



## IMPORTANT NOTICE

Dear Applicant:

Enclosed is the application you requested from the Contractors State License Board (CSLB).

**Please be aware that nearly half of all applications submitted to CSLB are inaccurate or incomplete and must be returned to the applicant for correction or completion!**

**Please complete your application in its entirety to help ensure that your application is accepted for processing by CSLB.**

After an application has been accepted by CSLB as complete (also known as “posted”), the applicant will be sent instructions on the process for obtaining and submitting fingerprints, as required by law. (*Business and Professions Code sections 144 and 7069*)

An incomplete application can needlessly delay your license. Delays can last several weeks or even months and possibly result in the application being deemed abandoned and becoming void and the application fee being forfeited. (*Business and Professions Code sections 7074 and 7138 and Title 16, California Code of Regulations section 813*)

**Spending a few extra minutes now may save you weeks or months later!**

Before you submit your application, follow these simple directions.

- **Sign the form.**
- **Fill out all applicable information.**

**Carefully read the General Information and Instructions** that immediately precede the application package and follow the specific instructions that are contained throughout the application to help ensure that your application is complete and accurate.

**Please be aware that there are no schools or application preparation organizations that are affiliated with or agents of CSLB, although some may have company names that are confusingly similar to CSLB.** If you discover that an organization has misrepresented itself as being CSLB, you should submit a complaint to CSLB or the California Department of Consumer Affairs.



## APPLICATION FOR JOINT VENTURE CONTRACTOR LICENSE

### General Information and Instructions

Listed below is general information to assist you as you complete the attached application. Detailed instructions are provided on the application. For more information about the Contractors State License Board's (CSLB) joint venture license, please refer to Business and Professions Code (BPC) section 7029.

**Do not submit this General Information and Instructions section with your completed application** – the actual application begins immediately following this section on Application – Page 1 of 2. The terms “**qualifying individual**” and “**qualifier**” are used interchangeably.

#### **ABOUT JOINT VENTURE LICENSES**

- A joint venture license is issued to two or more licensed entities (individuals, partnerships, corporations, limited liability companies [LLC], or other joint ventures) whose licenses are **current, active, and in good standing** (i.e., not disciplined or otherwise restricted).
- A joint venture license may be issued in any or all of the classifications held by one or more of the entities.
- Each entity applying for the joint venture license:
  - Must provide the signatures of **all** qualifiers who are currently shown in CSLB records; and
  - Must **also** provide the signature of an owner, partner, officer, manager, or member if the qualifier is a responsible managing employee (RME).

**Before you submit your application, please review and be sure you have complied with the following:**

- **Enclose the full \$530 fee for licensure in a single classification (which includes the nonrefundable \$330 application fee and the \$200 initial license fee) with your completed application.** Be sure to also include additional fees for any additional classifications (\$75 per additional classification) as indicated on the application. CSLB cannot process your application without the appropriate fee made payable to the Registrar of Contractors. (*BPC sections 7137 and 7138*)
- **Your application may be returned to you if it is insufficient or incomplete.** You must provide any missing information, make corrections, and resubmit your completed application to CSLB within **90 days** after the date that it was returned to you or your application will be deemed abandoned and become void. You cannot reinstate an abandoned application – you must submit a new application and fee if you wish to pursue licensure. (*BPC section 7074 and Title 16, California Code of Regulations section 813*)
- **Complete the application legibly in black or dark blue ink, with a typewriter, or on CSLB's website using the easy-fill feature.** Forms completed in pencil will be returned to you.
- Please make sure that **all** authorized individuals **complete, sign, and date** Section 2 of the application. **All qualifying individuals for each entity must be listed on and sign the application.**

#### **SECTION 1 – NEW BUSINESS NAME AND ADDRESS**

##### **Business Name Styles (Box 1)**

In accordance with BPC section 7059.1, the business name for a contractor license must not be misleading in relation to the classification(s) issued to that license and must be compatible with the type of business entity licensed. An acceptable joint venture business name must include the **full business name of each** listed entity, **part of each** listed entity's business name, **or** be a completely fictitious business name.

##### **Classification(s) Requested (Box 2)**

Joint venture licenses may be issued in any classifications held by at least one of the entities. More than one classification may be requested on this application. For a complete description of the classifications, refer to the License Classifications link on the Applicants page of CSLB's website. **Be sure to include the additional \$75 for each additional classification on your application.**

##### **Business Addresses (Boxes 3 – 4)**

- You **must** provide an address of record (mailing address) for your business that will be made available to the public if you become licensed. This address will be published on CSLB's website and will also be used for service of all official correspondence, notices, and orders from CSLB, such as renewal notices. P.O. boxes and private mail boxes (PMB) are acceptable for the address of record.

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*Please detach this General Information and Instructions section before submitting the completed application to CSLB.*

## APPLICATION FOR JOINT VENTURE CONTRACTOR LICENSE

### General Information and Instructions *(continued)*

- You **must also** provide a business street address that will be used only for CSLB's internal administrative purposes – it will not be published on CSLB's website. P.O. boxes and PMBs are **not** acceptable for the business street address.
- You are also asked to provide business phone and business fax numbers and a business email address. The business phone number is published on CSLB's website – the other contacts are for CSLB internal purposes and for service of official correspondence.

#### **SECTION 2 – LICENSED ENTITIES**

- The full business name of each entity that will be part of the joint venture license must be included in Section 2 and **must match exactly how it appears on CSLB records**.
- **The contractor license of each entity listed on this application must be current, active, and in good standing before the joint venture license can be granted;** if it is not, this application will be returned to you for correction.
- **Full legal names and signatures** are required of **all** qualifying individual(s) for **each** entity as currently shown in CSLB records. If an individual does not have a middle name, write "None" or "NMN" in the space provided. If an individual has only an initial for their first or middle name, write "(Initial Only)" after the initial.
- **All applicants are required to provide their U.S. Social Security number (SSN) or individual taxpayer identification number (ITIN) if an individual does not have an SSN.** (See note on the following page regarding collection of SSNs and ITINs.)
- If the qualifier for one or more of the entities is an RME, the applicant must **also** provide the full legal name and signature of an owner, partner, officer, manager, or member of the entity. If the manager or member of an LLC entity is a corporation or another LLC, as opposed to an individual person, you must complete Section 2 with the company's information, omitting the SSN/ITIN field that does not apply. In such cases, a responsible signing party for that entity also needs to be identified. To do this, you must complete a portion of Section 2 using this individual person's personal information. Identify that person as the "Authorized Signer for \_\_\_\_\_" (inserting the name of the corporation or LLC on behalf of which the individual person will sign). This individual person will not be part of the official license personnel of record, but their information will be maintained by CSLB for signing purposes only.

#### **SECTION 3 – REQUIRED APPLICATION QUESTIONS**

##### **Military (Questions 9 and 10)**

CSLB approves expedited processing for current and former active duty military and their spouses or domestic partners under specific circumstances, as explained below.

##### **Expedited Processing for Military Personnel and Their Spouses or Domestic Partners**

CSLB is required to expedite the licensure process if **at least one entity of the joint venture** (as listed in Section 2 of the application) is an individual who holds an existing **sole ownership license** and who:

- was honorably discharged after having served as an active duty member of the Armed Forces of the United States; **OR**
- holds a current license in another state, district, or territory of the United States in the same contractor license classification for which they are applying **and** who is married to, or in a domestic partnership or other legal union with, a current active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders.

Please see the military questions (numbers 9 and 10) under Section 3 of the application. If you answer "Yes" to either of the questions and you would like to be considered for this expedited processing, please provide the documentation requested under the question, including evidence of your current military duty (copy of your military orders) or your previous military service (copy of your DD 214 – Certificate of Release or Discharge from Active Duty). (*BPC sections 114.5, 115.4, and 115.5*)

#### **MISCELLANEOUS INFORMATION**

- A contractor's bond or cash deposit in the amount of \$15,000 must be submitted with this application showing the exact business name given in Section 1 of this application. The original bond is required – copies are not acceptable.

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# APPLICATION FOR JOINT VENTURE CONTRACTOR LICENSE

## General Information and Instructions *(continued)*

- A Certificate of Workers' Compensation Insurance, Certificate of Self-Insurance, or Exemption from Workers' Compensation must be submitted with this application, showing the exact business name appearing in Section 1 of this application.
- The joint venture license will expire two (2) years from the last day of the month in which the license was issued. Each entity license comprising the joint venture must be current, active, and in good standing before the joint venture license can be renewed.
- The joint venture license will be automatically suspended during any period in which any entity comprising the joint venture does not hold a current and active license in good standing.

### **Resources on the Licensing Process**

CSLB has a variety of publications available to help you become a licensed contractor and to maintain your license. You can order free publications from or view documents on CSLB's website ([www.cslb.ca.gov](http://www.cslb.ca.gov)), by writing to CSLB at the address listed below, or by calling the 24-hour automated phone system at (800) 321-CSLB (2752). Please visit CSLB's website or call the toll-free phone number to find out how to order the current edition of the *California Contractors License Law & Reference Book* or other publications.

### **Application Processing – Follow Your Application Status Online**

When CSLB receives your application, an acknowledgement letter will be sent to you that explains how to check the status of your application online at [www.cslb.ca.gov](http://www.cslb.ca.gov) or by calling (800) 321-CSLB (2752) using the Application Fee Number and Personal Identification Number (PIN) provided in the acknowledgement letter. Please include your Application Fee Number in any correspondence. All correspondence should be sent to:

Contractors State License Board  
9821 Business Park Drive  
Sacramento, CA 95827-1703  
Mailing Address: P.O. Box 26000, Sacramento, CA 95826-0026

### **Construction Management Education Account**

A grant program was established in 1991 to provide funds for qualified public post-secondary schools that teach construction management. Applicants may voluntarily contribute to the account when paying the application fee or the license renewal fee. If you would like to make a voluntary contribution, please mark the box on the top portion of Page 1 of the application, write in the dollar amount in the space provided, and include that dollar amount in the total amount paid with your application, or submit a separate check or money order made payable to CSLB/Construction Management Education Account. (See *BPC sections 7139.2 and 7139.4.*)

### **Collection of Social Security Numbers and Individual Taxpayer Identification Numbers**

All information requested on the application is mandatory, including disclosure of U.S. Social Security numbers (SSN) and individual taxpayer identification numbers (ITIN). Collection of the SSN and ITIN is authorized by BPC sections 30, 31, and 7145.5. SSNs and ITINs are used exclusively for the purpose of tax enforcement, compliance with any judgment or order for family support in accordance with Family Code section 17520, measurement of employment outcomes of students who participate in career technical education programs offered by the California Community Colleges as required by BPC section 30, and investigation of tax evasion and violations of cash-pay reporting laws as set forth in Section 329 of the Unemployment Insurance Code. If you fail to disclose your SSN or ITIN, your application will not be processed and you will be reported to the Franchise Tax Board; they may assess a \$100 penalty against you.

### **Collection of Personal Information**

CSLB collects the personal information requested on the following form as authorized by BPC sections 30, 31, 114.5, 115.5, 141, 7029, 7029.1, and 7145.5 and T16 CCR section 816. CSLB uses this information to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation. Submission of the requested information is mandatory. CSLB cannot consider your application for licensure unless you provide all of the requested information. You may review the records maintained by CSLB that contain your personal information, unless the records are identified as confidential information and exempted from disclosure by the Information Practices Act, including Civil Code section 1798.40. CSLB makes every effort to protect the personal information you provide us; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act; to another government agency as required by state or federal law or as provided in Civil Code section 1798.24; or in response to a court or administrative order, a subpoena, or a search warrant. The Custodian of Records is responsible for maintaining the information on this form and may be contacted at the address and telephone number listed in the letterhead at the top of this General Information and Instructions portion for questions about this notice or access to records.

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**CONTRACTORS STATE LICENSE BOARD**

9821 Business Park Drive, Sacramento, CA 95827  
Mailing Address: P.O. Box 26000, Sacramento, CA 95826  
800-321-CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

STATE OF CALIFORNIA  
Governor Edmund G. Brown Jr.

FOR CSLB USE ONLY

**Application for Joint Venture License**

**Application Fees**

- Single classification.....\$330
- Each additional classification.....\$75
- Initial license fee.....\$200
- Total fees required for original license...\$530**

The application fee of \$330 is not refundable once the application has been submitted.

Attach a money order or a personal, business, certified, or cashier's check made payable to the Registrar of Contractors. Do not send cash.

If there are more than three (3) entities in this joint venture or if an entity on this application has more than two (2) qualifiers, please make a copy of this page after completing Section 1 and then complete additional Section 2 portion(s) as necessary.

- Voluntary contribution to Construction Management Education Account ..... \$ \_\_\_\_\_

There is a \$10 service charge for each dishonored check.

Please type or print neatly and legibly in black or dark blue ink.

**SECTION 1 – NEW BUSINESS NAME AND ADDRESS**

1. FULL NAME OF NEW BUSINESS		2. CLASSIFICATION(S) REQUESTED	
3a. BUSINESS MAILING ADDRESS Number/Street or P.O. Box		City	State ZIP Code
3b. BUSINESS STREET ADDRESS Number/Street Only – <b>NO</b> P.O. Boxes or PMBs		City	State ZIP Code
4. BUSINESS PHONE NUMBER ( ) ( )	BUSINESS FAX NUMBER ( ) ( )	BUSINESS EMAIL ADDRESS	

**SECTION 2 – LICENSED ENTITIES**

5. We, the licensees listed below, certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that we have reviewed the entire contents of this application. In signing and submitting this application, we also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to Business and Professions Code (BPC) section 7145.5. **DATE:** \_\_\_\_\_

<b>ENTITY 1</b> FULL NAME OF BUSINESS AS IT APPEARS IN THE RECORDS OF CSLB		CSLB LICENSE NUMBER
PRINT QUALIFIER'S FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
PRINT QUALIFIER'S FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
PRINT OWNER, PARTNER, OFFICER, MANAGER, OR MEMBER FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
<b>ENTITY 2</b> FULL NAME OF BUSINESS AS IT APPEARS IN THE RECORDS OF CSLB		CSLB LICENSE NUMBER
PRINT QUALIFIER'S FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
PRINT QUALIFIER'S FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
PRINT OWNER, PARTNER, OFFICER, MANAGER, OR MEMBER FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
<b>ENTITY 3</b> FULL NAME OF BUSINESS AS IT APPEARS IN THE RECORDS OF CSLB		CSLB LICENSE NUMBER
PRINT QUALIFIER'S FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
PRINT QUALIFIER'S FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN
PRINT OWNER, PARTNER, OFFICER, MANAGER, OR MEMBER FULL NAME	<b>SIGNATURE</b>	SOCIAL SECURITY NUMBER / ITIN



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Applicant's Business Name (as listed in Section 1 of this application): \_\_\_\_\_

### **SECTION 3 – REQUIRED APPLICATION QUESTIONS**

**Applicants must answer the following questions.** Question 10 pertains only when at least one entity of the joint venture applicant is an individual who holds an existing sole ownership business entity licenses. Please refer to Page 2 of the General Information and Instructions for more information. If you checked "Yes" in response to any question, the person involved must attach the requested documentation.

**6. To the best of your knowledge, is anyone listed on this application (or any company the person is or was a part of) named in or responsible for any unsatisfied final judgments, liens, and/or claims against any bond or cash deposit pertaining to a construction project?**  Yes  No

If you checked "Yes" for this question, you are required to attach a statement identifying all judgments (pending or on record), liens, past due unpaid bills, claims, or suits and a detailed explanation of the situation. Include the names and addresses of the parties involved. If the obligation was or is being discharged in bankruptcy, attach a copy of the bankruptcy filing and a copy of the creditors list.

**7. To the best of your knowledge, has anyone on this application (or any company the person is or was a part of) ever received a citation from CSLB or had a contractor license or other professional or vocational license or registration denied, suspended, revoked, or otherwise disciplined by this state or elsewhere (i.e., other U.S. state, U.S. territory, agency of the federal government, or other country)?**  Yes  No

For the purposes of responding to this question, "disciplined" is an administrative action that resulted in a restriction or penalty being placed on any license you have or have possessed, such as a revocation, suspension, probation, or reprimand.

(Check "No" if the license or registration was suspended due to lack of a bond, workers' compensation or other required insurance, a qualifier, or family support.)

If you checked "Yes" for this question, you are required to attach a statement detailing the events leading to this action.

**8. To the best of your knowledge, has anyone on this application failed to resolve any outstanding final liabilities, which include taxes, additions to tax, penalties, interest, and any fees that may be assessed by CSLB, the Department of Industrial Relations, the Employment Development Department, the Franchise Tax Board, or the State Board of Equalization (BOE)?**  Yes  No

If you checked "Yes" for this question, you are required to attach a statement regarding the outstanding liabilities. In relation to BOE liabilities, you must indicate if you have entered into an installment payment agreement for that liability with the BOE and provide verification that you are in compliance with the terms of that agreement, if applicable.

**9. Are you serving in, or have you previously served in, the United States military?**  Yes  No

If you checked "Yes" for this question, please provide the following documentation:

- Evidence of your current military duty (copy of your military orders) or your previous military service (copy of your DD 214 – Certificate of Release or Discharge from Active Duty).

**10. (This question must be answered only if at least one entity of the joint venture is an individual who holds an existing sole ownership license.) Are you married to, or in a domestic partnership or other legal union with, an active duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active duty military orders AND do you hold a current license in another state, district, or territory of the United States as a contractor in the same classification for which you are seeking licensure?**  Yes  No

If you checked "Yes" for this question, please provide the following documentation to be considered for expedited processing:

- Evidence of your legal union and your spouse's or partner's military duty. For example, attach a copy of the marriage certificate or certified declaration/registration of domestic partnership filed with the Secretary of State AND military orders establishing a duty station in California. For other forms of "legal union" not recognized by California, you may submit other documentary evidence of legal union issued by the state that recognizes your legal union for consideration by CSLB in meeting this requirement; AND
- Copy of your current license from the other state, district, or territory of the United States documenting a contractor license, registration, permit, or certificate in the same classification for which you are seeking licensure.

### **STATE TAX AND OTHER OBLIGATIONS NOTICE**

The State Board of Equalization and Franchise Tax Board may share taxpayer information with CSLB. You are obligated to pay your state tax obligation. CSLB may suspend or refuse to issue, reactivate, reinstate, or renew a license if your state tax obligation, child support obligation, or any outstanding final liability to CSLB, the Department of Industrial Relations, or the Employment Development Department is not paid. (BPC sections 30, 31, and 7145.5)

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