



## CONTRACTORS STATE LICENSE BOARD

9821 Business Park Drive, Sacramento, CA 95827  
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800-321-CSLB (2752)  
[www.cslb.ca.gov](http://www.cslb.ca.gov)

STATE OF CALIFORNIA  
Arnold Schwarzenegger, Governor



February 1, 2010

Open Letter to all C-20 Contractors,

Pursuant to the California Mechanical Code (CMC), a building permit is required for Heating, Ventilation, and Air-Conditioning (HVAC) installations and modifications including, but not limited to, the following:

- **New HVAC installation;**
- **HVAC change out / remodel / replacement including the air-handler, coil, furnace or condenser;**
- **Relocation of an existing HVAC unit;**
- **Removal of an HVAC unit or system;**
- **Adding ducting**

The failure to obtain a permit is a violation of California law and exposes the homeowner to additional costs and liability. If a contractor fails to obtain a permit or performs contracting work on a project requiring a permit, the contractor is in violation of the law and will be disciplined by the Contractors State License Board (CSLB), pursuant to sections 7110 and 7090 of the Business and Professions Code.

At its quarterly meeting on June 11, 2009, the CSLB voted unanimously to place a high priority on enforcing building permit requirements. Building permits are necessary to ensure that construction is performed according to state and local codes and safety standards. As a result, CSLB issued an Industry Bulletin on November 30, 2009 alerting the industry that CSLB will accelerate building permit enforcement efforts beginning in January 2010. View the bulletin at:

<http://www.cslb.ca.gov/GeneralInformation/Newsroom/IndustryBulletins/IndustryBulletins2009/IndustryBulletin20091130.asp>.

Contractors who violate these laws are subject to disciplinary action by CSLB, including assessment of civil penalties of up to \$5,000 per citation and / or suspension or revocation of their license.

In addition, CSLB is part of the Performance Alliance, which is committed to reducing energy used by heating, ventilation and air conditioning systems, and is responsible for assuring compliance with the new amendments to Title 24 effective January 1, 2010, requiring enhanced duct sealing and refrigeration and airflow rates.

Please be advised that CSLB is now implementing its enforcement plan to ensure compliance with the new Title 24 requirements. For additional information / training opportunities, please refer to the following organizations:

**The Institute of Heating & Air  
Conditioning Industries, Inc. (IHACI)**  
454 W. Broadway  
Glendale, CA 91204  
1-818-551-1555  
[www.ihaci.org](http://www.ihaci.org)

**California Energy Commission**  
1516 Ninth Street  
Sacramento, CA 95814  
(916) 654-4287  
[www.energy.ca.gov/title24/training](http://www.energy.ca.gov/title24/training)