



CONTRACTORS STATE LICENSE BOARD

STATE OF CALIFORNIA

9821 Business Park Drive, Sacramento, California 95827

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

800.321.CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

Dear Licensee:

As Registrar of the Contractors State License Board (CSLB), I would like to be among the first to congratulate you for earning your California contractor's license. I hope this milestone marks the beginning of what will be a rewarding and successful career.

As a new licensee, you'll likely have questions about the various contracting statutes, regulations, and requirements you'll need to follow. The CSLB strives to ensure our licensee population is well-informed, and we've done our very best to help put this information at your fingertips.

If you haven't done so already, I would encourage you to spend some time exploring CSLB's website (www.cslb.ca.gov). Under the Licensee tab, you'll find a number of useful resources, including a searchable PDF file of the *California Contractors License Law & Reference Book*. The Book, which is updated annually, includes all the relevant laws and regulations that will affect your construction business. In addition, you'll also find readily accessible forms needed to make changes to your license, as well as a variety of publications and industry bulletins.

Information is also available through our Licensing Information Center at (800) 321-CSLB (2752). Our automated telephone system is available 24 hours a day and is set up to answer the most commonly asked questions. Trained technicians are available Monday through Friday from 8 a.m. to 5 p.m. (excluding holidays).

Whatever your specific contracting goals may be, the CSLB wants you to succeed. Noted below are some helpful tips to assist you as you begin and expand your business ventures in the construction field.

- **Employees** – If you will have employees, be sure to check with the Employment Development Department (www.edd.ca.gov) regarding employee tax and payroll requirements. Contact the Department of Industrial Relations (www.dir.ca.gov) for workers compensation, workplace safety, and public works matters.
- **Workers Compensation Insurance** – Remember, if you have employees, you must maintain a valid workers' compensation insurance policy at all times. If you do not employ any persons in your construction business, you must file a certificate of exemption from workers' compensation insurance with the CSLB (Business and Professions Code (BPC), § 7125.) Please be mindful that underreporting is insurance fraud and a felony, which can have serious repercussions for you and your business.
- **Advertising** – You must put your license number on your business vehicles, business cards, and on contracts, bids and all advertising. (BPC, §§ 7029.6, 7030.5 and California Code of Regulations (CCR) § 861.)
- **Contracts** – A complete, detailed contract is one of the best ways to avoid later disputes with your clients. CSLB's booklet *Contracting for Success* is available online and includes excellent advice on how to prepare a solid and detailed contract. This booklet concentrates on home improvement and service and repair contracts (which have their own distinct requirements). However, the booklet contains valuable information applicable to any construction contract. And, if you or your client later change the scope of a contract, make sure you prepare a written change order to keep everyone on the same page. (BPC, §§ 7159, subdivision (d), 7159.6.)

- **Deposits** – For all home improvement contracts, you cannot charge your clients a down payment of more than \$1,000 or 10 percent of the contract price, whichever amount is less. You cannot demand or accept any additional payment until work is performed or materials are delivered to the job site. (BPC, § 7159, subdivision (d).)
- **Building Permits** – One of the main strengths of California's construction industry is its building standards. Part of the reason why is building permits. No building or structure may be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure has first been obtained from the building official. Code requirements vary in different cities and counties throughout the State. Check with your local building department to find out what's needed in your area. (BPC, § 7090.)
- **Record Keeping** – Remember to keep all contracts, documents, records, receipts, and disbursements for all projects. Records must be maintained for five years after project completion. (BPC, § 7111.)
- **License Maintenance** – Be sure to contact the CSLB with any changes to your license to keep our records accurate. You must notify us of all changes (address, personnel, etc.) within 90 days. If your license is issued to a corporation, the Secretary of State's office must also be notified of personnel changes so their records match those at CSLB. (BPC, §§ 7065, subd. (b)(1), 7076.2, and 7083; CCR, title 16, § 819.)
- **License Renewal** – Your new license is valid for two years. The CSLB will send you a renewal notice to your address on record at least 45 days before the expiration date. Make sure you complete all the requirements on the renewal notice, sign it, and return it to the CSLB before it expires. There is no grace period for an expired license. Please also note that the personnel of record must match the Secretary of State's office, and surety bonds and worker's compensation insurance must be current in order to renew your license. (BPC, § 7141; CCR, title 16, § 853; Code Civil Procedure, § 996.340.)

To keep informed of current CSLB activities, sign up for email alerts to receive information such as the newsletter, industry bulletins, press releases, and public meeting notices at www.cslb.ca.gov under the "online services" tab.

I hope the information above will be helpful as you begin your construction related journey. All of us at the CSLB wish you every success in the years ahead!

Sincerely,



David Fogt, Registrar
Contractors State License Board



CONTRACTORS STATE LICENSE BOARD

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code
and the Rules and Regulations of the Contractors State License Board,
the Registrar of Contractors does hereby issue this license to:

FIRE PROTECTION SERVICE CORPORATION DBA MOUNTAIN ALARM

License Number 1084934

to engage in the business or act in the capacity of a contractor in the following classifications:

C10 - ELECTRICAL

Witness my hand and seal this day,
December 14, 2021

Issued December 13, 2021

A handwritten signature in black ink that reads "Susan Granzella".

Susan Granzella, Board Chair

This license is the property of the Registrar of Contractors,
is not transferable, and shall be returned to the Registrar
upon demand when suspended, revoked, or invalidated
for any reason. It becomes void if not renewed.

A handwritten signature in black ink that reads "David R. Fogt".

David R. Fogt, Registrar of Contractors

