

# Electrical Contractor Business Management Checklist

Staying Compliant and Confident as You Grow



As your company grows, managing the moving parts of your business gets more complex, from licensing renewals and CE tracking to payroll, safety, and HR requirements. This checklist was designed to help you simplify it all. Use it as your annual guide to confirm your business is compliant, your employees are properly covered, and your operations are running efficiently. It's a practical tool to give you confidence that your business is protected and positioned for growth.

## SECTION 1



**Licensing & Education Essentials:** Keep your credentials current and your workforce qualified.

- Renew your electrical contractor license** (every 2 years, February of even-numbered years).
- Verify your RLI** (Master of Record) holds an active Master license and 16 CE hours (12 NEC).
- Renew licenses** for Journeyworkers and REs (biennial for JW's, annual for REs).
- Track **apprentice hours** and supervision ratios; keep DLI forms ready for exam applications.
- Review CE hours** for all licensed and unlicensed staff; confirm courses are MN DLI-approved.
- Audit your team roster quarterly to confirm everyone's licensing is valid.



**Resource Tip:** Electrical Association CE Subscriptions can make tracking easier and cost-effective for your entire team.

## SECTION 2



**People, Payroll & HR Compliance:** Protect your employees and your business.

- Report all new hires within 20 days via the [MN New Hire Reporting Center](#)
- Maintain payroll compliance (withholdings, employer taxes, UI filings, W-2/1099 forms).
- File quarterly wage reports via the [MN UI Employer Portal](#)
- Review your workers' comp coverage annually (update when you add employees).
- Confirm unemployment insurance registration is active and in good standing.
- Post required labor law posters ([federal](#) + [MN](#)) in a visible area.
- Maintain employee files (license copies, CE certificates, I-9, W-4).
- Review employee handbook and safety policies at least annually.
- Provide required OSHA and safety training (PPE, lockout/tagout, jobsite hazards).



**Quick Win:** Schedule an annual HR & compliance check with your insurance agent or payroll provider to review coverage and filings together.

## SECTION 3



**Insurance, Bonding & Risk Management:** Stay protected as your operations expand.

- Renew your contractor bond (\$25,000) and insurance policies annually.
- Reassess insurance coverage if you've added new services, staff, or vehicles.
- Verify liability, workers' comp, and auto insurance limits meet DLI and client requirements.
- Maintain an up-to-date vehicle and equipment inventory for insurance purposes.
- Update your employees' driver list annually to control insurance risk and reduce exposure.
- Update your estimated payroll, workers comp premium is based on your projected payroll.
- Update your estimated annual sales, general liability is based on your gross sales.



**Tip:** Ask your insurance agent for a "certificate on demand" process (helpful when bidding jobs or providing proof to GCs and cities).



**Tip:** Accurate payroll and sales estimates help avoid large year-end audit adjustments. Many contractors accidentally under-report and end up owing thousands at audit time.

## SECTION 4



**Business Operations & Renewals:** Keep your business in good standing with the state and clients.

- Renew your MN Secretary of State business registration annually by Dec. 31.
- Renew or update any local contractor registrations (Minneapolis, St. Paul, Duluth, etc.).
- Maintain accurate business records (licenses, insurance, CE logs, contracts).
- Review and update contracts, proposals, and invoicing templates.
- Check accounting/bookkeeping system for accuracy and job-cost tracking.
- Reconcile business banking accounts monthly.



**Pro Tip:** Keep a “compliance binder” (digital or printed) with copies of all key renewals and certificates (saves hours during audits or renewals).

## SECTION 5

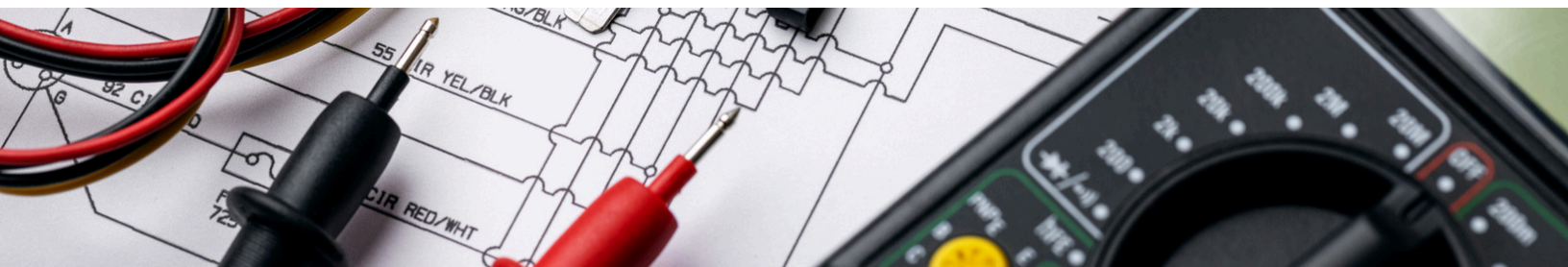


**Safety & Workforce Development:** Invest in safety, culture, and training.

- File OSHA Form 300A (Feb–Apr annually) and maintain incident records.
- Maintain and review your OSHA 300 Log annually (keep logs for 5 years)
- Conduct regular safety meetings and document attendance.  
Update safety manual annually; confirm OSHA compliance.
- Track required jobsite safety training for all staff (PPE, confined space, ladder safety, etc.).
- Document incidents and corrective actions.
- Develop an apprentice progression plan (hours, CE, exam prep).
- Encourage leadership and supervisory training for senior techs or foremen.



**Pro Tip:** Use EA’s Toolbox Talks or schedule a NFPA 70E training at your shop. Use EA’s Apprenticeship Program to upskill your team and stay inspection-ready.



## SECTION 6



**Annual Business Review & Growth:** Set aside time each year to assess, plan, and improve.

- Review commercial vehicles for current DOT inspection, updated registration and proper documentation
- Confirm employees operating a commercial vehicle have valid CDL licenses
- Review profitability, job costing, and project margins.
- Evaluate your staffing needs for the next 12 months.
- Update your marketing materials, website, and Google Business Profile.
- Check your employee benefits: 401(k), Health Insurance, PTO.
- Schedule annual meeting with your CPA/financial advisor.
- Review your business goals and KPIs for growth and retention.



**Quick Win:** Add these items to a recurring “Annual Business Checkup” in your calendar or Project Management Software.

## How confident are you that you didn't miss something?

- One missed renewal.
- One overlooked filing.
- One outdated policy.

*That's all it takes to create fines, delays, or liability issues.*



We help electrical contractors streamline compliance, centralize tracking, and build systems that protect and scale their business.



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