CONTRACTOR REGISTRATION
FEE EXEMPTION APPLICATION FORM

Iowa Division of Labor
1000 East Grand Avenue
Des Moines, IA 50319-0209
Phone: (515) 242-5871 or 1 (800) 562-4692
Fax: (515) 281-7995
Email: contractor.registration@iwd.iowa.gov

If **all** of the following statements are true for you, you qualify for an exemption from the **$50 yearly** contractor registration fee. If your business changes so that you no longer meet the exemption requirements, you must immediately forward the fee to the Division of Labor. If you qualify as fee exempt, sign below and have your signature on this form notarized. Attach an additional sheet for employee data, if necessary.

- **I am a self-employed contractor.**
- **I do not pay more than $2,000 per year for all employees combined (do not include yourself in the calculation).**
- **I never perform construction work with or for other contractors working in the same phase of construction at a job site. The "same phase of construction" is defined as the same type of work, such as masonry, stonework, electrical work, concrete work, etc.**
- **If applicable, I have enclosed a list of all current employees and a list of all employees who have worked for me for the past 12 months, and the amount paid to each employee.**

_____

Contractor Signature (only if applying for fee exemption) Date

_____

Notary Signature (only if applying for fee exemption) Date

Please review for accuracy and return with the correct fee.

Remember: Changes in any of the information on this form must be promptly reported in writing to the Iowa Division of Labor.