



## INFORMATION BULLETIN / PUBLIC - GENERAL INFORMATION

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# NOTICE TO CONTRACTORS

## Insurance and License Requirements

California Labor Code Section 3800 requires all contractors to show their valid certificate of workers' compensation insurance at the time of each permit issuance. The certificate holder must be the contractor's state license board.

The Department of Building and Safety does not maintain a worker's compensation certificate log with a list of authorized agents. All authorized agents for contractors must carry and show their notarized letter at each permit issuance.

**The following items are required from you at the time of permit issuance:**

1. Copy of certificate of workers' compensation insurance made out to the contractor's state license board.
2. Copy of your business tax registration certificate or a newly paid receipt for one.
3. Notarized letters of authorization for your agents.
4. Copy of your contractor's license pocket ID.

Applicants without employees are exempt from requirement #1.

Your cooperation will help expedite the permit process.

For more information, call the 3-1-1 Call Center, (866) 4LA-CITY, or (213) 473-3231. For automated inspection requests **only** originating within L.A. County, call toll-free (888) LA4BUILD; outside L.A. County, call (213) 482-0000.