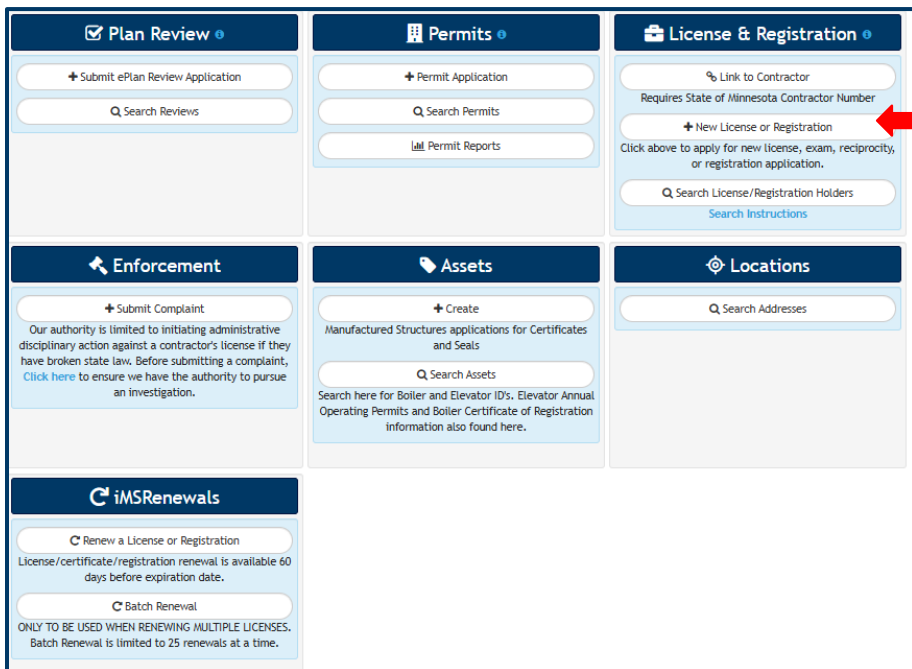
## New contractor registration

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**.



The screenshot shows the 'iMSRenewals' section of the system. It contains two main panels. The left panel, titled 'License & Registration', has a button labeled '+ New License or Registration' with a red arrow pointing to it. Below this button is a search bar labeled 'Search License/Registration Holders'. The right panel, titled 'iMSRenewals', has a button labeled 'Renew a License or Registration' and a note stating 'License/certificate/registration renewal is available 60 days before expiration date.'



The screenshot shows the 'iMSRenewals' section of the system. It contains six panels: 'Plan Review', 'Permits', 'License & Registration', 'Enforcement', 'Assets', and 'Locations'. The 'License & Registration' panel is highlighted with a red arrow pointing to the '+ New License or Registration' button. Below this button is a search bar labeled 'Search License/Registration Holders' and a link labeled 'Search Instructions'. The 'Plan Review' panel has a button labeled '+ Submit ePlan Review Application' and a search bar labeled 'Search Reviews'. The 'Permits' panel has a button labeled '+ Permit Application', a search bar labeled 'Search Permits', and a link labeled 'Permit Reports'. The 'Enforcement' panel has a button labeled '+ Submit Complaint' and a note stating 'Our authority is limited to initiating administrative disciplinary action against a contractor's license if they have broken state law. Before submitting a complaint, Click here to ensure we have the authority to pursue an investigation.' The 'Assets' panel has a button labeled '+ Create', a search bar labeled 'Search Assets', and a note stating 'Manufactured Structures applications for Certificates and Seals. Search here for Boiler and Elevator ID's. Elevator Annual Operating Permits and Boiler Certificate of Registration information also found here.' The 'Locations' panel has a search bar labeled 'Search Addresses'. The 'iMSRenewals' panel has a button labeled 'Renew a License or Registration', a note stating 'License/certificate/registration renewal is available 60 days before expiration date.', and a button labeled 'Batch Renewal' with a note stating 'ONLY TO BE USED WHEN RENEWING MULTIPLE LICENSES. Batch Renewal is limited to 25 renewals at a time.'

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

**+ License or Registration Type**

Please click button below to continue

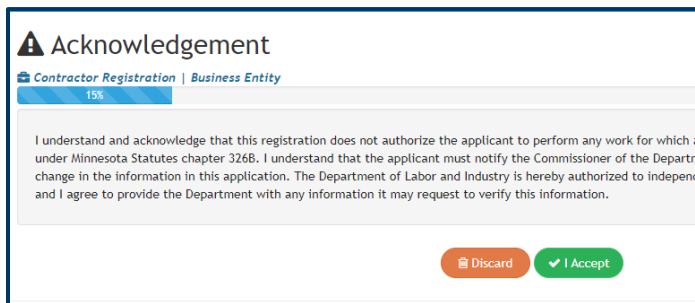
- Boiler
- Building Officials  
Applications for Accessibility Specialist, Certified Building Official, or Certified Building Official-Limited
- Combative Sports
- Electrical  
Contractors must complete paperwork prior to submission. [Click here](#)
- Elevator  
Contractors must complete paperwork prior 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.

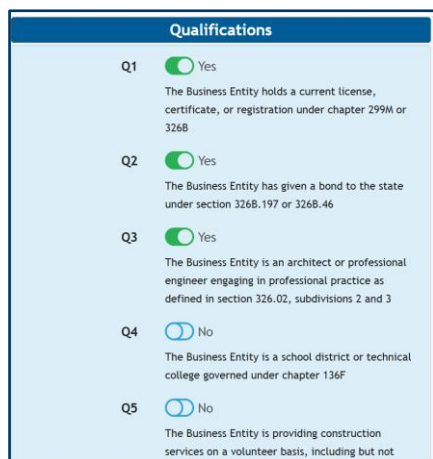


The screenshot shows the 'Acknowledgement' screen for 'Contractor Registration | Business Entity'. It features a progress bar at 15%. The text states: 'I understand and acknowledge that this registration does not authorize the applicant to perform any work for which... under Minnesota Statutes chapter 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 'Discard' and 'Accept' buttons.

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

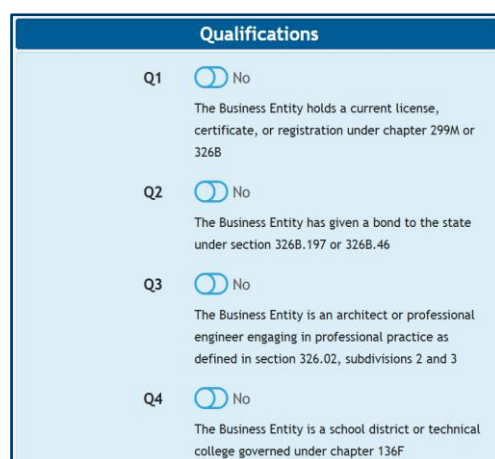
To change to “YES”, tap the “No” button.

The default responses are “NO”



The screenshot shows the 'Qualifications' screen with five questions. Questions Q1, Q2, and Q3 are answered 'Yes' (green toggle). Questions Q4 and Q5 are answered 'No' (blue toggle).

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 screenshot shows the 'Qualifications' screen with five questions. All questions (Q1 through Q4) are answered 'No' (blue toggle).


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

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


Address    
Doing Business as name/assumed name - if applicable


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 DLI'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'. At the top, there's a progress bar indicating 65% completion. Below the header, a dark grey box contains instructions: 'To verify registration with the Minnesota Secretary of State, [Click here](#)' and 'Click [here](#) for Workers' Compensation Lookup.' The form is divided into several sections: 'Applicant Relationship' with a dropdown for 'Relationship' (currently showing '--- SELECT ONE ---') and a note to identify the person's role; 'Business Information' with radio buttons for 'Individual Ownership' and 'Publicly Traded', both currently set to 'No'; 'Business Type' with dropdowns for 'State' (currently 'MN') and 'Business Type' (currently '--- SELECT ONE ---'); 'File Upload' with a dropdown for 'File Upload' (currently '--- SELECT ONE ---') and instructions on selecting 'Single File' or 'Separate Files'; and 'Previous Enforcement Action' with a radio button for 'Previous Enforcement Action' (currently 'No') and a toggle instruction for 'Yes'.

**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 to select "Single File" for all documents or "Separate Files" for each document 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. The questions relate to current licenses, bonds, professional practice, school district/technical college status, and volunteer construction services.
- Workers Compensation:** Two toggle switches for "Do you have employees?" and "Workers' Compensation Policy", both set to "No". Below is a dropdown for "Applicant Entity" set to "No independent contractors and no employees", and a note to select a reason if not required.

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).

This image shows two views of the "Workers Compensation" section. The left view shows the form with "Do you have employees?" and "Workers' Compensation Policy" both set to "Yes". A red arrow points to the "Unemployment Insurance Number" input field. The right view shows the form with both toggles set to "No". A red arrow points to the "Applicant Entity" dropdown menu, which is open, showing options: "Only independent contractors and no employees", "No independent contractors and no employees", "Independent contractors and exempt employees", and "Only exempt employees".

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

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

The screenshot shows a web form titled '+ Create Business Owner'. Below the title is a breadcrumb trail 'Contractor Registration | Business Entity' and a progress bar at 75%. The main heading is 'Create an entry for each Business Owner.' followed by a sub-heading 'Business Owner Relationship'. The form contains two input fields: 'Full legal Name \*' and 'Percent Ownership \*'. Below the 'Percent Ownership' field is a note: 'Please enter your ownership percentage.' At the bottom 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.

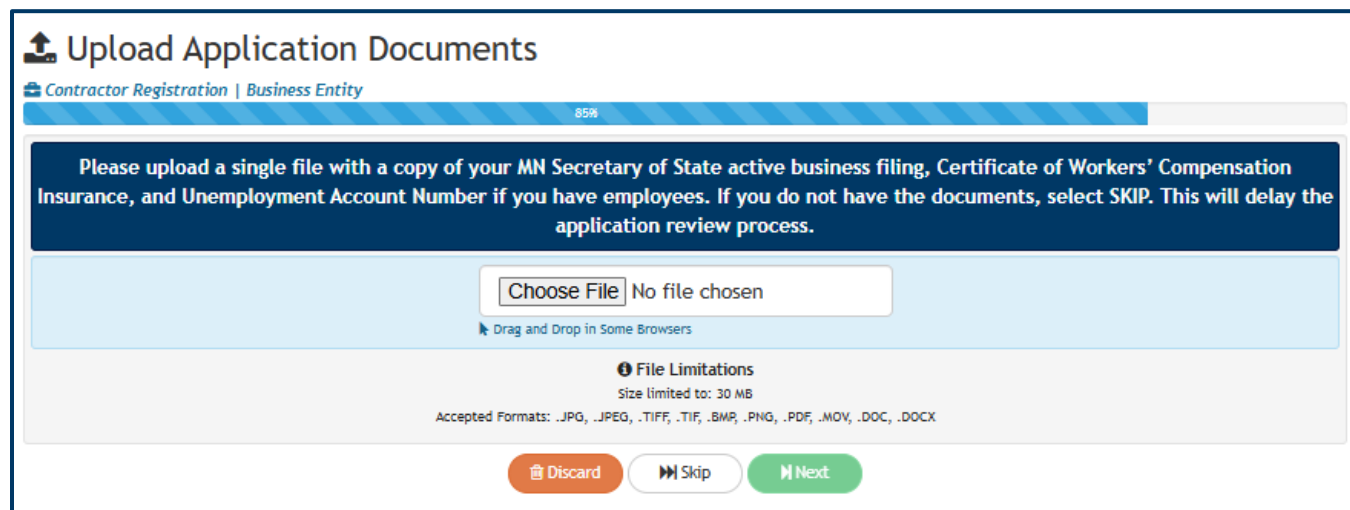
The screenshot shows a screen titled 'Business Owners'. It has the same breadcrumb trail and 75% progress bar. A message states: 'After completing the first Owner, click the green plus icon in the upper left corner of the owner and officer box to continue adding entries.' Below this is a table with the title 'Pending - Business Owners'. The table has columns: 'Name', 'Relationship', 'Pct', 'Start Date', and 'End Date'. A green plus icon in a circle is in the top left corner of the table area, with a red arrow pointing to it. At the bottom are 'Discard' and 'Next' buttons.

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

Business Name Business Name LLC  
Address 1234 Way Street  
City, MN 55555  
Email Address businessname@bu...  
Business Phone (555) 222-9999

#### Contacts

Applicant \* Joe Smith  
Business Mailing A...

#### Business Owners

Joe Smith

#### Requested Files

- Certificate of Publication for Assumed Name ✓
- DEED Quarterly Statement ✓
- Minnesota Secretary of State Verification Document ✓
- Minnesota Worker's Compensation ✓

#### Files

#### Registration Information


Business Type *	Limited Liability C...
Do you have emplo...	Yes
File Upload *	Separate Files
Individual Ownership	No
Publicly Traded	No
Q1	No
Q2	No
Q3	No


More

#### Accepted Disclaimers

Acknowledgement 06/13/2024

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 

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.