



**Secretary of State
Office of Professional Regulation**

**Residential Contractors
Application Instructions**

REGISTRATION:

1. Log in to your online account and select “**apply for license**”.
2. Complete the online application and pay the non-refundable application fee.
3. Within the application, indicate whether you are registering as an INDIVIDUAL or a BUSINESS.
 - **Individual registrations** are for residential contractors who are self-employed and do not have any employees.
 - **Business registrations** are for contractors who have employees working for them. Employees of a registered business do not need to register; they will be covered under the business registration.
4. Individuals and Businesses must provide documentation of **name registered with Corporations** and show **active status**. This is available from the Corporations Division at <https://bizfilings.vermont.gov/online/BusinessInquire/>
(Note that OPR will accept a screenshot or PDF version of your business screen uploaded as long as the document is readable)
 - a. Click the [link](#)
 - b. Enter your business name or Business ID. Click search
 - c. Select your business from the list. Ensure your status is active
 - d. Take a screenshot or print the page
 - e. Upload to your OPR application
5. Upload a copy of your Insurance Certificate. A minimum liability insurance coverage in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.
6. Attest to use of Written contract prior to receiving a deposit or commencing residential construction work if the estimated value of the labor and materials exceeds \$10,000.00.
7. If applicable, list other states where you are licensed.

NOTE: Any change of address or other contact information, by an applicant or licensee, must be forwarded to this office no later than thirty (30) days after change occurs.

