

Draft Rule Language - Version 1
Chapter 296-200A WAC
Chapter 296-400A WAC
Online Insurance Submittal for Registered Contractors and
Licensed Plumbing Contractors
June 16, 2025

WAC 296-200A-025 How does a contractor register, renew, reregister or reinstate its registration? (1) A contractor may register/renew/reregister/reinstate if it:

(a) Comples an application for contractor registration, ~~have~~has it notarized, and submits it to the department as required by RCW 18.27.030;

Commented [CAR(1):Amends language for grammar and clarity.

(b) Satisfies one of the following:

(i) Obtains a continuous surety bond in the total amount specified in WAC 296-200A-030 and submits the original bond to the department or submits the bond information through the department of labor and industries' electronic bond and insurance policy system (EBIPS) (see RCW 18.27.040); or

(ii) Assigns, to the department, a security deposit in the form of a savings account held in a Washington state bank on a department issued form (F625-000-008) in the amounts specified in WAC 296-200A-030;

(c) Obtains public liability and property damage insurance and submits the original ~~insurance~~ certificate of insurance to the department ~~or submits the insurance information through the department of labor and industries' electronic bond and insurance policy system (EBIPS) (see RCW 18.27.050); and as follows:~~

Commented [CAR(2):Amends language for better clarity.

Commented [CAR(3):Relocates language to new subparagraph below.

(i) **First-Time Applicants:** Submits a complete application packet, including the original certificate of insurance, by mail to the address on the application or in person by making an appointment at a local office.

Commented [CAR(4):Adds new language that would allow for first time applicants to submit their application and insurance certificate to L&I by mail or in-person.

(ii) **Renewals and Updates:** Submits electronically through the Department of Labor & Industries' Electronic Bond and Insurance Policy System (EBIPS) (see RCW 18.27.050).

Commented [CAR(5):Adds language that would require insurance companies to submit insurance renewal documents and information electronically through the Electronic Bond and Insurance Policy System (EBIPS).

(d) Pays the issuance/renewal/reregistration/reinstatement fee shown in WAC 296-200A-900.

(2) A contractor may renew its registration if it submits, to the department, a completed contractor registration renewal notice and the material required in subsection (1)(b) and (c) of

this section and pays the renewal fee shown in WAC 296-200A-900.

No more than forty-five days before the contractor's registration expires, the department must send a renewal notice to the contractor's last recorded address with the contractor registration program. It is the responsibility of the contractor to notify the department within ten days and **in writing** of a change in address.

(3) The contractor must submit all required documents to the department in a manner approved by the department as set forth in this subsection:

(a) Include, on each document, the name exactly as it appears on the contractor registration application or renewal notice;

(b) Include, if renewing a registration, the contractor's registration number on each of the documents;

(c) Include a copy of the certificate or document (when required) by the secretary of state for the contractor to do business in the state of Washington; and

(d) Have and maintain an active and valid unified business identifier (certificate of registration) with the department of revenue.

(4) The department will not register, renew, or reinstate the registration of a contractor if:

(a) Any of the required documents are missing, false, or are incomplete;

(b) The documents do not have the legal name of the contractor as documented on official governmental issued photo identification;

(c) In the case of a renewal, the documents do not include the registration number or UBI number; or

(d) The applicant or person pursuant to RCW 18.27.030 has an unsatisfied final judgment based on work which is subject to chapter 18.27 RCW and this chapter.

(5) The contractor may request, in a letter filed with the application or renewal materials, that the registration period end on a particular day. However, the registration period cannot exceed two years.

[Statutory Authority: Chapter 18.27 RCW. WSR 12-22-054, § 296-200A-025, filed 11/6/12, effective 12/31/12. Statutory Authority: Chapter 18.27 RCW and 2008 c 120. WSR 09-10-079, § 296-200A-025, filed 5/5/09, effective 6/5/09. Statutory Authority: Chapter 18.27 RCW and 2007 c 436. WSR 08-16-091, § 296-200A-025, filed 8/4/08, effective 9/4/08. Statutory Authority: RCW 18.27.040, 18.27.070, 18.27.075, 18.27.125, 2001 c 159, and chapter 18.27 RCW. WSR 03-20-097, § 296-200A-025, filed 9/30/03, effective 11/17/03. Statutory Authority: Chapter 18.27 RCW. WSR 97-24-071, § 296-200A-025, filed 12/2/97, effective 1/5/98.]

WAC 296-200A-060 What procedures must be followed when surety bonds and/or insurance policies are cancelled? (1)

Insurance and bonding companies must send cancellation notices to the department. Insurance cancellation notices must be entered through the department of labor and industries' electronic bond and insurance policy system (EBIPS) (see RCW 18.27.050).

Commented [CAR(6): Amends language for consistency.

Commented [CAR(7): Adds new language that would require insurance and bonding companies to send insurance cancellations to L&I through EBIPS.

(2) Cancellation notices must contain the following information:

(a) The name of the contractor exactly as it appears in the contractor's registration file;

(b) The contractor's registration number;

(c) The contractor's business address;

(d) The names of the owners, partners, or officers of the contractor;

(e) The bond or insurance policy number; and

(f) The effective date of the bond or insurance policy.

(3) The cancellation of a surety bond or insurance policy shall be considered effective immediately after the department receives a cancellation notice unless a later specific date is provided.

[Statutory Authority: RCW 18.27.040, 18.27.070, 18.27.075, 18.27.125, 2001 c 159, and chapter 18.27 RCW. WSR 03-20-097, § 296-200A-060, filed 9/30/03, effective 11/17/03. Statutory Authority: Chapter 18.27 RCW. WSR 97-24-071, § 296-200A-060, filed 12/2/97, effective 1/5/98.]

WAC 296-400A-011 How does a plumbing contractor become licensed, renew, and reinstate their license? (1) A plumbing contractor may license/renew/relicense/reinstate if it:

(a) Completes an application for plumbing contractor licensing, ~~have~~has it notarized, and submits it to the department as required by RCW 18.106.400~~+~~.

Commented [CAR(8):Amends language for grammar and clarity.

(i) Each applicant for a plumbing contractor's license shall identify the full-time employee or member of the firm, who currently possesses a valid journey level plumber's certificate of competency or specialty plumber's certificate of competency, as the plumbing contractor's designated certified plumber.

(ii) The designated plumber's certificate will define the journey level (general) or specialty scope of work allowed to be performed by the plumbing contractor per RCW 18.106.400 and 18.106.430;

(b) Satisfies one of the following:

(i) Obtains a continuous surety bond in the total amount specified in WAC 296-400A-012 and submits the original bond to the department or submits the bond information through the department of labor and industries' electronic bond and insurance policy system (EBIPS) (see RCW 18.106.410); or

(ii) Assigns, to the department, a security deposit in the form of a savings account held in a Washington state bank on a

department issued form in the amounts specified in WAC 296-400A-012;

(c) Obtains public liability and property damage insurance and submits the original ~~insurance certificate~~ of insurance to the department ~~or submits the insurance information through the department of labor and industries' electronic bond and insurance policy system (EBIPS) (see RCW 18.106.420); and as follows:~~

Commented [CAR(9): Amends language for better clarity.

Commented [CAR(10): Relocates language to new subparagraph below.

(i) **First-Time Applicants:** Submits a complete application packet, including the original certificate of insurance, by mail to the address on the application or in person by making an appointment at a local office.

Commented [CAR(11): Adds new language that would allow for first time applicants to submit their application and insurance certificate to L&I by mail or in-person.

(ii) **Renewals and updates:** Submits electronically through the Department of Labor & Industries' Electronic Bond and Insurance Policy System (EBIPS) (see RCW 18.106.420).

Commented [CAR(12): Adds language that would require insurance companies to submit insurance renewal documents and information electronically through the Electronic Bond and Insurance Policy System (EBIPS).

(d) Pays the issuance/renewal/relicensing/reinstatement fee shown in WAC 296-400A-045.

(2) A plumbing contractor may renew its license if it submits, to the department, a completed plumbing contractor license renewal notice and the material required in subsection (1)(b) and (c) of this section and pays the renewal fee shown in WAC 296-400A-045. No more than forty-five days before the plumbing contractor's license expires, the department must send a renewal notice to the plumbing contractor's last recorded address with the plumbing contractor licensing program. It is the responsibility of the plumbing contractor to notify the department within ten days and in writing of a change in address.

(3) The plumbing contractor must submit all required documents to the department in a manner approved by the department as set forth in this subsection:

(a) Include, on each document, the name exactly as it appears on the plumbing contractor license application or renewal notice;

(b) Include, if renewing a license, the plumbing contractor's license number on each of the documents;

(c) Include a copy of the certificate or document (when required) by the secretary of state for the contractor to do business in the state of Washington; and

(d) Have and maintain an active and valid unified business identifier (certificate of registration) with the department of revenue.

(4) The department will not license, renew, or reinstate the license of a plumbing contractor if:

(a) Any of the required documents are missing, false, or are incomplete;

(b) The documents do not have the legal name of the plumbing contractor as documented on official governmental issued photo identification;

(c) In the case of a renewal, the documents do not include the license number or UBI number; or

(d) The applicant or person pursuant to RCW 18.106.400 has an unsatisfied final judgment based on work which is subject to chapter 18.106 RCW and this chapter.

(5) The plumbing contractor may request, in a letter filed with the application or renewal materials, that the license

period end on a particular day. However, the license period cannot exceed two years.

(6) Plumbing contractor license implementation and transition for registered contractors under chapter 18.27 RCW. Any existing registered general contractor or registered plumbing specialty contractor under chapter 18.27 RCW who submit completed applications for plumbing contractor licenses to the department by September 1, 2021, are considered to be in compliance with this chapter until the department reviews the application. Upon review, department decisions on applications under WAC 296-400A-014 are applicable. [Statutory Authority: 2020 c 153. WSR 21-13-041, § 296-400A-011, filed 6/10/21, effective 7/1/21.]

WAC 296-400A-016 What procedures must be followed when surety bonds and/or insurance policies are canceled? (1)
Insurance and bonding companies must send cancellation notices to the department. Insurance cancellation notices must be entered through the department of labor and industries'

electronic bond and insurance policy systems (EBIPS) (see RCW 18.106.420). |

Commented [CAR(13): Adds new language that would require insurance and bonding companies to send insurance cancellations to L&I through EBIPS.

(2) Cancellation notices must contain the following information:

- (a) The name of the plumbing contractor exactly as it appears in the plumbing contractor's licensing file;
 - (b) The plumbing contractor's license number;
 - (c) The plumbing contractor's business address;
 - (d) The names of the owners, partners, or officers of the plumbing contractor;
 - (e) The bond or insurance policy number; and
 - (f) The effective date of the bond or insurance policy.
- (3) The cancellation of a surety bond or insurance policy shall be considered effective immediately after the department receives a cancellation notice unless a later specific date is provided.

[Statutory Authority: 2020 c 153. WSR 21-13-041, § 296-400A-016, filed 6/10/21, effective 7/1/21.]