

**CONTRACTORS STATE LICENSE BOARD**

California Department of Consumer Affairs



**BUILDING OFFICIAL  
INFORMATION GUIDE**





## Members of the Contractors State License Board

Lisa Miller-Strunk, Contractor Member, Chair

Robert Lamb, Public Member, Vice Chair

Paul Schifino, Contractor Member, Secretary

Edward "Eddie" Barnes, Public Member

Robert Brown, Public Member

Joan Hancock, Contractor Member

Pastor Herrera Jr., Public Member

Matthew Kelly, Public Member

Louise Kirkbride, Public Member

Ed Lang, Public Member

James Miller, Public Member

Cynthia Mitchell, Contractor Member

Bruce Rust, Public Member

Mark A. Thurman, Contractor Member

Ruben Zuniga, Public Member



Edmund G. Brown Jr.  
Governor

Brian Stiger  
Acting Director, Department of Consumer Affairs

Stephen P. Sands  
Registrar, Contractors State License Board

---

*NOTE: This booklet contains legal guidelines for "home improvement" and "service and repair" contracts. It does not contain definitive statements of the law or a precise copy of a legal contract. If you have questions about the application of the law for specific situations, you should contact an attorney who is familiar with the construction industry. This booklet reflects California law as of January 1, 2009.*



## **DEAR BUILDING OFFICIAL,**

The Contractors State License Board (CSLB) values its relationship with building departments throughout California. As part of our effort to help you and your staff better understand the state's construction regulatory system, we've created this information guide of the more common topics you may need to address on a daily basis.

The guide is designed in a question-and-answer format. The answers come directly from Contractors License Law, which is in California Business & Professions (B&P) Code Sections 7000-7199. You'll note that the questions are broken down by topic and license classification to help you quickly find the information you'll need.

The information is current as of January 1, 2009. To learn more about CSLB resources or to order CSLB publications for your front counter, please visit [www.cslb.ca.gov](http://www.cslb.ca.gov) and click on "Building Officials."

Sincerely,

CONTRACTORS STATE LICENSE BOARD





# CSLB BACKGROUND AND INFORMATION

---

The Contractors State License Board (CSLB) was established in 1929 as the Contractors License Bureau under the Department of Professional and Vocational Standards. Today, CSLB is part of the Department of Consumer Affairs.

A 15-member board appoints CSLB's executive officer, or Registrar of Contractors, and directs administrative policy for the agency's operations. This appointed board includes nine public members (eight non-contractors and one local building official), five contractors, and one labor representative. The Governor makes eleven appointments and four are made by the Legislature. The Board holds regularly scheduled public meetings throughout the state. These meetings provide the public with an opportunity to testify on agenda items and other issues.

CSLB licenses and regulates contractors in 43 license classifications that comprise the construction industry. There are about 315,000 contractor licenses in the state. The Registrar of Contractors oversees more than 400 employees who work at the headquarters office in Sacramento and field offices throughout California.

Headquarters staff receives and processes applications for new contractor licenses, additional classifications, changes of license records, and license renewals. They also review and maintain records of disciplinary actions initiated by the field offices, provide verified certificates of licensure used in court or other legal actions, and provide the status of licensure and other support services.

Headquarters directs the activities of field offices and initiates all disciplinary actions resulting from investigations. Field office staff investigates consumer complaints against contractors. The Statewide Investigative Fraud Team (SWIFT) focuses on unlicensed activity.

CSLB's automated public information line, 800.321.CSLB (2752), operates 24 hours a day. Callers can determine whether or not a contractor's license is valid by entering the contractor's license number. The information provided includes the licensee's business name, license status, classifications held, business type, and CSLB disciplinary actions (if any). Also available is recorded information on licensing and examination procedures, complaint procedures and how to obtain information on a complaint that

has been referred for legal action, the location and hours of CSLB offices, and current topics, such as recently passed laws or regulations. Callers can also order forms, applications, and other publications.

The same information is available on CSLB's Web site, [www.cslb.ca.gov](http://www.cslb.ca.gov), where anyone can look up a contractor by license number or by name to find the licensee's business name and address, license status, CSLB disciplinary actions (if any), classifications held, business type, and bond and workers' compensation information.

CSLB offers a variety of publications that help consumers make informed choices when contracting for home repairs and improvements. Speakers can be provided for groups interested in learning more about CSLB. Check the Web site for details or write to CSLB Public Affairs, P.O. Box 26000, Sacramento, CA 95826.





# TABLE OF CONTENTS

<b>Question</b>	<b>Topic</b>	<b>Page</b>
1–5	Owner-Builder Exemption	7–8
6	Minor Work Exemption	8
7–8	Contractor License Verification	9
9	Multiple Classes for a Project	9
10	General Engineering (A) Contractor	10
11–19	General Building (B) Contractor	10–13
20	Concrete (C-8) Contractor	13
21	Fire (C-16) Protection Contractor	13
22–28	Landscaping (C-27) Contractor	14–15
29–31	Plumbing (C-36) Contractor	16
32	Roofing (C-39) Contractor	17
33	Swimming Pool (C-53) Contractor	17
34	Sign Installation	17
35	Alarm Company Operator	18
36	Structural Pest Control Operator	18
37	Agriculture Exemption	18
38–39	Advertising	19
40–41	Workers' Compensation Insurance Verification	19–20
42	Amount of Down Payment	20
43	Contractor Fired, New One Hired	20
44–47	Contractor Stamps & Signing Plan Check Documents	20–21
48–55	General Complaint Information	22–23
56–61	How Building Officials Refer Cases to CSLB	23–24
	How to Contact CSLB	25
	Description of CSLB License Classifications	27–43
	Obsolete Classifications	44
	Building Department Referral Form	45
	Publication Order Form	47







# 2009 BUILDING OFFICIAL INFORMATION GUIDE

---

## **OWNER-BUILDER EXEMPTION (B&P 7044)**

### **1. Who is considered to be an owner-builder?**

An owner-builder is any individual or group of individuals who own the property or building on which they plan to construct, alter, repair, improve, or remodel a building or structure. Also, a tenant may be considered an owner-builder (case-by-case).

### **2. Is an owner-builder required to have a CSLB license?**

An owner-builder does not need to have a CSLB license, but there are limitations. A license is not required if:

- The owner-builder does the work himself or herself or through his or her own employees, with wages as their sole compensation, and the structure(s) is/are not intended for sale; or
- The owner-builder contracts with properly licensed subcontractors. This exemption applies to the construction of a single-family residential structure and limits the number of structures intended or offered for sale to four or fewer in a calendar year.

The number of structures is unlimited if the owner-builder contracts with a General Building (B) contractor.

### **3. Is a homeowner required to get a CSLB license if he/she wants to improve his/her home?**

A homeowner improving his or her principal place of residence does not need to have a CSLB license if all of the following exist:

- The work is performed prior to sale;
- The homeowner resides in the residence for the 12 months prior to completion of the work; and
- The homeowner has not taken advantage of this exemption on more than two structures during any three-year period.

**4. Does the owner-builder exemption apply to an individual who builds homes for resale (speculation homes), and are there any limitations?**

Yes, the owner-builder exemption would apply to an individual who builds homes for resale under any of the following conditions:

- Licensed tradesmen are hired to perform all work on the project (provided no more than four structures per calendar year are intended for resale);
- A licensed general contractor is hired to perform and/or subcontract the completion of all work on the project (In this case, there is no restriction on the number of structures completed per calendar year.); or
- The owner-builder performs the work, all or in part, and resides in the completed structure for one year prior to resale. (This applies to not more than two structures in a three-year period.)

**5. Are there any trades that property owners are prohibited from performing themselves?**

Yes, property owners are prohibited from performing well-drilling work covered under the Well Drilling (C-57) contractor classification.

**MINOR WORK EXEMPTION (B&P 7048)**

**6. Is it true that a contractor's license is not required if the work to be performed is under \$500?**

Yes, B&P Section 7048 (Small Operations) provides an exemption from licensure for minor work if the aggregate contract price, including labor, materials, etc., is less than \$500. This exemption does not apply if the "minor work" is part of a larger project.



**EXAMPLE:** A homeowner is having a kitchen remodeled at a total cost of \$6,000 and decides to sublet the flooring work, which is only \$300. The person doing the flooring would not be exempt from licensure because the overall cost of the project was over \$500. In addition, jobs cannot be broken down into hourly fees in order to sidestep the \$500 threshold.

## CONTRACTOR LICENSE VERIFICATION

### 7. Are local jurisdictions required by state law to verify a contractor's license prior to the issuance of a permit?

Yes. Any city or county that requires the issuance of a permit shall also require a written and signed statement from a licensed contractor stating that he or she is licensed, the number of the license, and that it is in full force and effect.

Contractors are required by law to provide this information. (B&P 7031.5; Health and Safety Code 19825)

### 8. Is there a similar requirement for unlicensed individuals who want to pull a permit?

If the individual pulling the permit is exempt from licensure under Contractors License Law, then he or she must provide a written and signed statement giving the basis for the alleged exemption, and provide a workers' compensation insurance declaration as required under Health and Safety Code 19825.

## MULTIPLE CLASSES FOR A PROJECT

### 9. Is it possible that more than one classification could be appropriate for a single project?

Yes. It is possible that similar contractor classifications might be utilized for a single project.



**EXAMPLE:** Grading and paving a road can be performed by either a General Engineering (A) contractor or an Earthwork & Paving (C-12) contractor.



**GENERAL ENGINEERING (A) CONTRACTOR (B&P 7056)**

- 10. Can a General Engineering (A) contractor contract to perform the work of a single trade (specialty work) if that specialty work is an integral part of the scope of work for a General Engineering contractor? For example, a General Engineering contractor can build a freeway, which can include pouring concrete and putting up fences. Can they take a contract for concrete work only or to build a fence only?**

A General Engineering (A) contractor can contract to perform all or any part of a project that falls under the "A" classification.

California Code of Regulations (CCR) Section 834(a) states:

"...a general engineering contractor shall operate only within those areas defined in Section 7056 of the B&P Code."

Therefore a General Engineering (A) contractor could take a contract to build a fence or pour concrete if the work was originally or currently part of the type of projects listed in B&P Code Section 7056 (airports, roads and similar "fixed works").

**GENERAL BUILDING (B) CONTRACTOR (B&P 7057)**

- 11. How is a General Building (B) contractor defined in Contractors License Law?**

B&P Section 7057(a) broadly defines General Building (B) contractor as "a contractor whose principal business is in connection with any structure built, being built, or to be built...requiring in its construction the use of at least two unrelated building trades or crafts...". However, framing or carpentry projects may be performed without limitation. As further explained below in questions 13 and 14, a General Building contractor may contract for a project that involves a single trade, provided certain conditions are met.

- 12. The last part of the first paragraph of Section 7057 states "... or to do or superintend the whole or any part thereof." What does this mean?**

Any projects, or portions thereof, that are identified under Section 7057 as appropriate for the General Building (B) contractor classification may be completed by a "B" contractor through the licensee's own forces, and/or by overseeing (superintending) the work of properly licensed subcontractors.

**13. Can a General Building (B) contractor take a “prime contract” for a single specialty trade?**

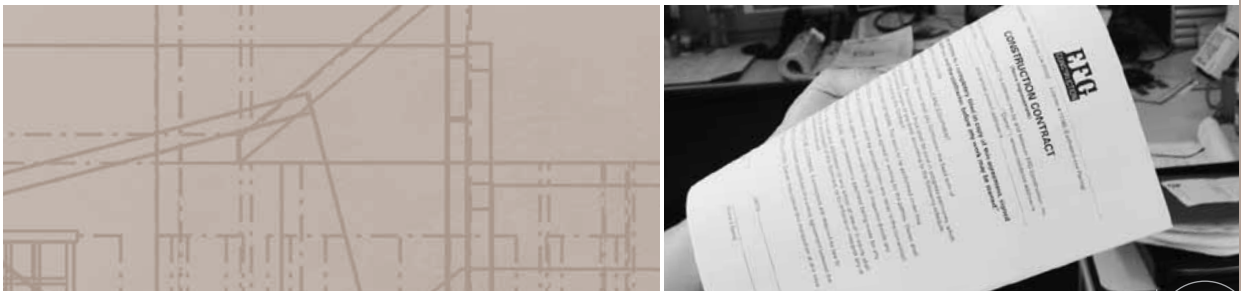
A General Building (B) contractor may take a prime contract for any specialty project (even if less than two trades) if they hold the specialty classification or subcontract the work to an appropriately licensed specialty contractor.

**14. Can a General Building (B) contractor take a “subcontract” for work involving a single trade if he plans to subcontract the work out?**

No, as provided in B&P Section 7057(b), a General Building (B) contractor cannot take any subcontract (a subcontract is when the “B” does not have a direct contractual relation with the owner of property) for any single trade project (excluding framing or carpentry), unless he/she holds the required specialty license classification. For example, a “B” contractor may take a prime contract (contract directly with the owner of the property) to roof a home, and subsequently subcontract the work to a licensed roofing contractor. However, a “B” may not take a subcontract to roof a home, and subsequently subcontract the work out.

**15. How does the CSLB differentiate between a prime contract and a subcontract?**

A prime contract is a contractual relationship made directly between the owner of the property and the contractor. A subcontract is when the contractor does not have a direct contractual relationship with the owner of the property. In other words, the subcontractor contracts with the prime contractor.



### 16. What prime contracts or subcontracts can a General Building (B) contractor take?

A General Building (B) contractor can take a prime contract or subcontract for:

- a. Framing or carpentry projects;
- b. Projects that require at least two unrelated building trades other than framing or carpentry (This is known as the “two-or-more trades” rule: see note below.); or
- c. Any specialty projects (even if less than two unrelated trades) for which the “B” contractor also holds the required specialty class.



#### NOTE:

1. Framing or carpentry cannot be used to help satisfy the “two-or-more trades” rule.
2. For a project that falls under a Specialty license classification, such as Plumbing (C-36) or Electrical (C-10), work that is “incidental and supplemental” to the completion of the project cannot be used to help satisfy the “two-or-more trades” rule. Incidental and supplemental work is defined by regulation, in relevant part:

“...work in other [license] classifications is ‘incidental and supplemental’ to the work for which a specialty contractor is licensed if that work is essential to accomplish the work in which the contractor is classified...”

### 17. Can a General Building (B) contractor take a contract for fire protection or well drilling work?

Section 7057(c) prohibits a General Building (B) contractor from taking a contract for any project that includes work covered under a Fire Protection (C-16) or Well Drilling (C-57) classification, unless the General Building (B) contractor either holds the C-16 or C-57 class or subcontracts the work to a properly licensed specialty contractor.

### 18. Can a General Building (B) contractor pull a roofing permit when the work involves replacing fascia board, painting eaves and applying a new roof cover?

A General Building (B) contractor can perform roofing (or re-roofing) work with his/her employees only if it is one portion of a project involving at least two unrelated trades, executed under either a prime contract or a subcontract.

To fully comply with the provisions of B&P Section 7057, the contract in question would have to include the installation of roofing products and the work of at least one other specialty trade that is NOT an integral component of the roofing project.



## NOTE:

The work involved in completing a re-roofing project frequently involves the installation of sheet metal as a flashing material, or some carpentry work to replace building components damaged as the result of moisture intrusion. This work is classified as being incidental and supplemental. As such, it is defined by Board Rule 831, and refers to work that is “essential”<sup>1</sup> to completing the re-roof and is, therefore, not unrelated to the project and cannot be used in determining the “two or more unrelated trades” rule as it pertains to a “B” contractor. If you issue a building permit to a “B” contractor that you believe is violating the “two or more trades” rule, you should contact the CSLB so that the issue can be properly reviewed.

### **19. The first paragraph of B&P Section 7057 refers to “chattels.” What are chattels?**

Chattels (chăt’ls) are moveable items of personal property, such as furniture, automobiles, or livestock.



**EXAMPLE:** An equipment shed is a structure that is designed to house “chattels.”

## **CONCRETE (C-8) CONTRACTOR (CCR 832.08)**

### **20. Can a Concrete (C-8) contractor contract and pull permits for a lattice patio cover?**

No, a Concrete (C-8) contractor can only work with wood when it is part of formwork for concrete.

## **FIRE PROTECTION (C-16) CONTRACTOR (CCR 832.16)**

### **21. What is the proper license to install fire protection systems?**

B&P Section 7026.12 is very specific. It states:

As defined in the California Code of Regulations Section 832.16 Fire Protection contractor, “The installation of a fire protection system, excluding an electrical

<sup>1</sup> (Section 831, Division 8 of Title 16 of the California Code of Regulations)

alarm system, shall be performed only by a contractor holding a fire protection contractor classification...or by an owner-builder of an owner-occupied, single-family dwelling, if not more than two single-family dwellings on the same parcel are constructed within one year...".

## LANDSCAPING (C-27) CONTRACTOR (CCR 832.27)

### 22. Can a Landscaping (C-27) contractor pull permits and perform work involving gas lines and/or electrical circuits when yard lighting or a pre-manufactured spa or an outdoor barbecue is part of the landscaping contract?

Yes, a Landscaping (C-27) contractor may pull permits and contract for such work, provided the work is part of or incidental to an overall landscaping project.



#### NOTE:

As a result of legislative changes to Business and Professions (B&P) Code Section 7027.5, a Landscaping (C-27) contractor may enter into a prime contract for the following improvements:

- A swimming pool that is included within the landscaping project that the Landscaping (C-27) contractor is supervising provided that, if the landscaping contractor does not hold the Swimming Pool (C-53) classification, the construction of the swimming pool is subcontracted to a single contractor that does hold the Swimming Pool (C-53) contractor classification;
- An outdoor residential cooking center that is included within the landscaping project that the Landscaping contractor is supervising. Any work that is outside of the field and scope of activities authorized to be performed under the Landscape (C-27) contractor classification may only be performed by a contractor holding the appropriate specialty license, or a General Building (B) contractor performing work in accordance with the requirements of subdivision (b) of Section 7057; or
- An outdoor fireplace, provided that it is included within a residential landscape project that the contractor is supervising and is not attached to a dwelling. Any work that is outside of the field and scope of activities authorized to be performed under the Landscape (C-27) contractor classification may only be performed by a contractor holding the appropriate specialty license, or a General Building (B) contractor performing work in accordance with the requirements of subdivision (b) of Section 7057.



**23. Can a Landscaping (C-27) contractor contract and pull permits for patio covers or outdoor decks?**

A Landscaping (C-27) contractor may contract and pull permits for “non-watertight” patio covers or outdoor decks.

**24. If a patio cover is attached to the house, what classification(s) can build it?**

Patios with lattice-type covers can be built by a General Building (B) contractor, a Carpentry (C-5) contractor, or a Landscaping (C-27) contractor.

**25. Are there any restrictions on the size, height, or type of deck for which a Landscaping (C-27) contractor can contract or pull permits?**

Generally, there are no restrictions on the size, height, or type of deck. However, certain structural work may be precluded, which CSLB will review on a case-by-case basis.

**26. Can a Landscaping (C-27) contractor build a perimeter wall?**

Yes, but only if the perimeter wall is part of a total landscaping project.

**27. Can a Landscaping (C-27) contractor do a single trade, i.e. concrete, masonry, carpentry?**

Yes, a Landscaping (C-27) contractor may undertake any single trade contract, provided such work is a part of:

“..landscape systems and facilities...which are designed to aesthetically, architecturally, horticulturally, or functionally improve the grounds within or surrounding a structure or a tract or plot of land...” (CCR 832.27). This includes items such as lattice-type patio covers, and masonry block walls that are decorative in nature.

**28. If an outdoor wall is built simply for its aesthetic value, what classification is required?**

A Landscaping (C-27) contractor or Carpentry (C-5) contractor would be appropriate if carpentry skills are required. A masonry wall would require either a Landscaping or Masonry (C-29) contractor. A General Building (B) contractor may perform this work if it is part of a larger construction project that falls within the scope of work the General Building (B) contractor classification as defined in B&P Section 7057.

**PLUMBING (C-36) CONTRACTOR (CCR 832.36)****29. Can a Plumbing (C-36) contractor contract and pull permits for the installation of a seepage pit or other components of a septic system?**

A Plumbing (C-36) contractor may contract and pull permits for installation of a seepage pit or other components of a septic system. A General Engineering (A) contractor or Sanitation System (C-42) contractor may also perform this work. All three licenses are appropriate to install or repair all septic systems.

**30. What license classifications are allowed to install or repair building sewers?**

General Engineering (A) contractors, Plumbing (C-36) contractors, Sanitation System (C-42) contractors, and Pipeline (C-34) contractors may install and/or repair building sewers. A General Building (B) contractor may perform this work if it is part of a larger construction project that falls within the "B" contractor classification scope of work as defined in B&P Section 7057.

**31. What license or certification is appropriate to remove underground storage tanks?**

Underground storage tank removal requires the Hazardous Substance Certification in addition to the appropriate license classification.

A General Engineering (A) contractor is appropriate to install and/or remove underground storage tanks for any purpose whatsoever at any location.

A Plumbing (C-36) contractor is appropriate to install and/or remove any underground storage tank that provides a service to a building. This includes storage tanks for service stations.

A Limited Specialty Service Station Equipment (C-61/D-40) contractor is appropriate to install and/or remove underground fuel storage tanks with a capacity of up to 20,000 gallons at service stations or any other site.

A General Building (B) contractor is appropriate to install and/or remove an underground storage tank only if such work is performed within the meaning of B&P Section 7057, the definition of a General Building contractor.

## **ROOFING (C-39) CONTRACTOR (CCR 832.39)**

### **32. Can a Roofing (C-39) contractor pull a repitch/reroof permit, including the framing and structural work that is involved?**

Generally, structural changes are inappropriate for the C-39 contractor on a reroof/repitch. However, certain projects may require special consideration. CSLB will make a determination on a case-by-case basis.

## **SWIMMING POOL (C-53) CONTRACTOR (CCR 832.53)**

### **33. Can a Swimming Pool (C-53) contractor contract and pull permits for a patio cover?**

No, a Swimming Pool (C-53) contractor cannot contract or pull permits for a patio cover.

## **SIGN INSTALLATION**

### **34. What classification of license is appropriate for the installation of signs?**

If the installation of a sign falls under the definition of contracting (B&P 7026), the following licenses would be appropriate:

#### **Electrical Signs**

- Electrical (C-10) contractor
- Electrical Sign (C-45) contractor

#### **Non-Electrical Signs**

- Electrical Sign (C-45) contractor
- Sign Installation (C-61/D-42 Limited Specialty) contractor



### **NOTE:**

Installation of any sign that falls under the purview of the Outdoor Advertising Act [California Administrative Code, Title 4, Chapter 6] does not require a contractor's license. Billboards are the most common. These types of installations require registration with the California Department of Transportation.

**ALARM COMPANY OPERATOR (B&P 7054)****35. Is an alarm company operator required to be licensed by the Bureau of Security and Investigative Services (BSIS) and the Contractors State License Board?****Burglar Alarm Systems**

- Under Contractors License Law (B&P Section 7054), individuals who install, maintain, monitor, sell, alter, or service burglar alarm systems do not have to be licensed by CSLB if they are licensed by BSIS.

**Fire Alarm Systems**

- Fire alarm work is subject to Contractors License Law and requires an Electrical (C-10) contractor license.

**STRUCTURAL PEST CONTROL OPERATOR****36. Is a structural pest control operator who is licensed by the Structural Pest Control Board required to have a contractor's license when making structural repairs caused by wood-destroying pests or organisms?**

Business and Professions Code Section 7051 of the Contractors License Law states, in relevant part: "This chapter does not apply...to a licensed structural pest control operator acting within the scope of his or her license..." This section of the license law provides a conditional exception to the contractor licensing requirement for licensed pest control operators. The operator can perform relevant repairs to the deteriorated portions of the structure, but only to the extent that is necessary in order to correct a condition for which a license has been granted by the Pest Control Board. If you believe that a pest control operator has performed construction work in violation of this condition, thoroughly document the situation and contact the CSLB.

(Structural Pest Control Act, Chapter 14, Article 1 Section 7505 and Article 4 Section 8560). The key is replacement of damaged members.

**AGRICULTURE EXEMPTION (B&P 7049)****37. What is an agriculture exemption?**

B&P Section 7049 provides an exemption from licensure for any "construction or operation incidental to the construction and repair of ... farming, dairying, agriculture,

viticulture, horticulture...” However, if a licensed contractor performs work included in the agriculture exemption, CSLB has jurisdiction over complaints (B&P 7049).

## **ADVERTISING**

### **38. Are licensed contractors required to include their license numbers in advertisements?**

Yes. Any time licensed contractors advertise their services, whether on paper, over the air waves or on the Internet, a license number must appear. This includes but is not limited to letterhead, business cards, and any type of directory listing, airwave transmissions, newspaper ads, vehicle lettering, or any form of advertising (B&P 7030.5).

### **39. Is it against the law for an unlicensed individual to advertise construction services?**

No, provided the advertisement includes a statement that the individual does not hold a contractor’s license (B&P 7027.2). An advertisement by an unlicensed individual must include a statement, such as “not state licensed.”



## **NOTE:**

Even if the ad correctly states that the individual is unlicensed, he/she can only perform contracting services that total less than \$500 in labor and materials. Larger projects cannot be broken down into pieces, nor charged by the hour in order to sidestep the \$500 threshold.

## **WORKERS’ COMPENSATION INSURANCE VERIFICATION**

### **40. Are local jurisdictions required by state law to verify workers’ compensation insurance prior to issuing a permit?**

Under Labor Code Section 3800(a), city and county building departments “..shall require that each applicant for the permit sign a declaration under penalty of perjury verifying workers’ compensation coverage or exemption from coverage as required by Health and Safety Code Section 19825.

**41. Does CSLB maintain a record of workers' compensation coverage for licensed contractors?**

Yes. CSLB is required to maintain a record of workers' compensation coverage or exemption. This information is available on the CSLB Web site, [www.cslb.ca.gov](http://www.cslb.ca.gov) or by calling the toll-free automated assistance number, 800.321.CSLB (2752).

**NOTE:**

All Roofing (C-39) contractors are required to carry a workers' compensation insurance policy, regardless of whether they have employees.

**AMOUNT OF DOWN PAYMENT****42. Is the amount of a down payment fixed by law?**

Yes. Contractors License Law states that a down payment for any home improvement contract may not exceed \$1,000 or 10 percent of the contract price (excluding finance charges), whichever is less. A contractor is exempt from this restriction when s/he furnishes a performance and payment bond, lien and completion bond, or a bond equivalent or joint control that is approved by the Registrar of Contractors and that covers full performance and payment.

**CONTRACTOR FIRED, NEW ONE HIRED****43. Does CSLB get involved when a consumer fires one contractor and hires another?**

If there are no violations of the Contractors License Law, CSLB has no jurisdiction over the firing or hiring of a contractor.

**CONTRACTOR STAMPS & SIGNING PLAN CHECK DOCUMENTS****44. What laws are involved when a licensed contractor signs and submits drawings for a building department's plan check?**

Licensing laws for design professionals (architects, engineers) require a stamp and signature on construction drawings as evidence of responsibility. This is usually done in a specific location on the drawings.

Licensed contractors do not have a similar stamp and/or signature requirement. However, under the Architects Practice Act (Act), anyone who prepares plans for others, including those who are not licensed architects, is required to sign their

documents. Since the Act allows licensed contractors to prepare plans for work they will install themselves, such as designing/building mechanical and electrical systems, they are required to sign the construction documents they create for building department approval. (B&P Code Section 5536.1)

**45. Can licensed contractors use a stamp on a drawing submitted to a building department?**

A stamp can be used by a licensed contractor only if it provides truthful and factual information about their CSLB license and/or qualifications of a person or business submitting the drawing. It should not be confusingly similar in appearance to those required by licensed or registered design professionals (architects, engineers). (See #47 for these requirements.)

A licensed contractor can use a stamp to provide additional clarifying information when complying with the signature requirements of the Architects Practice Act. However, the licensed contractor may be violating the law if a stamp is used or placed in a manner that might misrepresent or lead one to believe that the person is qualified to prepare construction drawings beyond that which is authorized by law. (B&P Code Section 5536.1)

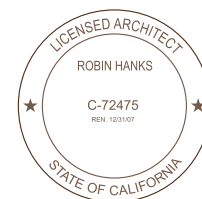
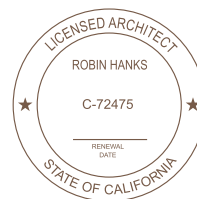
**46. What constitutes a misrepresentation of a licensed contractor’s stamp?**

Misrepresentation can occur when a licensed contractor places a stamp in a signature block designed for an architect or engineer. It can also occur when a licensed contractor stamps drawings for non-exempt project types or for work other than that which the licensed contractor is authorized to design and build.

**47. What are the requirements for an architect’s stamp?**

The law (Business and Professions Code Section 5536.1) specifies that the architect’s stamp must contain five different items:

- The words: “State of California”
- The term: “Licensed Architect”
- The architect’s name
- The architect’s license number
- Renewal date of the license



“Ren.” refers to the renewal date.

The stamp must be a circular shape that is 1- to 2-inches in diameter. The design of the circle may include solid lines (thin or thick) or broken lines, such as dashes or dots. Other possibilities include a rope or beaded effect or words forming the circle.

Embellishments (stars, graphic designs) are also acceptable as long as the stamp is legible. The stamp shall not be of the embossing type. The previous page shows basic examples of recommended formats for a California architect's stamp. For more information, visit the California Architects Board Web site: [www.cab.ca.gov](http://www.cab.ca.gov).

## GENERAL COMPLAINT INFORMATION

### 48. How can a homeowner find information on how to file a complaint with CSLB?

The easiest way to locate information is to log onto CSLB's Web site, [www.cslb.ca.gov](http://www.cslb.ca.gov). Consumers can also call CSLB's toll-free automated assistance number, 800.321.CSLB (2752).

### 49. Will the Board investigate if a complainant wishes to remain anonymous?

There is a "confidential" box on the complaint form for individuals who wish to remain anonymous. However, this limits the type of complaints investigated since CSLB cannot mediate a workmanship complaint with a licensed contractor unless the contractor is informed of the details of the job (site, homeowner, complainant issues).

### 50. How long does a person have to file a complaint?

CSLB has jurisdiction over licensed contractors for up to four years from the date of an illegal act for patent defects and up to 10 years for latent "structural" defects. Jurisdiction for unlicensed contractors is up to four years from the date of the illegal act. [B&P 7091(a)(b) & B&P 7028(d)]

### 51. How does CSLB define "structural defect?" (CCR 861.5)

Based on California Code of Regulations (CCR), the three elements below are required for a defect to be considered a "structural" defect as referenced in B&P Code §7091:

- (1) A failure or condition that would probably result in a failure in the load bearing portions of a structure,
- (2) which portions of the structure are not constructed in compliance with the codes in effect at the time for the location of the structure, provided that,
- (3) such failure or condition results in the inability to reasonably use the affected portion of the structure for the purpose for which it was intended.

*(Authority cited: Sections 7008, 7091, Business and Professions Code. Reference: Section 7091, Business and Professions Code.)*



**52. What if there is a warranty extending past four or ten years?**

If a complaint is filed with the CSLB alleging that a contractor has violated the terms of a warranty, the CSLB must file a legal action to discipline the licensee the date that the complaint was filed, whichever is later, within 18 months after the warranty expires.

**53. What kinds of complaints can be forwarded to CSLB for investigation?**

Complaints within CSLB's jurisdiction involve failure of a licensed contractor to fulfill the terms of an agreement, including poor workmanship; the requirement of a down payment in excess of the amount allowed by law; job abandonment; failure to pay subcontractors or material suppliers; building code violations; use of false, misleading or deceptive advertising; violations of the Home Improvement Act; and violations of the Swimming Pool Act.

**54. Does CSLB investigate fraud reported by consumers?**

Yes. Fraud is a cause for disciplinary action. (B&P 7116)

**55. What is the minimum documentation required by CSLB to pursue a complaint against a licensed contractor for performing construction work?**

There is no minimum documentation required to pursue a complaint. However, the contractor must be identifiable and there must be an alleged violation of the Contractors License Law. All complaints are reviewed to determine whether they are within the CSLB's jurisdiction.



## HOW BUILDING OFFICIALS REFER CASES TO CSLB

### 56. Does CSLB accept referrals from building officials?

Yes, there are procedures in place for building officials to refer cases and for CSLB to address those referrals.

### 57. Is there a special form to be used by building officials?

Yes, a special referral form for building departments to use can be found in the "Building Officials" section on the CSLB Web site, [www.cslb.ca.gov](http://www.cslb.ca.gov). A copy of that form is also available in this guide on page 45.

### 58. What other documents should building officials include?

Filing the following documents with the complaint form may help shorten the time of an investigation:

- Certified copies of permits and applications for permits;
- Certified copies of correction notices; and
- Certified copies of letters of citation to respondent.

### 59. Do building officials have to appear as a witness?

Very rarely will a building official need to testify during the hearing process.

### 60. What happens to the complaint when it reaches CSLB?

CSLB Intake and Mediation Center supervisors have been instructed to review complaints from building officials upon receipt and assign the appropriate priority based on the seriousness of the complaint. As with all complaints, those involving serious health and safety matters are given highest priority.

### 61. Who should I contact if I have questions about a complaint?

Contact the CSLB office nearest you for general complaint information. *(See page 25 for contact information.)*



# HOW TO CONTACT CSLB

---

- **HEADQUARTERS**

**Street Address:** 9821 Business Park Drive, Sacramento, CA 95827-1703

**Mailing Address:** P.O. Box 26000, Sacramento, CA 95826-0026

**Internet Address:** [www.cslb.ca.gov](http://www.cslb.ca.gov)

**Toll-Free Automated Assistance:** 800.321.CSLB (2752)

**Disaster Hotline:** 800.962.1125

**Executive Fax:** 916.364.0130

#### **Licensing & Classification Information**

**Licensing & Classification Licensing Fax:** 916.366.9130

**Licensing Information E-mail:** Currently unavailable

- **NORTHERN CALIFORNIA**

**General Complaint Information:** 800.321.CSLB (2752)

For complaints on work performed in California counties NOT mentioned below, mail complaint forms to:

P.O. Box 269116, Sacramento, CA 95826-9116

**Legal Action Disclosure:** 916.255.4041

**Report Unlicensed Activity (SWIFT):** 916.255.2924

**Northern SWIFT Fax:** 916.369.7265

- **SOUTHERN CALIFORNIA**

**General Complaint Information:** 562.345.7600

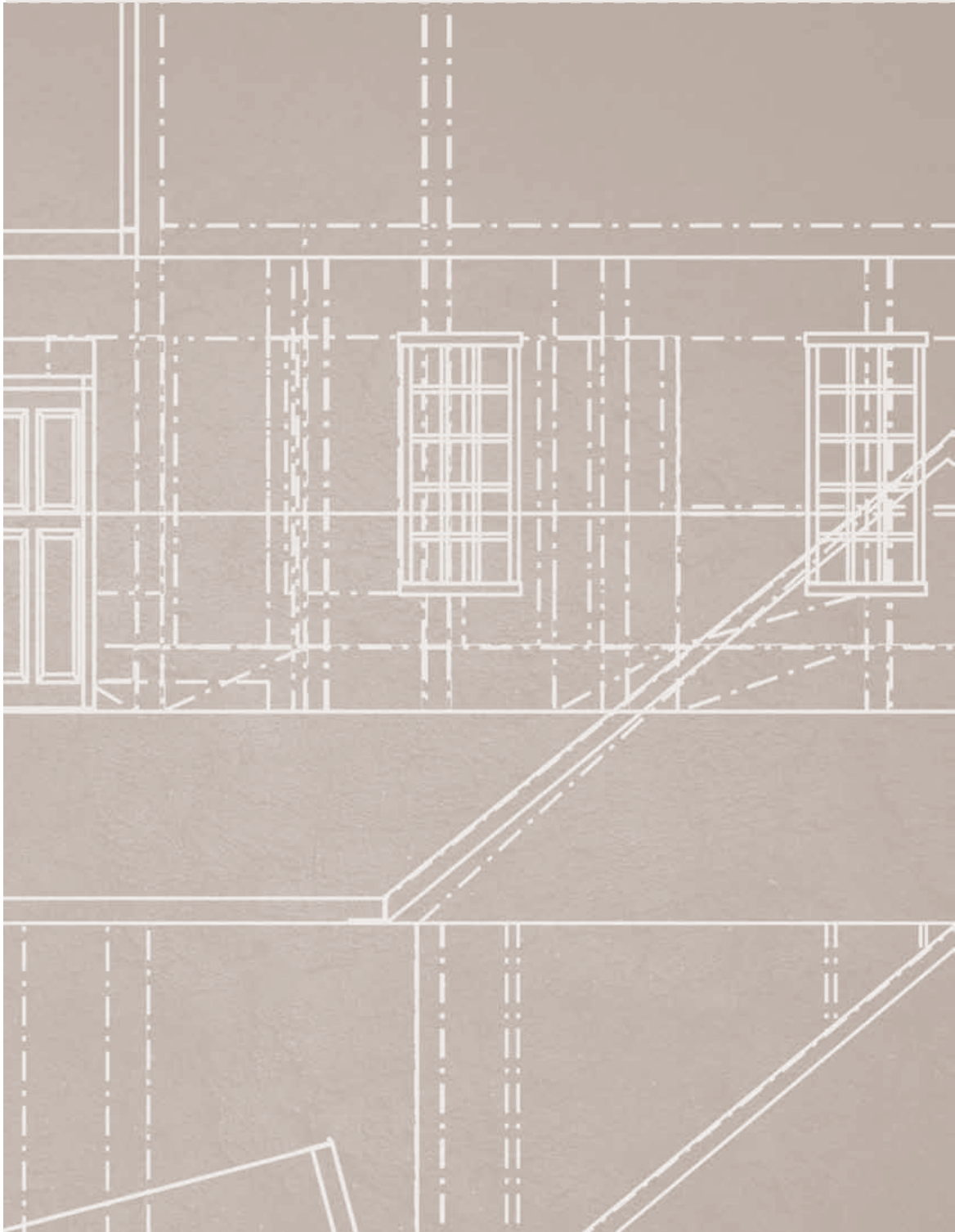
For complaints on work performed in Imperial, Los Angeles, Orange, Riverside, San Bernardino and San Diego counties, mail complaint forms to:

12501 East Imperial Highway, Suite 600, Norwalk, CA 90650

**Legal Action Disclosure:** 562.345.7656

**Report Unlicensed Activity (SWIFT):** 562.345.7600

**Southern SWIFT Fax:** 562.466.6065





# DESCRIPTION OF CSLB LICENSE CLASSIFICATIONS

---

The California Contractors State License Board issues licenses to contract in particular trades or fields of the construction profession. Each separate trade is recognized as a “classification.” Licensed contractors may add any classification for which they are qualified. Classification statutes are cited from California Business and Professions Code Sections 7008 and 7056-7059.

## **CSLB ISSUES LICENSES FOR THE FOLLOWING CLASSIFICATIONS:**

### **Class “A” — General Engineering Contractor**

The principal business is in connection with fixed works requiring specialized engineering knowledge and skill.

### **Class “B” — General Building Contractor**

The principal business is in connection with any structure built, being built, or to be built, requiring in its construction the use of at least two unrelated building trades or crafts.

### **Class “C” — Specialty Contractor**

There are 41 separate “C” license classifications for contractors whose construction work requires special skill and whose principal contracting business involves the use of specialized building trades or crafts.

## **GENERAL CONTRACTORS**

### **General Engineering (A) Contractor**

A General Engineering contractor is a contractor whose principal contracting business is in connection with fixed works requiring specialized engineering knowledge and skill, including the following divisions or subjects: irrigation, drainage, water power, water supply, flood control, inland waterways, harbors, docks and wharves, shipyards and ports, dams and hydroelectric projects, levees, river control and reclamation works, railroads, highways, streets and roads, tunnels, airports and airways, sewers and sewage disposal plants and systems, waste reduction plants, bridges, overpasses, underpasses, and other similar works, pipelines and other systems for the transmission of petroleum and other liquids or gaseous substances, parks, playgrounds and other recreational works, refineries, chemical plants and similar industrial plants requiring specialized

engineering knowledge and skill, powerhouses, power plants and other utilities plants and installations, mines and metallurgical plants, land leveling and earthmoving projects, excavating, grading, trenching, paving and surfacing work and cement and concrete works in connection with the above mentioned fixed works. (Business and Professions Code Section 7056)

### **General Building (B) Contractor**

- (a) A General Building contractor's principal contracting business is in whole or partial connection with any structure built, being built, or to be built, for the support, shelter and enclosure of persons, animals, chattels, or moveable property of any kind requiring in its construction the use of at least two unrelated building trades or crafts, or to superintend the whole or any part thereof. This does not include anyone who merely furnishes materials or supplies under Section 7045 without fabricating them into, or consuming them in the performance of the work of the general building contractor.
- (b) A General Building contractor may take a prime contract or a subcontract for a framing or carpentry project. However, a general building contractor shall not take a **prime** contract for any project involving trades other than framing or carpentry unless the prime contract requires at least two unrelated building trades or crafts other than framing or carpentry, or unless the general building contractor holds the appropriate license classification or subcontracts with an appropriately licensed contractor to perform the work. A general building contractor shall not take a **subcontract** involving trades other than framing or carpentry, unless the subcontract requires at least two unrelated trades or crafts other than framing or carpentry, or unless the general building contractor holds the appropriate license classification. The general building contractor may not count framing or carpentry in calculating the two unrelated trades necessary in order for the general building contractor to be able to take a prime contract or subcontract for a project involving other trades.
- (c) No General Building contractor shall contract for any project that includes the Fire Protection (C-16) classification as provided for in Section 7026.12 or the Well Drilling (C-57) classification as provided for in Section 13750.5 of the Water Code, unless the General Building contractor holds the appropriate license classification, or subcontracts with the appropriately licensed contractor.  
(Business and Professions Code Section 7057)

### **SPECIALTY CLASSIFICATIONS**

*(Authority cited: Sections 7008 and 7059, Reference: Sections 7058 and 7059 (Business and Professions Code))*

Specialty contractors perform their trade using the art, experience, science and skill necessary to satisfactorily organize, administer, construct and complete projects under

their classification, in accordance with the standards of their trade. A specialty contractor may use subcontractors to complete the incidental and supplemental work, or may use his/her own employees to do so. (The following specialty classifications are found in the California Code of Regulations (CCR) unless otherwise noted.)

### **C-2 Insulation and Acoustical**

An insulation and acoustical contractor installs any insulating media and preformed architectural acoustical materials for the purpose of temperature and/or sound control. (CCR 832.02)

### **C-4 Boiler, Hot-Water Heating and Steam Fitting System Fitting**

A boiler, hot-water heating and steam fitting contractor installs, services and repairs power boiler installations, hot-water heating systems and steam fitting, including fire-tube and water-tube steel power boilers and hot-water heating low pressure boilers, steam fitting and piping, fittings, valves, gauges, pumps, radiators, convectors, fuel oil tanks, fuel oil lines, chimneys, flues, heat insulation and all other equipment, including solar heating equipment, associated with these systems. (CCR 832.04)

### **C-5 Framing and Rough Carpentry**

A framing and rough carpentry contractor performs any form work, framing or rough carpentry necessary to construct framed structures; installs or repairs individual components of framing systems and performs any rough carpentry or associated work, including but not limited to the construction or installation of: sub-flooring, siding, exterior staircases and railings, overhead doors, roof decking, truss members, and sheathing.

The amendments made to this section in 2002 shall become operative January 1, 2003, or as soon thereafter as administratively feasible, whereupon any licensee who has passed the Carpentry, Cabinet and Millwork (C-5) trade examination on or after January 10, 2000, up to the effective date of this section, shall have the Cabinet, Millwork and Finish Carpentry (C-6) classification added to the applicable license. (CCR 832.05) (Actual Conversion Date: January 1, 2003)

### **C-6 Cabinet, Millwork and Finish Carpentry**

A cabinet, millwork and finish carpentry contractor makes cabinets, cases, sashes, doors, trims, nonbearing partitions and other items of "finish carpentry" by cutting, surfacing, joining, gluing and fabricating wood or other products to provide a functional surface. This contractor also places, erects, and finishes such cabinets and millwork in structures.

The amendments made to this section in 2002 shall become operative January 1, 2003, or as soon thereafter as administratively feasible, whereupon the Cabinet, Millwork and Finish Carpentry (C-6) classification shall replace the Carpentry, Cabinet and Millwork (C-5) classification on any license unless the qualifier for the license has passed the Carpentry, Cabinet and Millwork (C-5) trade exam on or after January 10, 2000, or held the C-5 classification prior to that date. (CCR 832.06) (Actual Conversion Date: January 1, 2003)

### **C-7 Low Voltage Systems**

A communication and low voltage systems contractor installs, services and maintains all types of communication and low voltage systems which are energy limited and do not exceed 91 volts. These systems include, but are not limited to telephone systems, sound systems, cable television systems, closed-circuit video systems, satellite dish antennas, instrumentation and temperature controls, and low voltage landscape lighting. **Low voltage fire alarm systems are specifically not included in this section.** (CCR 832.07)

### **C-8 Concrete**

A concrete contractor forms, pours, places, finishes and installs specified mass, pavement, flat and other concrete work; and places and sets screeds for pavements or flatwork. This class shall not include contractors whose sole contracting business is the application of plaster coatings or placing and erecting of steel or bars for the reinforcing of mass, pavement, flat and other concrete work. (CCR 832.08)

### **C-9 Drywall**

A drywall contractor lays out and installs gypsum wall board and gypsum wall board assemblies including nonstructural metal framing members, and performs the taping and texturing operations including the application of compounds that adhere to wall board to produce a continuous smooth or textured surface. (CCR 832.09)

### **C-10 Electrical**

An electrical contractor places, installs, erects or connects any electrical wires, fixtures, appliances, apparatus, raceways, conduits, solar photovoltaic cells or any part thereof, which generate, transmit, transform or utilize electrical energy in any form or for any purpose. (CCR 832.10)

### **C-11 Elevator**

An elevator contractor fabricates, erects, installs and repairs elevators, including sheave beams, motors, sheaves, cable and wire rope, guides, cab, counterweights, doors (including sidewalk elevator doors), automatic and manual controls, signal systems, and



all other devices and equipment associated with the safe and efficient installation and operation of electrical, hydraulic and manually operated elevators. (CCR 832.11)

### **C-12 Earthwork and Paving**

An earthwork and paving contractor digs, moves, and places material forming the surface of the earth, other than water, in such a manner that a cut, fill, excavation, grade, trench, backfill, or tunnel (if incidental thereto) can be executed, including the use of explosives for these purposes. This classification includes the mixing, fabricating and placing of paving and any other surfacing materials. (CCR 832.12)

### **C-13 Fencing**

A fencing contractor constructs, erects, alters, or repairs all types of fences, corrals, runs, railings, cribs, game court enclosures, guard rails and barriers, playground game equipment, backstops, posts, flagpoles, and gates, excluding masonry walls. (CCR 832.13)

### **C-15 Flooring and Floor Covering**

A flooring and floor covering contractor prepares any surface for the installation of flooring and floor coverings, and installs carpet, resilient sheet goods, resilient tile, wood floors and flooring (including the finishing and repairing thereof), and any other materials established as flooring and floor covering material, except ceramic tile. (CCR 832.15)

### **C-16 Fire Protection**

A fire protection contractor lays out, fabricates and installs all types of fire protection systems; including all the equipment associated with these systems, excluding electrical alarm systems. (CCR 832.16)

### **C-17 Glazing**

A glazing contractor selects, cuts, assembles and/or installs all makes and kinds of glass, glass work, mirrored glass, and glass substitute materials for glazing; executes the fabrication and glazing of frames, panels, sashes and doors; and/or installs these items in any structure. (CCR 832.17)



**C-20 Warm-Air Heating, Ventilating and Air-Conditioning**

A warm-air heating, ventilating and air-conditioning contractor fabricates, installs, maintains, services and repairs warm-air heating systems and water heating heat pumps, complete with warm-air appliances; ventilating systems complete with blowers and plenum chambers; air-conditioning systems complete with air-conditioning unit; and the ducts, registers, flues, humidity and thermostatic controls and air filters in connection with any of these systems. This classification shall include warm-air heating, ventilating and air-conditioning systems which utilize solar energy. (CCR 832.20)

**C-21 Building Moving/Demolition**

A building moving/demolition contractor raises, lowers, cribs, underpins, demolishes and moves or removes structures, including their foundations. This classification does not include the alterations, additions, repairs or rehabilitation of the permanently retained portions of such structures. (CCR 832.21)

**C-23 Ornamental Metal**

An ornamental metals contractor assembles, casts, cuts, shapes, stamps, forges, welds, fabricates and installs, sheet, rolled and cast, brass, bronze, copper, cast iron, wrought iron, monel metal, stainless steel, steel, and/or any other metal for the architectural treatment and ornamental decoration of structures. This classification does not include the work of a sheet metal contractor. (CCR 832.23)

**C-27 Landscaping**

A landscape contractor constructs, maintains, repairs, installs, or subcontracts the development of landscape systems and facilities for public and private gardens and other areas which are designed to aesthetically, architecturally, horticulturally, or functionally improve the grounds within or surrounding a structure, or a tract or plot of land. In connection therewith, a landscape contractor prepares and grades plots and areas of land for the installation of any architectural, horticultural and decorative treatment or arrangement. (CCR 832.27)

**C-28 Lock and Security Equipment**

A lock and security equipment contractor evaluates, sets-up, installs, maintains and repairs all doors and door assemblies, gates, locks and locking devices, panic and fire rated exit devices, manual and automatic operated gate and door closures and releases, jail and prison locking devices and permanently installed or built in safes and vaults. This classification includes but is not limited to master key systems, metal window

guards, security doors, card activated and electronic access control systems for control equipment, motion and other types of detectors and computer systems for control and audit of control systems and other associated equipment. **Fire alarm systems are specifically not included in this section.** (CCR 832.28)

### **C-29 Masonry**

A masonry contractor installs concrete units and baked clay products; concrete, glass and clay block; natural and manufactured stone; terra cotta; and fire brick or other material for refractory work. This classification includes the fabrication and installation of masonry component units for structural load bearing and non-load bearing walls for structures and fences installed with or without mortar; ceramic veneer (not tile) and thin brick that resembles full brick for facing; paving; and clear waterproofing, cleaning and caulking incidental to masonry construction. (CCR 832.29)

### **C-31 Construction Zone Traffic Control**

A construction zone traffic control contractor prepares or removes lane closures, flagging, or traffic diversions, utilizing portable devices, such as cones, delineators, barricades, sign stands, flashing beacons, flashing arrow trailers, and changeable message signs, on roadways, including, but not limited to, public streets, highways, or any public conveyance. (CCR 832.31)

### **C-32 Parking and Highway Improvement**

A parking and highway improvement contractor applies and installs protective coatings, vehicle stops, guard rails and mechanical devices, directional lines, buttons, markers, signs and arrows on the horizontal surface of any game court, parking facility, airport, highway or roadway constructed of concrete, asphalt or similar material. This classification includes the surface preparatory work necessary for the application of protective coatings but does not include the re-paving of these surfaces. (CCR 832.32)

### **C-33 Painting and Decorating**

A painting and decorating contractor prepares by scraping, sandblasting or other means and applies any of the following: paints, papers, textures, fabrics, pigments, oils, turpen-tines, japons, driers, thinners, varnishes, shellacs, stains, fillers, waxes, adhesives, water and any other vehicles, mediums and materials which adhere by evaporation and may be mixed, used and applied to the surfaces of structures and the appurtenances thereto for purposes of decorating, protecting, fireproofing and waterproofing. (CCR 832.33)

**C-34 Pipeline**

A pipeline contractor fabricates and installs pipelines for the conveyance of fluids, such as water, gas, or petroleum, or for the containment or protection of any other material, including the application of protective coatings or systems and the trenching, boring, shoring, backfilling, compacting, paving and surfacing necessary to complete the installation of such pipelines. (CCR 832.34)

**C-35 Lathing and Plastering**

- (a) A lathing and plastering contractor coats surfaces with a mixture of sand, gypsum plaster, quick-lime or hydrated lime and water, or sand and cement and water, or a combination of such other materials that create a permanent coating, including coatings for the purpose of soundproofing and fireproofing. These coatings are applied with a plasterer's trowel or sprayed over any surface which offers a mechanical means for the support of such coating, and will adhere by suction. This contractor also installs lath (including metal studs) or any other material prepared or manufactured to provide a base or bond for such coating.
- (b) A lathing and plastering contractor also applies and affixes wood and metal lath, or any other material prepared or manufactured to provide key or suction bases for the support of plaster coatings. This classification includes the channel work and metal studs for the support of metal or any other lathing material and for solid plaster partitions.
- (c) Effective January 1, 1998, or as soon thereafter as administratively feasible, all C-26 licensees will be merged into the Lathing and Plastering (C-35) classification. On and after January 1, 1998, no applications for the C-26 classification will be accepted and no new C-26 Lathing licenses will be issued. (CCR 832.35)

**C-36 Plumbing**

A plumbing contractor provides a means for a supply of safe water, ample in volume and of suitable temperature for the purpose intended and the proper disposal of fluid waste



from the premises in all structures and fixed works. This classification includes but is not limited to:

- (a) Complete removal of waste from the premises or the construction and connection of on-site waste disposal systems;
- (b) Piping, storage tanks and venting for a safe and adequate supply of gases and liquids for any purpose, including vacuum, compressed air and gases for medical, dental, commercial and industrial uses;
- (c) All gas appliances, flues and gas connections for all systems including suspended space heating units. (This does not include forced warm-air units.);
- (d) Water and gas piping from the property owner's side of the utility meter to the structure or fixed works;
- (e) Installation of any type of equipment to heat water or fluids, to a temperature suitable for the purposes listed in this section, including the installation of solar equipment for this purpose; and
- (f) The maintenance and replacement of all items described above and all health and safety devices such as, but not limited to, gas earthquake valves, gas control valves, back flow preventers, water conditioning equipment and regulating valves. (CCR 832.36)

### **C-38 Refrigeration**

A refrigeration contractor constructs, fabricates, erects, installs, maintains, services and repairs refrigerators, refrigerated rooms, and insulated refrigerated spaces, temperature insulation, air-conditioning units, ducts, blowers, registers, humidity and thermostatic controls for the control of air, liquid and/or gas temperatures below fifty degrees Fahrenheit (50°), or ten degrees Celsius (10°). (CCR 832.38)

### **C-39 Roofing**

A roofing contractor installs products and repairs surfaces that seal, waterproof and weatherproof structures. This work is performed to prevent water or its derivatives, compounds or solids from penetrating such protection and gaining access to material or space beyond. In the course of this work, the contractor examines and/or prepares surfaces and uses the following material: asphaltum, pitch, tar, felt, glass fabric, urethane foam, metal roofing systems, flax, shakes, shingles, roof tile, slate or any other roofing, waterproofing or membrane material(s) or a combination thereof. (CCR 832.39)

**C-42 Sanitation System**

A sanitation system contractor fabricates and installs cesspools, septic tanks, storm drains, and other sewage disposal and drain structures. This classification includes the laying of cast-iron, steel, concrete, vitreous and nonvitreous pipe and any other hardware associated with these systems. (CCR 832.42)

**C-43 Sheet Metal**

A sheet metal contractor selects, cuts, shapes, fabricates and installs sheet metal such as cornices, flashings, gutters, leaders, pans, kitchen equipment, duct work (including insulation, patented chimneys, metal flues, metal roofing systems and any other installations requiring sheet metal). (CCR 832.43)

**C-45 Electrical Sign \***

An electrical sign contractor fabricates, installs and erects electrical signs, including the wiring of such electrical signs. (CCR 832.45)

**C-46 Solar \***

A solar contractor installs, modifies, maintains, and repairs active solar energy systems. An active solar energy system consists of components which are thermally isolated from the living space for collection of solar energy and transfer of thermal energy to provide electricity and/or heating and cooling of air or water. Active solar energy systems include, but are not limited to, forced air systems, forced circulation water systems, thermosiphon systems, integral collector/storage systems, radiant systems, evaporative cooling systems with collectors, regenerative rockbed cooling systems, photovoltaic cells, and solar assisted absorption cooling systems.

A licensee classified in this section shall not undertake or perform building or construction trades, crafts or skills, except when required to install an active solar energy system. (CCR 832.46)

**C-47 General Manufactured Housing**

- (a) A general manufactured housing contractor installs, alters, repairs, or prepares for moving any type of manufactured home as defined in Section 18007 of the Health and Safety Code, any type of mobile home as defined in Section 18008 of the Health and Safety Code, and any type of multifamily manufactured home as defined in Section 18008.7 of the Health and Safety Code, including the accessory buildings or structures, and the foundations. A manufactured home does not include any

---

\* Check the CSLB Web site for updated changes to this classification in the second half of 2009.

recreational vehicle, commercial coach, or factory-built housing as defined in Section 19971 of the Health and Safety Code.

- (b) A general manufactured housing contractor may provide utility services on a single family individual site placement. Utility services mean the connection of gas, water, sewer, and electrical utilities to the home. (CCR 832.47)

### **C-50 Reinforcing Steel**

A reinforcing steel contractor fabricates, places and ties steel mesh or steel reinforcing bars (rods), of any profile, perimeter, or cross-section that are or may be used to reinforce concrete structures. (CCR 832.50)

### **C-51 Structural Steel**

A structural steel contractor fabricates and erects structural steel shapes and plates, of any profile, perimeter or cross-section that are or may be used as structural members for buildings and structures, including the riveting, welding, rigging, and metal roofing systems necessary to perform this work. (CCR 832.51)

### **C-53 Swimming Pool**

A swimming pool contractor constructs swimming pools, spas or hot tubs, including installation of solar heating equipment using those trades or skills necessary for such construction. (CCR 832.53)

### **C-54 Tile (Ceramic and Mosaic)**

A ceramic and mosaic tile contractor prepares surfaces as necessary and installs glazed wall, ceramic, mosaic, quarry, paver, faience, glass mosaic and stone tiles; thin tile that resembles full brick, natural or simulated stone slabs for bathtubs, showers and horizontal surfaces inside of buildings, or any tile units set in the traditional or innovative tile methods, excluding hollow or structural partition tile. (CCR 832.54)

### **C-55 Water Conditioning**

A water conditioning contractor installs water conditioning equipment with the use of only such pipe and fittings as are necessary to connect the water conditioning equipment to the water supply system and to by-pass all those parts of the water supply system within the premises from which conditioned water is to be excluded. (CCR 832.55)

### **C-57 Well Drilling**

A well drilling contractor installs and repairs water wells and pumps by boring, drilling, excavating, casing, cementing and cleaning to provide a supply of uncontaminated water. (CCR 832.57)

**C-60 Welding**

A welding contractor causes metal to become permanently attached, joined and fabricated by the use of gases and electrical energy, which creates temperatures of sufficient heat to perform this work. (CCR 832.60)

**C-61 Limited Specialty**

- (a) Limited specialty is a specialty contractor classification limited to a field and scope of operations of specialty contracting for which an applicant is qualified other than any of the specialty contractor classifications listed and defined in this article.
- (b) An applicant classified and licensed in the classification Limited Specialty shall confine activities as a contractor to that field or fields and scope of operations set forth in the application and accepted by the Registrar or to that permitted by Section 831.
- (c) Upon issuance of a C-61 license, the Registrar shall endorse upon the face of the original license certificate the field and scope of operations in which the licensee has demonstrated qualifications.
- (d) A specialty contractor, other than a C-61 contractor, may perform work within the field and scope of the operations of Classification C-61, provided the work is consistent with the established usage and procedure in the construction industry and is related to the specialty contractor's classification. (CCR 832.61)

**C-61 LIMITED SPECIALTY CLASSIFICATION**

California Code of Regulations, Division 8, Title 16, Article 3. Classification

The following classifications are subcategories of the C-61 Limited Specialty classification.

CSLB has listed the C-61 classifications into "D" subcategories for administrative tracking. Definitions for the "D" subcategories were developed by staff and approved by the Board as policy. (*Authority cited: Sections 7008 and 7059, Reference: Sections 7058 and 7059 (Business and Professions Code)*)

**D-03 Awnings**

An awning contractor installs, modifies or repairs aluminum, metal, vinyl or canvas awnings and patio covers. These installations can be either freestanding or attached to a structure. Patio enclosures or carports are not included in this classification.



#### **D-04 Central Vacuum Systems**

A central vacuum systems contractor installs, modifies, maintains or repairs central vacuum systems, pneumatic tube dispatching systems or any other type of pipeline which operates systems of reduced pressure for any purpose.

#### **D-06 Concrete-Related Services**

A concrete related services contractor installs reusable steel concrete form sections or interlocking precast pavers. Performs post-tensioning work, concrete sawing, breaking, curing, floor hardening treatment, coloring concrete, concrete restoration, coring work or operates a concrete pumping service; also includes the application of gunite, but does not include the installation of reinforcing steel.

#### **D-09 Drilling, Blasting and Oil Field Work**

A drilling contractor does core and post hole drilling, horizontal drilling (no piping) and drilling for placement of charges and performing blasting work; performs drilling for site dewatering, oil well drilling and other oil field related specialty work. **(Does not include water well drilling)**

#### **D-10 Elevated Floors**

An elevated floors contractor installs wood or metal framed elevated computer flooring systems. This work does not include the construction of mezzanines.

#### **D-12 Synthetic Products**

A synthetic products contractor installs:

- (a) Synthetic counter tops and wall coverings; fiberglass, plastic, vinyl and epoxy products; plastic tile board and decorative art work; and synthetic turf.
- (b) Bathtub and enamel refinishing, resin and epoxy application, and synthetic caulking and sealants.
- (c) Reservoir liners, vinyl swimming pool relining, pier piling wrap, and rodent guards.
- (d) PVC piping systems for irrigation and drainage; subsurface irrigation drip systems.

#### **D-16 Hardware, Locks and Safes**

A hardware, locks and safes contractor installs, modifies or repairs power and/or manually activated door and window locks with related hardware, built-in safes and vaults.

**D-21 Machinery and Pumps**

A machinery and pumps contractor installs, removes, modifies or repairs:

- (a) Pumps; conveyors; cranes; dock levelers; various hoisting and material handling equipment and meters.
- (b) Dumb waiters; handicap lifting and assistance equipment; automated speed-rail trolley systems for garment hanging.
- (c) Automatic car washing racks and auto body paint finishing booth equipment.

*NOTE: Construction of buildings and/or roof structures for this equipment is not included.*

**D-24 Metal Products**

A metal products contractor installs, modifies or repairs the following:

- (a) Metal cabinets, lockers, modular storage structures, mail chutes, cable racks; and aluminum or vinyl storm doors and windows.
- (b) Metal wall tiles; aluminum fascia covers; and metal gutters.
- (c) Aluminum studs and trusses; metal railings and turnstiles; metal prison cell accessories such as welded-to-structure cell furniture; grills and cabinets.

**D-28 Doors, Gates and Activating Devices**

A doors, gates and activating devices contractor installs, modifies or repairs all types of residential, commercial or industrial doors including overhead or sliding door assemblies. This includes but is not limited to: wood and screen doors, metal-clad doors, glass sliding/stationary doors and frames, automatic revolving doors, hospital cubical doors and related installations, power activated doors, gates, movable sun shades/shutters, card activated equipment and other access control device and any low voltage electronic or manually operated door hardware/device.

**D-29 Paperhanging**

A paperhanging contractor applies all types and varieties of decorative wall coverings, except painting or paneling, including paper and vinyl goods, cork, burlap and carpet-type wall coverings.

**D-30 Pile Driving/Pressure Foundation Jacking**

A pile driving and pressure foundation jacking contractor provides a pile driving and/or caisson drilling or auger service. This work also includes but is not limited to the injection of concrete or mortar into foundations for stabilization purposes.

### **D-31 Pole Installation and Maintenance**

A pole installation and maintenance contractor installs wood or precast poles to support the wiring or cable that is installed by others or installs and maintains flag poles.

### **D-34 Prefabricated Equipment**

A prefabricated products/equipment contractor performs installations of prefabricated products/equipment, including but not limited to the following:

- (a) Theater stage equipment, school classroom equipment, playground equipment, bleacher bench/seat component parts (no installation or renovation of any supporting or structural member); store fixtures, and display cases (either prefabricated or modular form); all forms and types of toilet/shower room partitions/accessories; and prefabricated closet systems.
- (b) Laboratory and medical equipment, dust collecting systems; factory built fireplaces and accessories (no masonry facing); major appliance installations and ventilating hoods in connection with existing fuel and energy lines which are installed by others.
- (c) Bus stop shelters, prefabricated phone booths; prefabricated sound proof environmental clean rooms; panelized refrigerated walk-in boxes (not to include the work of refrigeration contractor); all types of modular office, institutional or home improvement systems including, but not limited to all types of pre-finished and/or UL listed pre-wired wall panels.

### **D-35 Pool and Spa Maintenance**

A pool and spa maintenance contractor installs, replaces or repairs pool motors, pumps, filters, gas heaters and any above ground piping in connection with pools; includes electrical switches, breakers, pool lights, diving boards, existing solar systems that heat pools, pool and spa acid baths and applies vinyl liners to existing surfaces.

### **D-38 Sand and Water Blasting**

A sand and water blasting contractor uses the force of compressed air in conjunction with abrasive materials or water to clean or prepare surfaces for any protective, decorative and/or functional treatment.

### **D-39 Scaffolding**

A scaffolding contractor erects metal or wood scaffolding including temporary sidewalk sheltered construction work barricades.

### **D-40 Service Station Equipment and Maintenance**

A service station maintenance contractor installs and/or removes underground fuel storage tanks up to 20,000 gallons which have been or are to be used for dispensing gasoline, diesel fuel, waste oil or kerosene (no chemicals). This work involves the

installation and/or removal of all incidental tank related piping, electrical work, including the installation of vapor probes in back fill areas of the tanks and any associated calibration work, including but not limited to the testing and adjustment of leak detection and vapor recovery equipment, such as automatic tank gauges, leak line detectors, vapor recovery lines, and in-station diagnostics. This contractor also performs the installation of auto hoisting equipment, grease racks, compressors, air hoses, and other service station equipment.

*Note: Licensees holding this classification prior to January 18, 2001, may perform all the work as described above. Licenses issued after this date may perform the "calibration" work only.*

#### **D-41 Siding and Decking**

A siding and decking contractor applies or installs all types of exterior siding including wood, wood products, vinyl, aluminum and metal siding to new or existing buildings. This contractor also constructs wooden decks and related handrails. This work shall not include the construction or installation of covers or enclosures of any kind.

#### **D-42 Non-Electrical Sign Installation**

A sign installation contractor fabricates and installs all types of nonelectrical signs, including but not limited to: post or pole supported signs, signs attached to structures, painted wall signs and modifications to existing signs.

#### **D-49 Tree Service**

A tree service contractor prunes trees, removes trees, limbs or stumps (including grinding) and engages in tree or limb guying.

#### **D-50 Suspended Ceilings**

A suspended ceilings contractor installs, modifies or repairs all types of suspended ceilings, including but not limited to the following: lay-in-grid and other types of systems involving solid, perforated or translucent ceiling panels (no electrical work).

#### **D-52 Window Coverings**

A window coverings contractor installs or applies decorative, architectural/functional window/glass treatment or covering products, including but not limited to the following: all types of materials and fabrics that make up louvers, shutters, Venetian and mini-blinds; residential or commercial draperies and screens; expanded metal window and door guards; plastic film window treatment and/or any other window treatment applied for temperature control or as a screening device.

#### **D-53 Wood Tanks**

A wood tanks contractor erects or repairs elevated wooden storage tanks and related cooling towers. (Hot tubs are not included.)

### **D-56 Trenching**

A trenching contractor is a limited specialty contractor whose contracting business is trenching only for foundations, pipelines, conduit and related trenching work.

### **D-59 Hydroseed Spraying**

A hydroseed spraying contractor applies seeds through any liquid media to any type of surface that has been prepared or contoured by others.

### **D-62 Air and Water Balancing**

An air and water balancing contractor installs any device and performs any work related to providing a specified flow of air in all types of existing heating and cooling systems and/or related to providing a specified flow of water in water piping systems.

### **D-63 Construction Cleanup**

A construction cleanup contractor cleans up and/or removes from building grounds or structures any debris resultant from any construction project including but not limited to: concrete, dirt, scrap lumber, plaster, drywall, any paint or adhesive products from windows, floors, ceramic tile and bathroom fixtures.

### **D-64 Non-specialized**

A non-specialized contractor installs, modifies, maintains and repairs new products and/or new installations which are not defined in any section herein or defined in any license classification authorized by the Board under Chapter 9, Division 3 of the Business and Professions Code (Contractors License Law).

### **D-65 Weatherization and Energy Conservation**

A weatherization and energy conservation contractor installs, removes, modifies or repairs or provides maintenance services for energy conservation products limited to the following: door and window weather stripping, caulking, water heater pipe wrap, water heater blankets, insulating gaskets for electrical outlet covers, shade screens, shutters, storm windows, tinted window film, residential water flow restricting devices installed onto existing fixture. **(Does not include insulation, glazing or heating ventilating and air-conditioning work)**



## OBSOLETE CLASSIFICATIONS

Some CSLB licensees may still hold a license in a classification that is no longer issued. However, the license is valid if it is current with fees, bond, and appropriate insurance

### **D-01 Architectural Porcelain**

(Now under D-64)

### **D-02 Asbestos Fabrication**

(Now under C-2)

### **D-05 Communication Equipment**

(Converted to C-7)

### **D-07 Conveyors-Cranes**

(Now under D-21)

### **D-08 Doors and Door Services**

(Now under D-28)

### **D-11 Fencing**

(Converted to C-13)

### **D-13 Fire Extinguisher Systems**

(Now under C-16)

### **D-14 Floor Covering**

(Converted to C-15)

### **D-15 Furnaces**

(Now under "A" or C-20)

### **D-17 Industrial Insulation**

(Now under C-2)

### **D-18 Prison and Jail Equipment**

(Under relevant class)

### **D-19 Land Clearing**

(Now under C-12 or "A"  
if license is required)

### **D-20 Lead Burning and Fabrication**

(Now under D-64)

### **D-22 Marble**

(Now under C-29)

### **D-23 Medical Gas Systems**

(Now under C-36)

### **D-25 Mirrors and Fixed Glass**

(Now under C-17)

### **D-26 Mobile Home Installation and Repairs**

(Converted to C-47)

### **D-27 Movable Partitions**

(Now under D-34)

### **D-32 Power Nailing and Fastening**

(Now under D-64)

### **D-33 Precast Concrete Stairs**

(Now under C-23)

### **D-36 Rigging and Rig Building**

(Now under "A")

### **D-37 Safes and Vaults**

(Now under D-16)

### **D-43 Soil Grouting**

(Now under C-32, C-12 or "A")

### **D-44 Sprinklers**

(Now under D-12)

### **D-45 Staff and Stone**

(Now under C-29)

### **D-46 Steeple Jack Work**

(Under relevant class)

### **D-47 Tennis Court Surfacing**

(Now under C-12 or "A")

### **D-48 Theater and School Equipment**

(Now under D-34)

### **D-51 Waterproofing and Weatherproofing**

(Now under C-39, C-33, C-29 or C-54)

### **D-54 Rockscaping**

(Now under C-15 or C-27)

### **D-55 Blasting**

(Now under C-12 or "A")

### **D-57 Propane Gas Plants**

(Now under "A")

### **D-58 Residential Floating Docks**

(Now under "A")

### **D-60 Striping**

(Now under C-32)

### **D-61 Gold Leaf Gilding**

(Now under D-64)



CONTRACTORS STATE LICENSE BOARD

STATE OF CALIFORNIA

Northern California: Sacramento Intake & Mediation Center P.O. Box 269116, Sacramento, California 95826-9116 1-800-321-CSLB (2752)

Southern California: Norwalk Intake & Mediation Center 12501 East Imperial Highway, Suite 620, Norwalk, California 90650 1-800-321-CSLB (2752)

www.cslb.ca.gov

Building Department Referral Form

REPORTING AGENCY

CONTRACTOR INFORMATION

Form with fields for Agency Name, Address, Contact Person, Phone, Email, Contractor Name, DBA, License No., Employees, etc.

PROJECT INFORMATION

Form with fields for Owner of Construction Site, Construction Site Address, Phone, Type of Work, etc.

NATURE OF REFERRAL

Form with checkboxes for Unlicensed Activity, Contracting with an Inactive License, etc., and a field for Date(s) of Occurrence(s).

ADDITIONAL INFORMATION

Form with a large text area for Comments.

TO EXPEDITE CSLB'S INVESTIGATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE. ATTACH A BUSINESS CARD, COPY OF PERMIT APPLICATION, CITY BUSINESS LICENSE, ETC. RETURN THE COMPLETED FORM AND ATTACHMENTS TO THE NEAREST OFFICE OF THE CONTRACTORS STATE LICENSE BOARD.

Form with fields for Submitted By and Date.

FOR OFFICE USE ONLY

Table with columns for Complaint Number, Date Received, Special Project, Date Closed, Status Change, etc.







# CSLB PUBLICATION ORDER FORM

You can order the free publications listed below from CSLB's automated phone system by calling 800.321.CSLB (2752), or visit our Web site, [www.cslb.ca.gov](http://www.cslb.ca.gov), where an order form and selected publications are available. You can also fax this form to 916.255.1395, or mail to: CSLB Publications, P.O. Box 26000, Sacramento, CA 95826-0026.

## CONSUMERS

### BOOKLETS

*QUANTITY PUBLICATION*

- \_\_\_\_\_ Consumer Guide to **Asbestos**
- \_\_\_\_\_ Mandatory **Arbitration** Program Guide
- \_\_\_\_\_ Voluntary **Arbitration** Program Guide
- \_\_\_\_\_ Terms of Agreement, a Consumer's Guide to **Home Improvement Contracts**
- \_\_\_\_\_ Before You Dive Into Swimming **Pool Construction**
- \_\_\_\_\_ What **You Should Know** Before You Hire a Contractor (English, Spanish)

### BROCHURES

*QUANTITY PUBLICATION*

- \_\_\_\_\_ Consumer Guide to Filing **Construction Complaints** (English, Spanish)
- \_\_\_\_\_ After a **Disaster** Don't Get Scammed (English, Spanish)
- \_\_\_\_\_ Choosing the Right **Landscaper**
- \_\_\_\_\_ A Homeowner's Guide to Preventing **Mechanic's Liens** (English, Spanish)
- \_\_\_\_\_ **Owner-Builders** Beware!
- \_\_\_\_\_ Tips for Hiring a **Roofing** Contractor (English, Spanish)
- \_\_\_\_\_ What **Seniors Should Know** Before Hiring a Contractor (English, Spanish)
- \_\_\_\_\_ Consumer Guide to Using the **Small Claims Court** (English, Spanish)
- \_\_\_\_\_ What **You Should Know** Before Hiring a Contractor (English, Spanish)

## CONTRACTORS

### BOOKLETS

*QUANTITY PUBLICATION*

- \_\_\_\_\_ Mandatory **Arbitration** Program Guide
- \_\_\_\_\_ Voluntary **Arbitration** Program Guide
- \_\_\_\_\_ Description of **License Classifications**
- \_\_\_\_\_ Blueprint for Becoming a California **Licensed Contractor** (English, Spanish)
- \_\_\_\_\_ Contracting for Success: A Contractor's Guide to **Home Improvement Contracts**

### BROCHURES

*QUANTITY PUBLICATION*

- \_\_\_\_\_ **Advertising** Guide for Contractors
- \_\_\_\_\_ **Asbestos: A Contractor's Guide** and Open Book Examination
- \_\_\_\_\_ Guide to License Contractor **Bonds**
- \_\_\_\_\_ Building Your Career as a Licensed **Contractor** (English, Spanish)

## BUILDING OFFICIALS

- \_\_\_\_\_ Building Official Information Guide

## CONSUMER GROUPS/ CSLB PARTNERS

- \_\_\_\_\_ **10 Tips** To Make Sure Your Contractor Measures Up (packets of 10 cards) (English, Spanish)

Your name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

---

Your Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Place  
postage  
here

To: CSLB Publications  
P.O. Box 26000  
Sacramento, CA 95826



[www.cslb.ca.gov](http://www.cslb.ca.gov)





**CONTRACTORS STATE LICENSE BOARD**

P.O. Box 26000  
Sacramento, CA 95826-0026  
800.321.CSLB (2752)

**[www.cslb.ca.gov](http://www.cslb.ca.gov)**

13P-021/0409