

Contractor License & Registration Time and Cost Table



RegulatoryRoadmap
WASHINGTON STATE DEPARTMENT OF COMMERCE

Use the Time & Cost table to estimate costs before you dive in.

License/Registration/Insurance	Estimated Cost	Approval Time	✓
Washington Secretary of State			
Register your Business Structure	\$180-\$230	2-14 business days	
Washington Business Licensing Service (BLS)			
State Business License	\$19 base per filing	2-14 business days	
Trade Name	\$5 per name	2-14 business days	
Kennewick Business License	\$55	2-14 business days	
Kennewick Employee Fee	\$5 per FTE	2-14 business days	
Other Jurisdiction Business Licenses	Variable	Variable	
Federal Internal Revenue Service (IRS)			
IRS Employer Identification #	FREE	Same day online or up to 5 weeks by mail	
Your Insurance Agent			
Bond and Liability Insurance	Variable	Variable	
Washington State Labor & Industries (LNI)			
New or renewal registration	\$113.40 for two years	Same day in person or 2-4 weeks by mail	
Certificate of registration reinstatements	\$53.60	Upon request	
Duplicate certificate of registration	\$12.60	Upon request	
Request for Certified Letter	\$25.60	Upon request	
Notes			

City of Kennewick | www.go2kennewick.com/contractorsroadmap

These tools are provided for guidance purposes and should not be used as a substitute for codes and regulations. The user is responsible for compliance with all requirements, regardless of whether they are referred to or contained within these documents.