

THE MASSACHUSETTS OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION (OCABR) IS PROVIDING THIS CHECKLIST FOR HOME IMPROVEMENT CONTRACTORS WHO NOT ONLY NEED A HIC REGISTRATION THROUGH OCABR, BUT MAY ALSO BE REQUIRED BY OTHER AGENCIES TO HAVE CERTAIN CERTIFICATIONS AND TRAINING.

**HIC Registration Certificate:** regulates business practices of certain home improvement contractors. You can obtain a certificate from OCABR that is valid for two years.

**DBA Business Certificate:** required when conducting business in any fictitious name other than your real name that is not a corporation, sole proprietor, or partnership. You can obtain a DBA certificate from your local town/city hall that is valid for four years.

**Corporation or LLC Registration:** required when a business owner wants to form a separate legal business entity from owner(s). You can obtain this from the Massachusetts Secretary of State's Office.

**Federal Tax Identification Number (EIN):** required when a contractor has employees, or is a corporation or partnership. You can obtain an EIN from the Internal Revenue Service.

**Construction Supervisor License (CSL):** required for certain construction work that needs a building permit under the State Building Code. You can obtain a CSL from the Division of Occupational Licensure after receiving necessary training. A CSL is valid for two years.

**Workers Compensation Insurance:** required if you have employees and may be obtained in the commercial insurance marketplace.

**Liability and/or Property Damage Insurance:** recommended by OCABR as a way to protect both your business and clients.

**Dig Safe Clearance:** required when work includes digging to avoid damage to underground utility lines. This can be obtained from the Office of Energy and Environmental Affairs.

**Hazard Awareness Training:** helps recognize health and safety hazards. The Division of Labor Standards (DLS) offers free OSHA consultation services.

**Lead-Safe License:** required for renovation, repair, or remodeling to ensure lead-safe work. This license is valid for one year and can be obtained from DLS after undergoing the organization's required training.

**Asbestos License and Certification:** required if any entity or individual engages in asbestos abatement or containment. You can obtain this certification which is valid for one year from the Executive Office of Labor and Workforce Development or DLS after receiving the necessary training.

If you're operating in Massachusetts, visit the [Office of Housing and Economic Development](#) for information on doing business or starting a business in the Commonwealth. You may also visit the [Office of Consumer Affairs and Business Regulation's website](#) for additional resources.

