Information Bulletin - Building Code			
Reference No.:	LAMC 91.108.12	Effective:	11-07-2025
Document ID:	IB-BC-2026-012	Revised:	05-19-2026
Previously Issued as:	P/BC 2025-158	dbs.lacity.gov	

City of Los Angeles – Department of Building & Safety

Certified Licensed Contractor (CLC)

I. Purpose

Contractors licensed in California and certified by the City of Los Angeles Department of Building and Safety (LADBS) may participate in the CLC program. This program permits a CLC's certification to replace inspections conducted by Department staff for single-family residences and related accessory buildings, provided the following criteria are met:

- The Certified Licensed Contractor, employed by the owner, is limited to work on Detached Single Family Dwellings and accessory structures.
- Certified Licensed Contractor program is available to contractors licensed by the State of California, Contractors State License Board, in their respective trade(s). (refer to Certification Types below)
- Contractor has a minimum of two years' experience in their respective trades.
- Applicant must have a current City of Los Angeles City Business Tax registration.
- Maintain Certificate and compliance with State Worker's Compensation Laws.
- The Certificate of Compliance shall describe the work performed and state that the certified licensed contractor warrants, from personal knowledge, that the materials installed and the work performed are in compliance with approved manufacturer's instructions, specifications, and applicable requirements of the LAMC.
- The CLC cannot be hired by a third party, sub-contracting to the CLC.
- Customers must be informed about the Program. If they opt out, the CLC Contractor must obtain a regular permit with City Inspections.

II. Work Permissible in the CLC Program

1. The replacement of defective water heaters with one of the equivalent gallonage, BTU rating and vent capacity when the vent does not require relocation nor replacement.
2. The replacement of defective forced-air units with one of equivalent size, BTU rating, and vent capacity when the vent does not require relocation nor replacement.
3. The replacement of defective air-conditioning units with one of equivalent size and BTU rating.

For 1, 2, & 3 above, "personal knowledge" **can** include knowledge acquired from an employee of the certified licensed contractor, which employee provided continuous observation of the work or installation at the site in all stages of its progress.

4. The replacement of plumbing fixtures and solar panel with equal kind and quality.
5. The replacement of defective domestic water piping within a dwelling, with piping of equivalent size and quality when the installation does not exceed 50 feet in length.
6. The replacement of defective metallic water service piping with piping of equivalent size, quality, and conductivity.

For 4,5, & 6 above, "personal knowledge" **can** include knowledge acquired from another certified licensed contractor or a qualified installer.

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.

7. The removing of existing roofing and the replacement of roofing materials in compliance with Section 91.1512 and which does not require any alteration to the roof support system.
8. The replacement of defective smoke detectors.
9. The replacement of shower pans with the same size and capacity.
10. The installation or replacement of masonry and concrete fences not exceeding six feet in height.

For 7,8,9, & 10 above, “personal knowledge” requires that the licensee, himself, has inspected and approved the work. It cannot be delegated to anyone else.

III. Application Procedure

Application for the registration as a Certified Licensed Contractor must be made on an application form furnished by the Department of Building and Safety, https://dbs.lacity.gov/sites/default/files/efs/forms/trade/trade-license-application-in-app29.pdf. Qualifying work experience must be listed on the application as indicated. The completed application and application fee of **$203.04** must be submitted in person at 221 N. Figueroa Street, Suite 700. Questions may be directed to the Certified Licensed Contractor program coordinator at (213) 202-9859.

Upon acceptance of the application by the Department, the applicant will be notified, via e-mail, of the date, time, and location of the required examination. A separate application and application fee must be submitted for each type of certification requested by the contractor.

Along with the application and application fee, the following must also be submitted:

1. Copy of valid California State Contractor’s License in the related trade.
2. Copy of valid City of Los Angeles City Business Tax Registration Certificate.
3. Valid Workers’ Compensation Insurance.

IV. Training and Examination

Applicants will be given handouts covering the program guidelines and code applications which are common in the City of Los Angeles. A written examination will be given. (Qualified contractors may test for more than one category). Questions will relate to the particular trade in general, with a focus on Los Angeles Code amendments, program requirements, and specific applications allowed to be performed under the CLC program.

V. Certification Types

1. Replacement of forced-air units, air-conditioning unit or evaporative cooler of equivalent size and BTU rating. **(State License type C-20)**
2. Replacement of water heater, plumbing fixtures, domestic water piping less than 50 feet in length, domestic metallic piping of same conductivity, solar panels. **(State License type- C-36)**
3. Replacement of roofing material.* **(State License type- C-39)**
   *Note: In the case of Re-roofing, the Certified Licensed Contractor must determine the existence of any historical designation, specific plan, or other ordinance, which may restrict re-roofing.
4. Replacement of smoke detectors. **(State License type C-10)**
5. Replacement of shower pans. **(State License type- C36 or C-39)**
6. Masonry or concrete fences. LA City Std. Plan Rev. 2-6-95 **(State License type C-29)**

VI. Issuance of Certificates of Registration

Once the applicant has passed the required examination, a Certificate of Registration will be issued for that individual category upon fee payment of $49.05. If a contractor has successfully tested for more than one category, a fee for each category must be submitted. Each Certificate of Registration shall expire 12 months from the issuance date.

Once issued, the Certificate shall be posted at the Contractor's regular place of business or in the contractor's possession when he/she has no regular place of business.

VII. Renewal of Certificates

Expired Certificates of Registration may be renewed at any time within 30 days following the date of expiration. After Certificate of Registration has been expired for 30 days, it may not be renewed; rather a new application for a new certificate must be submitted at that time.

VIII. Notification to Department Prior to Commencement of Work

The Department must be notified a minimum of 48 hours prior to the commencement of work under this program. Notification may be made by e-mail: ladbs.clcprogram@lacity.org or by contacting the CLC Program Coordinator at (213) 202-9859.

IX. Certificate of Compliance

Before the installation of any work, fill out the required information on the Certificate of Compliance (CoC) and upon commencement of work post a copy of the CoC with the Posting form provided by the Dept, as well as, installing the foil sticker inside the electrical service panel. The CoC, issued and recorded in lieu of a Building Permit, must be filed with the Department within 15 days of the completion of work.

Note: The property owner must sign the Certificate.

X. Certificate of Compliance

Work performed under this program is subject to monitoring by LABDS staff at any time. The Superintendent of Building may revoke, suspend or refuse to renew any Certificate of Registration upon a showing of incompetence, willful or negligent failure to observe or report violations of this Code, or failure to maintain a valid active California State Contractor's License in the same specialty as the certification. Prior to any action, the holder shall be given an opportunity to appear before the Superintendent of Building and be heard. LABC §91.1704.1.7; LAMC §98.0202.