



**ADMINISTRATIVE MANUAL
COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

TO: All Building and Safety Personnel
FROM: Rajesh Patel *Raj Patel*
Superintendent of Building

WHO CAN OBTAIN A CONSTRUCTION PERMIT

The purpose of this memorandum is to clarify to whom and under what conditions various types of permits may be issued.

All permits that we issue are restricted to being issued to persons in compliance with applicable sections of the Business and Professions Code of the State of California, i.e., not contracting unless properly licensed by the Contractors' State License Board. Declarations concerning compliance with this State law are on the various permit applications for applicants to read, complete and sign, if true and applicable.

BUILDING PERMITS may be issued to the following:

1. A General Building Contractor possessing a Class "B" license.
2. An appropriately licensed Specialty Contractor (Class "C" license). For example, a C-39 Roofing Contractor could obtain a building permit to reroof a building.
3. An owner of a property meeting the conditions below:
 - (a) An owner of a property doing building or erecting structures thereon, or appurtenances thereto, who does such work himself/herself or through his/her own employees with wages as their sole compensation; provided further that such buildings or structure, and appurtenances thereto, is not intended or offered for sale within one year of completion of permit work or of final approval.
 - (b) An owner of a property, doing building or erecting structures thereon, or appurtenances thereto, who contracts for such project with a contractor or contractors who are licensed pursuant to the Contractors' State License Laws.
 - (c) A homeowner improving his/her principal place of residence, or appurtenances

thereto, provided that he/she meets the conditions of the owner-builder declaration on the permit application.

4. An Architect or Engineer acting as an agent for the owner.

Note: A General Building Contractor cannot be issued a permit for fire protection classification (C-16) or well drilling classification (C-57) unless the General Building Contractor holds the specialty license or subcontracts with the appropriately licensed specialty contractor.

ELECTRICAL PERMITS may be issued to the following:

1. A General Building Contractor possessing a Class "B" license if, in addition to an electrical permit, the General Building Contractor also does work at the same time in at least one other unrelated specialty trade or craft that is not incidental to the work authorized under the electrical permit.
2. A Class C-10 licensed Electrical Contractor.
3. Specialty Contractor doing electrical work that is related and subordinate to work in his/her particular specialty (i.e., HVAC, electrical sign, etc.).
4. A homeowner for his/her principal place of residence and appurtenances thereto, provided further that the work is done by the person to whom the permit is issued or by a member of his/her immediate family.
5. A County-registered Maintenance Electrician for work being done at the premises of a firm to which a certificate is issued.

PLUMBING AND SEWER PERMITS may be issued to the following:

1. A General Building Contractor possessing a Class "B" license if, in addition to a plumbing permit, the General Building Contractor also does work, at the same time, in at least one other unrelated specialty trade or craft that is not incidental to the work authorized under the plumbing permit.
2. A Class C-36 licensed Plumbing Contractor for any work regulated by the Plumbing Code.
3. Specialty Contractor doing plumbing work that is related and subordinate to work in his/her particular specialty (i.e., swimming pool, fire protection, etc.).
4. A General Engineering Contractor possessing a Class "A" license or Class C-42 licensed Sanitation System Contractor for any house sewer or private sewage disposal system regulated by the Plumbing Code.
5. A homeowner for his/her principal place of residence and appurtenances thereto, provided that he/she meets the conditions of the owner-builder declaration on the permit application.

6. A person holding a valid Los Angeles County Contractor's Certificate as a "Plumbing," "Gas Fitting" or "Sewage" contractor for only such work that is covered by that certificate. (Note: less than ten such licenses exist.)
7. An owner-builder may be issued a fire protection system permit, excluding an electrical alarm system, for a single-family dwelling (or two single-family dwellings on the same parcel within one year), provided further that such dwelling is his/her principal place of residence.

MECHANICAL PERMITS may be issued to the following:

1. A General Building Contractor possessing a Class "B" license if, in addition to a mechanical permit, the General Building Contractor also does work in at least one other unrelated trade or craft at the same time.
2. A Class C-20 licensed Warm Air Heating, Ventilating and Air-conditioning Contractor.
3. Specialty Contractor doing mechanical work that is related and subordinate to work in his/her particular specialty (i.e., refrigeration, HVAC, etc.).
4. A homeowner for his/her principal place of residence and appurtenances thereto, provided that he/she meets the conditions of the owner-builder declaration on the permit application.

GRADING PERMITS may be issued to the following:

1. A General Engineering Contractor possessing a Class "A" license.
2. A General Building Contractor possessing a Class "B" license if, in addition to a Grading Permit, the General Building Contractor also does work in at least one other unrelated trade or craft at the same time.
3. A Class C-12 licensed Earthwork and Paving Contractor.
4. An owner of a property may be issued a grading permit provided the following conditions are met:
 - (a) The grading permit is based on less than 5,000 cubic yards.
 - (b) The owner meets the conditions of and signs the owner-builder declaration on the back of the permit.
 - (c) The building official has not determined that special conditions or unusual hazards exist which would require the grading permit be issued to a contractor licensed pursuant to the Contractors State License Laws as indicated in items 1 or 2 above. (Note: The Regional Drainage and Grading Engineer will indicate on the cover of the approved Grading Review Sheet if a licensed contractor is required.)

PERMITEE'S AGENT AUTHORIZATION

The following forms of authorization are required for an agent to sign a permit application;

1. An agent for the Owner builder must provide the office with a signed letter from the owner. The letter should contain the owner's information, agent's information, property information and permit description. It should be a wet signed original. This letter **does not** have to be notarized. Also see AM 30.13 for additional requirements.
2. An agent for the contractor must provide the office with a signed letter from the contractor on business letter head. The letter should contain the contractor's information, agent's information, property information and permit description. It should be a wet signed original. This letter **does not** have to be notarized.

EXAMPLES:

Question: Can a "B" contractor obtain a roofing permit when the work involves replacing fascia board, painting eaves and applying a new roof cover?

Answer: "No", if that is the only work being done. The fascia board and painting are considered incidental or part of the roof covering installation and therefore do not qualify as "unrelated trades".

However, if the new roof is part of an overall general building project, such as adding a bedroom, then yes, the "B" contractor may obtain a roofing permit and perform or subcontract the work.

Question: Can a "B" contractor obtain only an electrical permit for a new electrical service when the work involved stucco patching, new flashing for service riser, and roof patching around the riser?

Answer: "No", if this is the only work being done. As with the first example, this work is all incidental to the service installation and therefore, does not qualify as "unrelated trades".

If the "B" contractor is doing other significant specialty work at the same time, that is not related to the service installation, the "B" contractor may be issued the electrical permit. Other significant work could be a kitchen remodel or family room addition for example.

Supersedes Memo 30.04 dated 06/17/03