



## INSTRUCTIONS FOR COMPLETING THE TRADE LICENSE APPLICATION

1. Complete the following on the application.
  - a. Examination Title (i.e. *Certified Welder – Structural Steel, Steam Engineer – 500HP, Elevator Mechanic, etc.*)
  - b. Applicant information
  - c. Employment information
  - d. Sign the application
2. Application fee is \$54.50 (except for Deputy Building Inspectors)
3. See the information sheets for additional application requirements.
4. Application must be signed by the applicant and submitted with two additional copies.
5. Submit with one 2”x 2” passport type photo.
6. Submit application and the required documents along with a check or money order payable to the *City of Los Angeles* in person or mail to:

Department of Building & Safety  
221 N. Figueroa St., #700  
Los Angeles, CA 90012  
Attention: Licensing Section

**You will be notified by mail of your examination date and time.**

**For questions, call the Trade License Section at (213)482-0099.**

\* As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

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