

**875—150.4 (91C) Application.** Each contractor shall file an application with the division for a registration number on forms provided by the division. The application shall contain the applicable information and documents specified in this rule.

**150.4(1) Name.** The name of the contractor.

**150.4(2) Place of business.** The complete mailing address of the principal place of business of the contractor.

**150.4(3) Telephone number.** The business telephone number of the contractor.

**150.4(4) Business classification.** The type of business entity of the contractor (i.e., corporation, partnership, sole proprietorship, trust, etc.).

**150.4(5) Ownership information.**

*a.* If the contractor is a corporation, the name, address, telephone number, and position of each officer of the corporation.

*b.* If the contractor is other than a corporation, the name, address, and telephone number of each owner.

**150.4(6) Workers' compensation coverage information.**

*a.* A certificate of insurance from the insurer showing proof of workers' compensation insurance, the effective dates of coverage, and listing the division of labor as a certificate holder;

*b.* Employer's release from the insurance requirements under workers' compensation law form provided to self-insured employers by the commissioner of insurance under Iowa Code section 87.11; or

*c.* A statement that the contractor is not required to carry workers' compensation coverage.

**150.4(7) Account number.** The employer account number or special contractor number issued by the unemployment insurance services division of the workforce development department prior to making application for a contractor's registration number.

**150.4(8) Business description.** A description of the business to include:

*a.* The employer's North American Industry Classification System (NAICS) code; or

*b.* The principal products and services provided.

**150.4(9) Fee exemption.** An exemption from fee may be requested if the contractor meets the requirements of and provides information specified in subrule 150.6(3).

**150.4(10) Social security number.** The contractor, if a natural person, shall include the contractor's social security number.

**150.4(11) Out-of-state contractor bond.** An out-of-state contractor shall:

*a.* File a surety bond in the amount of \$25,000 for a one-year period that is prepared using the bond form provided by the division, or

*b.* Provide a copy of a letter from the Iowa department of transportation stating that the contractor is prequalified to bid on projects for the department of transportation pursuant to Iowa Code section 314.1.