



CONSTRUCTION  
ENFORCEMENT

## Contact Information

### Office of Contractor Registration:

252 Chapman Road, Suite 210  
Newark, DE 19720

**Phone:** (302) 430-7739

**Email:** [Contract.Registry@delaware.gov](mailto:Contract.Registry@delaware.gov)

**Hours of Operation:** 8am to 4:30pm



## Other Locations

Blue Hen Corporate Center  
655 S. Bay Road, Suite 2H  
Dover, DE 19901

8 Georgetown Plaza, Suite 2  
Georgetown, DE 19947

The Division of Industrial Affairs supports your efforts to provide a fair and secure workplace. Together, we can ensure that your business not only meets legal requirements but also thrives through an empowered workforce.

# Contractor Registration Compliance

Your Guide to Contractor  
Registration in Delaware



DELAWARE DEPARTMENT OF LABOR

DIVISION OF  
**INDUSTRIAL  
AFFAIRS**



## Delaware's Contractor Registration Guide

### What You Need to Know

If you're a contractor in Delaware, you need a Contractor Registration Certificate to begin any construction or maintenance work. This includes a broad range of services such as building, landscaping, drilling, and setting up scaffolding.

It's crucial to register to ensure compliance with state labor and tax laws, especially for government projects. Delaware's One Stop portal can be used to check if contractors are registered and following the rules.

### Why This Matters

Working on public projects without registration may result in:

- Project delays
- Monetary penalties
- Disqualification from future projects in Delaware

### Easy Registration with Delaware One Stop

#### Register Now:

Getting your Contractor Registration Certificate is simple through the Delaware One Stop portal. This online system is your go-to for all business registration and licensing needs in Delaware.

#### Start Here:

Log in or create a new account at: [onestop.delaware.gov](https://onestop.delaware.gov)

#### Alternative Method:

Prefer paper? Application forms are also available online for download at the Office of Construction Enforcement's website:

[labor.delaware.gov/divisions/industrial-affairs/construction-industry/](https://labor.delaware.gov/divisions/industrial-affairs/construction-industry/)

## What You Will Need to Register

### Your Checklist:

- Your business information (address, phone number, etc.)
- Your FEIN (Federal Employer Identification Number) or ITIN (Individual Taxpayer Identification Number), or SSN (Social Security Number)
- Your Delaware Business License Number
- NAICS (North American Industry Classification System) codes of the services you provide
- List of any Labor Law violations in the last two (2) years
- Credit card, debit 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 (Copies of policies must be submitted)
- Unemployment Insurance Number
- An OSHA (Occupational Safety and Health Administration) compliant safety plan (or actively creating/obtaining)

## Understanding Your Registration Fees

### Initial Registration:

- **Public Work:** The initial and second annual registration fee is \$300 each.
- **Private Work:** The initial and second annual registration fee is \$200 each.
- **Both Public and Private Work:** The initial and second annual registration fee is \$500 each.
- **Bi Annual Registration Option:** After two consecutive years of compliance with no labor law violations:
  - **Public Work:** Can opt for a 2-year registration at \$500.
  - **Private Work:** Can opt for a 2-year registration at \$300.
  - **Both Public and Private Work:** Can opt for a 2-year registration at \$800.

**Note:** All fees are nonrefundable. Compliance with labor laws is crucial for eligibility for the 2-year registration option.



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