



**Department of Consumer and Regulatory Affairs
Occupational and Professional Licensing Administration
Contractor Licensing – All Trades**

What You Will Need To Apply:

- ✓ Proof of Registration/Certificate of Good Standing¹
- ✓ Local Representative Affidavit²
- ✓ Designated DC-licensed master tradesperson³
- ✓ Surety bonds for company and master. Bond forms are provided in the online application
- ✓ Debit or credit card to pay any associated fees

Trade	Bond Amount (Company)	Bond Amount (Master)	Bond & License Expiration Date
Electrical (Regular Voltage)	\$4000	\$2000	November 30 (Odd Year)
Electrical (Low Voltage)	\$2000	\$1000	November 30 (Odd Year)
Elevator	\$4000	Not Required	November 30 (Odd Year)
Plumbing/Gasfitting	\$5000	\$5000	March 31 (Even Year)
Refrigeration/Air Conditioning	\$5000	\$5000	September 30 (Even Year)

Ready to apply? Visit the *Board of Industrial Trades* website at:
<https://www.dcopla.com/trades>

NEW APPLICANTS - To begin your online application:

1. Under **Licensing Services**, click on the link to the online portal.
2. Select **Register** under **New Contractor Applicant** (Contractor/Company License).
3. Complete the registration process and follow the prompts to **create a new account**.

EXISTING LICENSEES – To access your online account:

1. Under **Licensing Services**, click on the link to the online portal.
2. Under **Login**, click **Forgot Your Password?**
3. Enter your **license number** as your User ID (include letters and numbers with nospaces).
4. **Check your e-mail inbox** for a link to reset your password (check your Spam/Junk folder).
5. Follow the prompts to **create a New Password**.
6. **Log In** to the system using your license number and new password.
7. Scroll down to your license type and begin.

If you encounter any issues with this process or have questions, please contact a customer service representative at **1-866-270-9817**.

¹ For more information to obtain this document, please contact the [Corporations Division](#) at 202-442-4400.

² A local representative (a DC resident) is required to accept legal notices on the company's behalf.

³ During the application process, you must select a DC licensed master and upload the Master's bond. Once you have selected your master, they will need to **confirm/accept their designation to your company by logging on to their personal account** at <https://trades.dcopla.com>. Your application cannot be completed without his/her confirmation.



Forms

BONDS

Bond expiration dates must coincide with license expiration dates. You must include a power of attorney form provided by your insurance company. Copies of bond forms are provided here and in the online application.

- Electrical (Low and High Voltage)
- Elevator
- Plumbing/Gasfitting
- Refrigeration and Air Conditioning

LOCAL REPRESENTATIVE AFFIDAVIT

You must choose a local representative with an address in the District of Columbia to accept legal notices. A copy of the affidavit is provided here and in the online application.

- Local Representative Affidavit



Bond Number _____

ELECTRICAL BOND
For Contractors or Designated Masters

(This form may be used for either Contractor or Designated Master bonds. However, a separate bond must be completed and submitted for each licensee in the appropriate amount required by each license type.)

Know all Men by These Presents

That we, _____

as principal and _____
as sureties, are held and firmly bound unto the District of Columbia and to any person who may be aggrieved by a violation by said principal of any law or regulation in force in the District of Columbia relating to the electrical business in the full and just sum of _____ thousand dollars (\$ _____) lawful money of the United States of America, for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors, administrators, successors, and assigns firmly by these presents.

Signed with our hands and sealed with our seals this _____ day of _____, in the year _____, the effective date of this bond to be _____, _____ (year).

Whereas, the above bound _____ desires to engage in and practice the business of (check only one):

- a master electrician/master electrician specialist, or
- electrical contractor

in the District of Columbia, pursuant to the requirements of the Act of Congress approved December 20, 1944, 58 Stat. 819, and the electrical bonding and licensing regulations of the District of Columbia (Title 17 DCMR chapter 2) adopted by the Mayor of the District of Columbia in accordance with the laws of the District of Columbia relating to the electrical business.

Now, therefore, the conditions of the above obligations are such that if the said _____

shall well and truly observe and strictly and faithfully comply with the electrical bonding and licensing regulations of the District, including any amendments which may be hereafter made, and with all rules, regulations, and orders of the Mayor of the District, and all laws of the District relating to electrical work placed in, upon, or leading to or from any building or structure in the District, and shall save and keep harmless the District of Columbia and any person who may be aggrieved by the violation of the laws or regulations in force in the District of Columbia applicable to the performance of work aforesaid by the principal hereto from the consequence of any and all acts done by the said _____ in the execution and practice of his or her aforesaid business, then this obligation to be void; otherwise to remain in full force and effect through November 30, _____ (ODD year).

Signed and sealed in the presence of :
(Two Witnesses)

Licensee

Company Official
signatures to be
completed for
contractor bonds.

By: _____
President

Attest: _____
Secretary

By: _____
Attorney-in-Fact [Seal]

IMPORTANT NOTICE: Erasures, corrections, and alterations must be sealed and initialed by Attorney-in-Fact.

APPROVED: _____
Bond Examiner
Occupational and Professional Licensing Administration



Bond Number _____

ELEVATOR TRADES CONTRACTOR BOND

Know all Men by These Presents

That _____

as sureties, are held and firmly bound unto the District of Columbia and to any person who may be aggrieved by a violation by said principal of any law or regulation in force in the District of Columbia relating to the elevator maintenance business in the full and just sum of four thousand dollars (\$4,000.00) lawful money of the United States of America, for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors, administrators, successors, and assigns firmly by these presents.

Signed with our hands and sealed with our seals this day of _____, in the year _____, the effective date of this bond to be _____, _____ (year).

Whereas, the above bound _____ desires to engage in and practice the business of (check only one):

an elevator contractor

in the District of Columbia; and

Whereas, the "Elevator Maintenance Standards and Licensing Emergency Act of 2009", D.C. Law 18 -111, effective March 3, 2009, and the ****elevator**** Regulations of the District of Columbia adopted by the Board of Industrial Trades of the said District of Columbia in accordance with the laws of the District of Columbia relating to the ****elevator**** business require the execution and filing of a bond to indemnify the District of Columbia and any person aggrieved by the violation of any law or regulation in force in the District of Columbia relating to such business.

Now, therefore, the conditions of the above obligations are such that if the said shall well and truly observe and strictly and faithfully comply with the elevator bonding and licensing regulations of the District, including any amendments which may be hereafter made, and with all rules, regulations, and orders of the Mayor of the District, and all laws of the District relating to elevator maintenance work placed in, upon, or leading to or from any building or structure in the District, and shall save and keep harmless the District of Columbia and any person who may be aggrieved by the violation of the laws or regulations in force in the District of Columbia applicable to the performance of work aforesaid by the principal hereto from the consequence of any and all acts done by the said _____ in the execution and practice of his or her aforesaid business as an elevator contractor or designated master mechanic, then this obligation to be void; otherwise to remain in full force and effect through November 30, _____. (ODD year).

Signed and sealed in the presence of :
(Two Witnesses)

Licensee

Company
Official
signatures to be
completed for
contractor bonds.

By: _____
President

Attest: _____
Secretary

By: _____
Attorney-in-Fact [Seal]

IMPORTANT NOTICE: Erasures, corrections, and alterations must be sealed and initialed by Attorney-in-Fact.

APPROVED: _____
Bond Examiner
Occupational and Professional Licensing Administration



Bond Number _____

PLUMBING AND GAS FITTING BOND
For Contractors or Designated Masters

(This form may be used for either Contractor or Designated Master bonds. However, a separate bond must be completed and submitted for each licensee in the appropriate amount required by each license type.)

Know all Men by These Presents

That we, _____

as principal and _____
as sureties, are held and firmly bound unto the District of Columbia and to any person who may be aggrieved by a violation by said principal of any law or regulation in force in the District of Columbia relating to the plumbing and gas fitting business in the full and just sum of five thousand dollars (\$5,000.00) lawful money of the United States of America, for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors, administrators, successors, and assigns firmly by these presents.

Signed with our hands and sealed with our seals this _____ day of _____, in the year _____, the effective date of this bond to be _____, _____ (year).

Whereas, the above bound _____ desires to engage in and practice the business of (check only one):

- a designated master plumber/gas fitter, or plumbing/gas fitting contractor

in the District of Columbia; and

Whereas, the Act of Congress approved December 20, 1944, 58 Stat. 819, and the Plumbing and Gas Fitting Regulations of the District of Columbia adopted by the Commissioners of the said District of Columbia in accordance with the laws of the District of Columbia relating to the plumbing and gas fitting business require the execution and filing of a bond to indemnify the District of Columbia and any person aggrieved by the violation of any law or regulation in force in the District of Columbia relating to such business.

Now, therefore, the conditions of the above obligations are such that if the said _____

shall well and truly observe and strictly and faithfully comply with the plumbing bonding and licensing regulations of the District, including any amendments which may be hereafter made, and with all rules, regulations, and orders of the Mayor of the District, and all laws of the District relating to plumbing and gas fitting work placed in, upon, or leading to or from any building or structure in the District, and shall save and keep harmless the District of Columbia and any person who may be aggrieved by the violation of the laws or regulations in force in the District of Columbia applicable to the performance of work aforesaid by the principal hereto from the consequence of any and all acts done by the said _____ in the execution and practice of his or her aforesaid business, then this obligation to be void; otherwise to remain in full force and effect through March 31, _____ (EVEN year).

Signed and sealed in the presence of :
(Two Witnesses)

Licensee

Company Official signatures to be completed for contractor bonds.	By: _____	President
	Attest: _____	Secretary

By: _____ [Seal]
Attorney-in-Fact

IMPORTANT NOTICE: Erasures, corrections, and alterations must be sealed and initialed by Attorney-in-Fact.

APPROVED: _____



Bond Number _____

REFRIGERATION AND AIR CONDITIONING BOND
For Contractors or Designated Masters

(This form may be used for either Contractor or Designated Master bonds. However, a separate bond must be completed and submitted for each licensee in the appropriate amount required by each license type.)

Know all Men by These Presents

That we, _____

as principal and _____
as sureties, are held and firmly bound unto the District of Columbia and to any person who may be aggrieved by a violation by said principal of any law or regulation in force in the District of Columbia relating to the refrigeration and air conditioning business in the full and just sum of five thousand dollars (\$5,000.00) lawful money of the United States of America, for which payment, well and truly to be made, we bind ourselves, jointly and severally, our joint and several heirs, executors, administrators, successors, and assigns firmly by these presents.

Signed with our hands and sealed with our seals this _____ day of _____, in the year _____, the effective date of this bond to be _____, _____ (year).

Whereas, the above bound _____
desires to engage in and practice the business of (check only one):

a refrigeration and air conditioning designated master, or a refrigeration and air conditioning contractor
in the District of Columbia; and

Whereas, the Act of Congress approved December 20, 1944, 58 Stat. 819, and the Refrigeration and Air Conditioning Regulations of the District of Columbia adopted by the Commissioners of the said District of Columbia in accordance with the laws of the District of Columbia relating to the refrigeration and air conditioning business require the execution and filing of a bond to indemnify the District of Columbia and any person aggrieved by the violation of any law or regulation in force in the District of Columbia relating to such business.

Now, therefore, the conditions of the above obligations are such that if the said _____

shall well and truly observe and strictly and faithfully comply with the refrigeration/air conditioning bonding and licensing regulations of the District, including any amendments which may be hereafter made, and with all rules, regulations, and orders of the Mayor of the District, and all laws of the District relating to refrigeration and air conditioning work placed in, upon, or leading to or from any building or structure in the District, and shall save and keep harmless the District of Columbia and any person who may be aggrieved by the violation of the laws or regulations in force in the District of Columbia applicable to the performance of work aforesaid by the principal hereto from the consequence of any and all acts done by the said _____ in the execution and practice of his or her aforesaid business as a refrigeration and air conditioning contractor, then this obligation to be void; otherwise to remain in full force and effect through September 30, _____ (EVEN year).

Signed and sealed in the presence of :
(Two Witnesses)

Licensee

Company Official
signatures to be
completed for
contractor bonds.

By: _____
President

Attest: _____
Secretary

By: _____
Attorney-in-Fact [Seal]

IMPORTANT NOTICE: Erasures, corrections, and alterations must be sealed and initialed by Attorney-in-Fact.

APPROVED: _____
Bond Examiner
Occupational and Professional Licensing Administration



GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF INDUSTRIAL TRADES
LOCAL REPRESENTATIVE AFFIDAVIT

Name of Firm (Contractor)

Social Security or FEIN Number

I _____

Local Representative Name _____

Address _____

Telephone Number _____

a resident of the District of Columbia, do hereby agree to be the local representative for the above contractor, and to accept and deliver notices, summons, or other legal notices for said contractor.

Additionally, I agree to notify the contractor within five business days of any change in my address or change in the terms of my agreement to act as an agent.

Please note: Contractors are required to upload a new Local Representative Affidavit form with the representative's *new* District address.

Signature of Local Representative

Signature of Contractor Owner, Partner, or Officer

Printed Name

Title

The above named person(s) appeared before me this day and certified that the above information is correct and accurate, and that the above are their true signatures.

Subscribed and (affirmed) sworn to before me this _____ day of _____
Month, Year

(Notary Seal)

Notary Public