



Contractor Registration Fee Exemption Form

Mail Form to: DIAL
Contractor Registration
6200 Park Ave, Suite 100
Des Moines, IA 50321
Questions? Contact: 515-242-5871
Contractor.registration@dia.iowa.gov

Business Name: _____

Contractor Name: _____

Current Contractor Registration # (if applicable): _____

In accordance with Iowa Code 91C.1(2) I attest that I am a sole proprietor or single member LLC (proof is attached) and meet the following requirements to be fee exempt:

- I do not pay more than \$2,000.00 per year to employ other people in the business of construction.
- I never perform construction work with or for other contractors working in the “same phase of construction.” The “same phase of construction” is defined as the same type of work, such as masonry, carpentry, electrical work, etc.

I am aware that if my business changes and I no longer meet the fee exemption requirements, I must immediately forward the fee to the Iowa Building and Construction Division.

Please have a notary public ready to witness when signing this fee exemption form. Attach this form to your application and forward to the Iowa Building and Construction Division.

To be filled out only by a notary public

STATE OF _____, COUNTY OF, _____

Signed and sworn to (or affirmed) before me on this _____ day of _____, 20____.

By _____
(Printed Contractor’s Name)

Affix Stamp Here

NOTARY PUBLIC in and for the state of _____

My commission expires _____

By signing below, I certify all information is true and correct to the best of my knowledge. Supplying false information may result in a \$500.00 civil penalty and criminal prosecution.

Contractor’s Signature Date

A new fee exemption form is required yearly along with renewing your contractor registration.