



# CONTRACTOR COMPLIANCE CHECK LIST

## SECRETARY OF STATE

Contractors working on any project where the cost, value, or price per job or contract exceeds \$4,000.00 must hold a North Dakota Contractors License. To process a contractor's license, the following need to be completed and submitted to the Secretary of State's office. Please allow adequate time for processing as the requirements arrive from several agencies.

1. Register the business entity with the Secretary of State.
2. Complete and submit a Contractor's Application.
3. Provide a copy of a certificate of insurance indicating liability coverage as proof that the applicant has secured liability insurance.
4. Provide a statement from Workforce Safety & Insurance that the contractor has secured workers' compensation coverage.
5. Pay the appropriate filing fee.
6. In addition to a contractor's license, you may need to obtain other licenses or permits as required by law.
  - For example, licenses issued by the State Electrical Board, State Plumbing Board, an Asbestos Abatement License issued by the North Dakota Department of Health, or a Transient Merchant License issued by the Attorney General.



### Licensing Unit

600 E Boulevard Ave, Dept 108  
Bismarck, ND 58505-0500

[sos.nd.gov/business/contractors](http://sos.nd.gov/business/contractors)  
Email: [sosadlic@nd.gov](mailto:sosadlic@nd.gov)

701.328.3665  
800.352.0867 ext. 328.3665  
TTY: 800.366.6888  
Fax: 701.328.1690

## NEW BUSINESS REGISTRATION WEBSITE

To learn more about doing business in North Dakota, to access the necessary forms, or to find links to various agencies, visit the New Business Registration website: [www.nd.gov/businessreg](http://www.nd.gov/businessreg)

## WORKFORCE SAFETY & INSURANCE

North Dakota law, with limited exceptions, requires all employers to secure workers' compensation insurance to cover their full-time, part-time, seasonal, or occasional employees prior to hiring.

1. To be insured, complete and submit application for workers' compensation insurance. Apply online at [www.workforcesafety.com](http://www.workforcesafety.com).
2. Upon receipt of payment, a Certificate of Premium Payment will be issued as proof of workers' compensation insurance coverage. Post certificate at place of business.



### Main Office- Bismarck

1600 E Century Ave, Suite 1  
Bismarck, ND 58503-0644

[www.WorkforceSafety.com](http://www.WorkforceSafety.com)  
Email: [ndwsi@nd.gov](mailto:ndwsi@nd.gov)

701.328.3800  
800.777.5033  
Fax: 701.328.3750

## JOB SERVICE NORTH DAKOTA

State law requires employers to provide unemployment insurance coverage for their workers if they meet certain criteria.

1. To determine if unemployment insurance coverage is required, complete and file a Report to Determine Liability within 20 days after first employing workers.
2. If unemployment insurance coverage is required, the submittal of quarterly Employer's Contribution and Wage Reports is required.
3. Contractors working on any project with an estimated construction cost of at least \$50 million will fall under unemployment insurance bonding requirements. Information relating to these bonding requirements can be found at [www.jobsnd.com/unemployment-business/comply-construction-project-risk-protection](http://www.jobsnd.com/unemployment-business/comply-construction-project-risk-protection)
4. Forms and instructions can be found online at: [www.jobsnd.com/unemployment-business/forms](http://www.jobsnd.com/unemployment-business/forms)



### Bismarck Office

1000 E Divide Ave  
PO Box 5507  
Bismarck, ND 58506-5507

[www.jobsnd.com](http://www.jobsnd.com)  
Email: [jsuits@nd.gov](mailto:jsuits@nd.gov)  
701.328.2814  
Fax: 701.328.1882

## OFFICE OF ATTORNEY GENERAL

The State of North Dakota requires those who conduct temporary business within this state to obtain a Transient Merchant's License from the Attorney General's Office.

1. Complete and submit the appropriate application form – Individual Application or Corporation, LLC, Etc Application.
2. Pay license fee of \$200.
3. Present photocopy of North Dakota Sales Tax Permit, if needed.
4. Present list of all employees doing business in North Dakota including name, home address and telephone number, and a signed photograph.
5. Be properly registered with the North Dakota Secretary of State's Office.
6. Obtain a surety bond in the amount set by the Office of Attorney General and provide information on transient merchant bond form.
7. Licensing information is available online at: [www.ag.nd.gov/Licensing/Licensing.htm](http://www.ag.nd.gov/Licensing/Licensing.htm)



### Licensing Division

600 E Boulevard Ave, Dept 125  
Bismarck, ND 58505-0040

[www.ag.nd.gov](http://www.ag.nd.gov)  
Select "Licensing"

701.328.2329

## OFFICE OF STATE TAX COMMISSIONER

1. An employer is required to withhold North Dakota income tax from wages paid to an employee if the employee performs services within North Dakota and the wages are subject to income tax withholding.
  - Complete and submit an Application to Register for Income Tax Withholding and Sales and Use Tax Permit from the Office of State Tax Commissioner.
  - The same application may be used to register for a sales and use tax permit if you also need the permit.
2. Any retail business that sells taxable goods or services and contractors that have a use tax liability are required to register for a sales tax permit and file sales and use tax returns with the Tax Commissioner's Office. This includes:
  - Contractors that install or consume property in North Dakota and other businesses including retail and service businesses that bring property into North Dakota for their own use may have a use tax liability.
  - Goods brought into North Dakota for storage, use, or consumption may be subject to North Dakota and applicable local use tax.



600 E Boulevard Ave, Dept 127  
Bismarck, ND 58505-0599

[www.nd.gov/tax](http://www.nd.gov/tax)  
Email: [taxregistration@nd.gov](mailto:taxregistration@nd.gov)

701.328.1241  
877.328.7088

## DEPARTMENT OF TRANSPORTATION

1. State law requires the issuance of temporary motor vehicle registrations for out of state vehicles operated by individuals gainfully employed in the state of North Dakota.
  - The temporary registration permits are issued for a six or twelve month period.
  - A temporary registration is required if the individual lives or temporarily stays here for the purpose of employment regardless of domicile.
  - Out of state vehicles requiring temporary registration include passenger cars, pickups, vans, motorcycles and trucks not registered in the International Registration Plan.
2. The registrations are available at Motor Vehicle Branch offices or online at [www.dot.nd.gov](http://www.dot.nd.gov).
3. For locations and hours of all Motor Vehicle branch offices, visit: [www.dot.nd.gov/public/licensing.htm](http://www.dot.nd.gov/public/licensing.htm)



### Motor Vehicle - Central Office

608 E Boulevard Ave  
Bismarck, ND 58505

[www.dot.nd.gov](http://www.dot.nd.gov)  
Email: [mv@nd.gov](mailto:mv@nd.gov)

701.328.2725