



INFORMATION BULLETIN

# **IB-029**

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## **Eligibility to Obtain a Construction Permit**

Construction permits are issued for the construction, alteration, improvement, demolition, or repair of any building or structure to ensure that all work is performed to federal, state and local laws that govern construction. The requirements and responsibilities of an applicant to obtain a construction permit are detailed in the Long Beach Municipal Code (LBMC) §18.04.070. However, to assist the applicant and the Development Permit Center staff with expediting the permitting process, the following information summarizes who may obtain a construction permit:

**A. Eligible Permittee.** Permits shall be issued to the following individuals:

1. A licensed contractor shall provide a completed and signed Declaration stating that he/she is licensed in the State of California, has a current Contractor's State License Board license number, and has an active City of Long Beach Business License. Proof of identification (driver's license, state issued ID card, Alien Registration Card or U.S. Passport – photo ID's only); Proof of current State of California Contractor's License & classification (pocket card);
2. Agents of contractors shall provide the following in addition to the above documentation:
  - a. Letter of Authorization, on company letterhead, notarized authorizing a person (not a business) to pull the building permit. Letter must be dated within the last year.
  - b. Proof of identification for authorized agent. The name on the authorization letter must match agent's identification.
  - c. Proof of current State of California Contractor's License & classification (copy of pocket card)
3. An owner who declares that:
  - a. None of the improvements are intended or offered for sale.
  - b. All of the work will be performed by the owner or any work not performed by the owner will be performed by the owner's employees with wages as their sole compensation.
4. An owner who declares that:
  - a. He/she will directly contract with contractors who are licensed for the respective trades involved in completing the project.
  - b. For projects involving single-family residential structures, no more than four of these structures are intended or offered for sale in a calendar year. This criterion shall not apply if the owner contracts with a general contractor for the construction.
5. A homeowner who declares that:
  - a. Improvements are being done to his/her principal place of residence or accessory structures.
  - b. The work is being performed prior to sale.
  - c. He/she has resided in the residence for the twelve (12)-months prior to completion of work.
  - d. The homeowner has used the above criteria only twice in three years.

6. Agents acting on behalf of property owners shall provide the following additional documentation:
  - a. Completed 'Authorization of Agent to Act on Property Owner's Behalf' at the bottom of the 'Notice to Property Owner' form with copy of ID of owner to verify signature.
  - b. Proof of identification for authorized agent. The name on the authorization form must match agent's identification.

**Trust** – If the property is owned by a Trust, a copy of the trust paperwork showing the trustee or executor as an authorized signatory for the property.

**Corporation, LLC or Partnership** – If the property is owned by a Corporation, LLC, or Partnership, you will need to provide a copy of the operating agreement or corporate paperwork from when the corporation was formed, which verifies the President, Vice-President, CEO, Partner, or Managing Member.

**Condominiums and Townhomes** – If the project is in the common area or exterior of a condominium building, a letter of authorization signed by the HOA president is required along with documentation (e.g. HOA minutes) verifying the authenticity of the president's position with the HOA. Alternatively, authorization from all condominium owners may be considered. If the scope of work is in the common area or exterior of a condominium building, a letter of authorization (signed by the HOA president) is required along with the HOA minutes to verify the president.

7. A responsible person who provides a completed and signed Declaration giving the basis for the alleged exemption from licensure under the California State Contractor's License Law (California Business and Professions Code, Chapter 9) and has an active City of Long Beach Business License.

**B. Workers' Compensation Insurance Verification.** The Development Permit Center staff is required by the California Labor Code (§3800(a)) to verify workers' compensation insurance prior to issuing a permit. The Permittee shall sign a declaration under penalty of perjury verifying Workers' Compensation Coverage or exemption from coverage (California Health and Safety Code §19825).

**C. Responsibility.** The Permittee, the Permittee's agent, employees, contractors, or subcontractors shall carry out the proposed work in accordance with the approved construction documents and with all provisions of LBMC, Title 18, or other ordinances of the City or laws and statutes of the State. No approval shall relieve or exonerate any person from the responsibility of complying with the provisions and intent of Title 18, Municipal Code or other ordinances of the City or laws and statutes of the State applicable thereto.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.