



Home Improvement Contractor (HIC) Registration

HIC Frequently Asked Questions

HIC Registration is the law.

How long does an HIC Registration last?

The Certificate of Registration expires after two years. The earliest you can submit a renewal request is 60 days prior to the expiration date. Although it is not recommended to wait, you have 30 days from the date that your registration expires to renew (Approved and Paid), otherwise you will have to reapply and may be placed on a non-registered contractor list sent out by OCABR to municipal building officials.

How much does HIC Registration cost?

There are two fees. There is a \$150 application fee and a Guaranty Fund fee based on the number of employees you have.

Cost

- Credit Card payments are accepted online for online submission (Highly Recommended).
- You will need **two** money orders or certified bank checks if mailing the application.
- Guaranty Fund Fee: Based on number of employees.

0-3	\$100
4-10	\$200
11-30	\$300
More than 30	\$500

What do I need to register?

1. Completed HIC registration application (Online Submissions Highly Recommended).
2. One payment if using a credit card online. Two separate payments if mailing.
3. Appropriate proof of business document (if applicable).

Documents Needed

Working as an individual	HIC application only
Working in a name other than your own	HIC application and Business Certificate (DBA)
Working as a Corporation, LLC, INC	HIC application and Proof of Corporate filing with Secretary of State
Partnership, LLP	Partnership Agreement, signed by all Partners clearly identifying the responsible person and proof of filing with the Secretary of State

Is there an exam for an HIC registration?

No exam is required.

Online Submission is highly recommended.



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When and how do I receive my certificate of registration?

The HIC Registration Certificate is now sent out as an email attachment. (Please check your Spam box). Also, you can log in to your online account and view or print your HIC Registration Certificate at your convenience.

Can my business register?

Yes. A corporation or partnership can apply for an HIC registration with a designated individual as the responsible party. Only the person named on the registration as the responsible person can pull permits. If you would like an employee to be able to pull permits, you can obtain a Supplemental card for him/her.

What is a Supplemental Card?

Supplemental cards are only issued to “employees of your company”. This allows for the supplemental cardholder to obtain permits. Supplemental Cards are \$10 per employee. The fee can be added to your application fee, but NOT the Guaranty Fund amount.

What if my company name changes or I add employees?

Failure to update the Office of Consumer Affairs and Business Regulation with any changes to the registered company information is a violation of the Home Improvement Contractor Law. **Please fill out a Change of Contact Information Form and email it to HICRegistration@mass.gov.**

What does the Office of Consumer Affairs do with regard to Home Improvement?

OCABR regulates the registration of contractors performing Home Improvement contracting work on 1-4-unit owner-occupied homes that are the primary residence. They also administer the HIC Arbitration program and the Guaranty Fund, and conduct enforcement through a Complaint Program.

Arbitration Program to arbitrate disputes between contractors and homeowners.

Enforcement accepts complaints from homeowners and conducts administrative enforcement hearings.

Guaranty Fund is a fund of last resort for homeowners that have obtained a court judgment against a contractor. Contractors are obligated to reimburse the Fund for the amount paid to the homeowner with any accrued interest. Failure to reimburse the Fund could result in the suspension, revocation or reprimand of the contractor’s registration as well as other penalties.

For any or more information about the HIC Programs, contact our Hotline at (617) 973-8787 or visit us at: Mass.Gov/HomeImprovement