



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: June 19, 2012

To: Honorable Mayor & City Council

From: George Chavez, City Building Official *GC*

Subject: Request by Councilmember Bosse for a report on the City's efforts to increase public awareness on the importance for property owners to hire properly licensed and qualified contractors and obtain the proper permits.

- Attachments:**
1. Contractor's License Detail
 2. Owner- Builder Information
 3. 10-Tips Handout

INTRODUCTION

This report provides the City Council a status update on staff's efforts to help educate and inform the public on the importance of hiring properly licensed and qualified contractors and obtain permits for construction that occurs within the City.

BACKGROUND

Several weeks ago, a construction related accident occurred and resulted in the unfortunate death of a construction worker. The Beverly Hills Police and Fire departments, along with the City of Los Angeles Fire Department, responded to the accident. First responders discovered that a person was trapped within a trench and utilizing LA County EMS protocols, determined that the incident would be a recovery and not a rescue attempt. It took several hours of effort for Beverly Hills and Los Angeles City Urban Search and Rescue crews to remove the body of the trapped construction worker. At that point, the investigation was turned over to the LA County Coroner and OSHA investigators.

Because this was a workplace accident, the State's Division of Occupational Safety and Health (CAL/OSHA) is the agency responsible for investigating the circumstances. Cal/OSHA has an ongoing investigation at this time.

This unfortunate accident led to a number of inquiries and because of this, the City is responding by increasing its efforts to inform the public of the importance of hiring properly licensed and qualified contractors and obtaining permits for work that is taking place within the City.

DISCUSSION

Construction by its very nature is a dangerous activity, and accidents occur on even the best run construction sites. The Building and Safety Division has a public safety role during the plan review, permitting and inspection process. However, the amount of time City staff spends on construction sites during construction is fractional compared to the time spent by contractors and workers who are onsite daily. Building inspectors typically conduct 12-15 inspections a day and spend most of their time focusing on what they have been called out to inspect. Knowing this, it is critically important to have qualified individuals supervising and working on construction projects with a property owner's best interests in mind.

Unfortunately, this is not always the case, and staff routinely encounters unpermitted construction projects with unlicensed and, at times, unqualified people doing work that should be conducted by licensed contractors. When this occurs, projects are stopped resulting in delays until proper permits are obtained and in some instances, if the work was constructed improperly, the work may need to be demolished or removed. Furthermore, a certain amount of liability and difficulty can arise when it is time to sell a property and unpermitted or shoddy work is revealed.

The following are some preventive measures, which can help improve the quality of a project, help reduce the risk of accidents, and reduce potential liability for property owners:

1. Hiring licensed and qualified contractors
2. Obtain the proper permits

1. Hiring Licensed and Qualified Contractors

The Contractors State License Board (CSLB) is the State Agency responsible for licensing contractors. This State Agency has been around since 1929 and currently licenses forty-three (43) different classifications from insulation contractors to ornamental iron contractors. The CSLB provides the following information on their website's "Home Page":

"The Contractors State License Board (CSLB) protects consumers by licensing and regulating California's construction industry. There are about 300,000 licensed contractors in the state, in 43 different licensing classifications. In addition to educating consumers about contractors and construction law, CSLB activities include administering examinations to test prospective licensees, issuing licenses, investigating complaints against licensed and unlicensed contractors, issuing citations, suspending or revoking licenses, and seeking administrative, criminal, and civil sanctions against violators. In fiscal year 2010-11, CSLB helped recover nearly \$45 million in ordered restitution for consumers.

The CSLB's Statewide Investigative Fraud Team (SWIFT) works to eliminate unlicensed contractors working in California. Undercover sting and sweep operations are conducted weekly around the state. SWIFT encourages you to report unlicensed activity."

Source: www.cslb.ca.gov

Meeting Date: June 19, 2012

The Contractors State License Board has an extensive website with a significant amount of material focused on consumer information such as:

- Hiring a Contractor
- Owner/Builder Risks
- Filing a Complaint
- Legal Issues
- Disaster Information
- Unlicensed Activity

This website provides an easy way to determine if a contractor is properly licensed for the work they are bidding on and also provides information on Workers Compensation Insurance. It is highly recommended for residents contemplating a construction project to visit CSLB's website and become familiar with the laws governing contractors.

Once it is determined that a contractor is properly licensed for the contemplated work, property owners should further screen contractors to determine if they are qualified to do the work. Specialty contractors should be hired to do specialty work. For example, an electrical contractor is an appropriate contractor to rewire a house. Similarly, a plumbing contractor should be hired to replace a water heater or re-pipe a house. However, on larger projects, when more than two unrelated trades are involved in a project such as a kitchen remodel, it makes sense to hire a General Building Contractor to oversee and coordinate the work of individual specialty contractors.

Doing some basic research and checking a contractor's references is a good place to start. Check with trusted friends, relatives and neighbors who have completed recent projects to see what their experience has been with their contractor. In addition to this, if an architect or engineer is involved in your project, it would make sense to see if they have contractor recommendations.

Property owners should know that contractors, suppliers and even employees may have an ability and right to place a lien on their property. Furthermore, if a contractor is not properly insured, claims may be directed at a property owner.

Below are some additional tips from the Contractors State Licensing Board:

1. Hire only state-licensed contractors.
2. Check a contractor's license number online at www.cslb.ca.gov or by calling 800.321.CSLB (2752).
3. Get at least three bids.
4. Get three references from each bidder and review past work in person.
5. Make sure all project expectations are in writing and only sign the contract if you completely understand the terms.
6. Confirm the contractor's workers' compensation insurance policy for employees, and ask about liability insurance to cover any property damage.
7. Never pay more than 10% down or a maximum of \$1,000 before the project commences. Do not pay in cash.
8. Do not let payments get ahead of the work.
9. Keep a job file of all papers relating to your project, including all payments.
10. Do not make the final payment until you are satisfied with the job.

Source: www.cslb.ca.gov

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To add to these tips, it may make sense to have an attorney and insurance professional assist with the specific details of a contract.

Furthermore, the Community Development staff should be viewed as a community resource and should be contacted at 310-285-1141 if there is ever a question about the validity of a contractor's license status. Department staff cannot provide contractor recommendations; however, staff can provide information on where a contractor has obtained permits within the City.

2. Obtain the Proper Permits

The Community Development Department is responsible for reviewing and permitting projects within the City. The review of development projects includes review of the Beverly Hills zoning code along with all the adopted model building codes (building, plumbing, electrical, mechanical, fire, energy, etc). During the review process, if staff identifies areas of work shown on the plans that require outside agency approval such as the Health Department or OSHA, these areas are flagged and those approvals are the responsibility of the applicant. Approved construction permits are the outcome of projects that have been plan checked and approved for adopted code standards. Development codes have been put in place to help preserve the quality of life and safety of the built environment for residents and everyone that works in and visits the City of Beverly Hills.

In addition to reviewing projects for code compliance, the department plays an important role in screening contractors. Before a permit is issued, staff checks the State's website to see that contractors applying for permits on behalf of owners are properly licensed for the work for which they are seeking permits. This review reveals whether or not a license is in good standing, whether there is a worker's compensation policy on file and whether a bond is in place. A permit will only be issued to a contractor if a license is in good standing (Attachment 1).

There are a number of State mandated declarations that are required to be signed by contractors before permits are issued. Therefore, if a contractor declares under penalty of perjury that they will not be subject to Worker's Compensation laws and insurance, permits are issued.

Owner Builders Beware

There are also instances when unlicensed contractors know they will not be able to obtain permits so they convince an owner to obtain the permits as *Owner Builder*. State laws allow permits to be issued to owners, and owners should be very cautious when doing this.

Owner Builder permits carry with them a tremendous amount of liability, and City staff goes to great lengths to properly educate and inform property owners of potential pitfalls related to securing permits in this fashion; but again, as long as the proper State mandate declarations are filled out, permits will be issued (Attachment 2).

Conclusion

The Community Development staff is dedicated to improving the quality and safety of construction projects within the City and should be looked at as a resource. Department staff will increase its efforts to educate and inform the public on the importance of obtaining permits and hiring properly licensed and qualified contractors. Specific actions include:

1. Additional Press Releases on this subject
2. Dedicated Webpage with links to the State's website
3. Public Service Video

Meeting Date: June 19, 2012

4. Continued streamlining of the development process to encourage permitting
5. Increased contractor outreach and education
6. Additional notes on plan check correction sheets and specific talking points during preconstruction meetings to help inform property owners

FISCAL IMPACT

None at this time.

RECOMMENDATION

This is an informational update to City Council.

GC For SHK

Susan Healy Keene, AICP

Approved By

Attachment 1

Sample 1

License Number 499660

Extract Date 6/14/2012

Business Information ACME SUNSHADES ENTERPRISE INC.
dba ACME AWNING COMPANY

Business Phone Number: (510) 635-6383

1199 BEECHER STREET
SAN LEANDRO, CA 94577

Entity Corporation

Issue Date 10/10/1986

Expire Date 10/31/2012

License Status ACTIVE

This license is current and active. All information below should be reviewed.

CLASS	DESCRIPTION
D03	AWNINGS

Classifications

CONTRACTOR'S BOND

This license filed a Contractor's Bond with
INDEMNITY COMPANY OF CALIFORNIA.

Bond Number: 541961C

Bond Amount: \$12,500

Effective Date: 01/01/2007

Bonding

Contractor's Bond History

BOND OF QUALIFYING INDIVIDUAL

1. The Responsible Managing Officer (RMO) HAN CHIH LING certified that he/she owns 10 percent or more of the voting stock/equity of the corporation. A bond of qualifying individual is **not** required.

Effective Date: 04/27/2011

WORKERS' COMPENSATION

This license has workers compensation insurance with
TRUCK INSURANCE EXCHANGE

Workers' Compensation

Policy Number: A19118967

Effective Date: 10/01/2011

Expire Date: 10/01/2012

Workers' Compensation History

Sample 2

License Number 88888888 **Extract Date** 6/14/2012

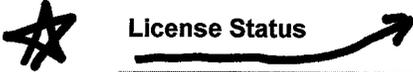
Business Information JOHN? DOE
DBA DOE CONSTRUCTION COMPANY INCORPORATED

4525 WEST CIRCLE
SACRAMENTO, CA 95827

Entity Sole Ownership

Issue Date 03/07/1991

Expire Date 07/31/2011

License Status  **EXPIRED**

This license is expired and not able to contract at this time.

Probationary license issued pursuant to Business and Professions Code Section 7073(e).

The license will need to meet the workers compensation requirements to renew active or reactivate.

Additional Information

There may be a legal requirement to be met prior to renewal or reactivation of the license.

The license will need to resolve an outstanding civil judgment to renew active or reactivate.

The license will need a contractors bond to renew active or reactivate.

Click here for [Complaint Disclosure](#) information.

Classifications

CLASS	DESCRIPTION
B	<u>GENERAL BUILDING CONTRACTOR</u>
C20	<u>WARM-AIR HEATING, VENTILATING AND AIR-CONDITIONING</u>

Bonding

CONTRACTOR'S BOND

This license filed a Contractor's Bond with DEVELOPERS SURETY AND INDEMNITY COMPANY.

Bond Number: 4646464

Bond Amount: \$12,500

Effective Date: 04/01/2009

Cancellation Date: 04/10/2009

[Contractor's Bond History](#)

Sample

WORKERS' COMPENSATION

This license has workers compensation insurance with
STATE COMPENSATION INSURANCE FUND

Workers' Compensation

Policy Number: 4564654

Effective Date: 01/01/2004

Cancellation Date: 12/31/2006

Workers' Compensation History

Personnel List

Complaint Disclosure

Attachment 2

Owner/builders take note!

A word of caution from the Contractors State License Board

*Hiring an unlicensed
“consultant” to manage
the project does not
save you money
in the long run.*

*By hiring a licensed
experienced contractor
for your project to hire
licensed knowledgeable
tradespersons, the
contractor becomes
responsible for all
phases of construction.*



Anyone who talks you into being your own general contractor, or “owner/builder,” may be doing you no favor.

“Owner/builder” describes a situation in which the homeowner becomes the general contractor. As an owner/builder, *you* (not the person you hire) assume responsibility for the overall job.

Your responsibilities may include such things as state and federal taxes, workers’ compensation insurance, and other legal liabilities. You may be required to hire various subcontractors for your project, scheduling their work and supervising the job. If a worker is injured while working on your property, you could be asked to pay for injuries and rehabilitation through your homeowner’s insurance policy.

By signing a building permit application as an owner/builder, you assume full responsibility for all phases of your project and its integrity.

Hiring an unlicensed “consultant” to manage the project does not save you money in the long run. By hiring a licensed experienced contractor for your project to hire licensed knowledgeable tradespersons, the contractor becomes responsible for all phases of construction.

Unless you are very experienced in construction, it is best to leave these matters to your licensed contractor.

GEORGE CHAVEZ, City Building Official
DAVID YELTON, Building Inspection Manager
NESTOR OTAZU, Community Preservation Manager



BUILDING & SAFETY DIVISION
455 North Rexford Drive, 1st Floor
Beverly Hills, CA 90210
Tel. (310) 285-1141
Fax. (310) 273-0972

Dear Property Owner,

Application for a building permit has been submitted in your name, listing yourself as the builder of the property improvements specified at _____.

The City of Beverly Hills is providing you with an **Owner-Builder Acknowledgement and Information Verification** form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder.

The City of Beverly Hills will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the City of Beverly Hills.

Please read and initial each statement below to signify you understand or verify this information:

- I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- I understand building permits are not required to be signed by property owners unless they are *responsible* for the construction and are not hiring a licensed Contractor to assume this responsibility.
- I understand as an "Owner-Builder" I am the responsible party of records on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.
- I understand if I am an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.
- I understand under California Contractors' State License Law, an Owner-Builder who builds single-family structures cannot legally build them with the intent to offer them for sale, unless all work is

performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.

I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.

I understand I may obtain more information regarding my obligations as an “employer” from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors’ State License Board (CSLB) at 1-800-321-2752 or www.cslb.ca.gov for more information about licensed contractors.

I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address: _____.

I agree that, as the party legally responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.

I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors’ State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers’ compensation coverage.

Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the City of Beverly Hills.

PLEASE NOTE: A copy of the property owner’s driver’s license, form notarization, or other verification acceptable to the City of Beverly Hills is required to be presented when the permit is issued to verify the property owner’s signature.



OWNER-BUILDER ACKNOWLEDGEMENT & INFORMATION VERIFICATION

If you are considering obtaining an owner/builder permit, you should be aware of the information contained in this handout. It is provided for your benefit and protection.

Unlicensed persons professing to be contractors frequently ask property owners to secure an "Owner/Builder" building permit, erroneously implying that the property owner is providing his or her own labor and material. In reality, building permits are not required to be signed by property owners unless they are performing their own work.

Anyone who talks you into being your own general contractor, or "owner/builder", may be doing you disservice. An "owner/builder" is a home owner who becomes the general contractor for their project. As an "owner/builder", you, not the person you hire, assume responsibility for the overall job, which may include such things as state and federal taxes, worker's compensation, and other legal liabilities. Unless you are very experienced in construction, it is best to leave these matters to your contractor. **You should be aware that as an "owner/builder," you are the responsible party of record on a permit.** Where a permit is to be issued as an "owner/builder" permit, the City of Beverly Hills requires that it be signed by the owner only. Building permits taken out by licensed contractors are required to be signed by the contractor. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the city. They are also required by law to include their license number on all permits for which they apply. If a contractor hires one or more employees to work on your job, workers compensation insurance is required. As such, you may wish to require the contractor to furnish a certificate of workers compensation insurance coverage. State workers compensation law provides that an owner must pay for worksite-related injuries if a contractor isn't insured.

One of the best ways to select a contractor is to seek personal recommendations from friends or relatives who have recently obtained work similar to that which you seek.

Additionally, you should also:

1. Call the California Contractors' State License Board to ask if the contractor is properly licensed, and the license is in good standing.
2. Ask the contractor for a list of jobs recently completed in the area. A skilled contractor is proud of his/her work and shouldn't mind providing you with this information.
3. Talk to the contractor's customers. Ask such question as:
 - Did the contractor keep to the schedule?
 - Were you pleased with the work, and the way it was done?
 - Did the contractor listen to you when you had a problem, and seem concerned about resolving it?
 - Did the contractor make any necessary corrections willingly?

4. See the work yourself whenever possible.
5. Obtain references from material suppliers, subcontractors, and financial institutions, if possible, to determine whether the contractor is financially responsible.
6. Acquire and verify the contractor's business location and telephone number with the Building department, trade association/union, consumer protection agency, and/or Better Business Bureau.

As your job progresses, the Building and Safety Division will make inspections to ensure that completed work meets building codes; however, these inspections are not made to determine good work quality. You should, if at all possible, be present when inspections are made, ask questions, and make frequent inspections yourself.

When a project is completed, the building department will conduct a final inspection. Make sure that you also conduct a final inspection, or "walk-through," with your contractor to be certain there is nothing you or the contractor have overlooked.

In spite of all the precautions you have taken, problems may occur with the work that has been done on your home. If problems do occur, either during construction or after completion, contact your contractor. Usually, he/she will make corrections willingly.

Should the contractor refuse to make corrections, you can file a complaint in writing with your local Contractors State License Board office, Building and Safety Division, or if necessary, consult an attorney. The Contractors' State License Board staff stands ready to report on the license status of any licensed California contractor, and will answer inquiries as to any disciplinary action taken against a contractor by the Board. They will also assist with, and investigate, all valid complaints a consumer may have against a contractor.

OWNER-BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Sec. 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt there from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the project with a licensed Contractor pursuant to the Contractors' State License Law.).

I am exempt from licensure under the Contractors' State License Law for the following reason:

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 744 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://www.leginfo.ca.gov/calaw.html>

Signature of Property Owner /Authorized Agent _____ Date _____

WORKERS' COMPENSATION DECLARATION

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Policy Number: _____

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier _____ Policy Number _____ Expiration Date _____

Name of Agent _____ Phone Number _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Signature _____ Date _____

DECLARATION REGARDING LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civil Code).

Lender's Name _____ Phone No. _____

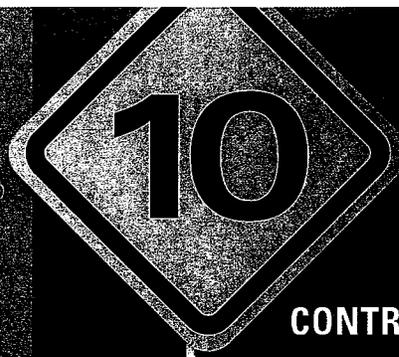
Lender's Address _____ City _____ State _____ Zip _____

By my signature below, I certify to each of the following:

- I am the property owner or authorized to act on the property owner's behalf.
- I have read this application and the information I have provided is correct.
- I agree to comply with all applicable city and county ordinances and state laws relating to building construction.
- I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Signature of Property Owner /Authorized Agent _____ Date _____

Attachment 3



tips

**MAKE SURE YOUR
CONTRACTOR MEASURES UP**

1

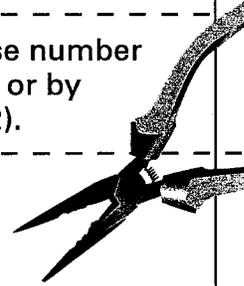
Hire only state-licensed contractors.

2

Check a contractor's license number online at www.cslb.ca.gov or by calling 800.321.CSLB (2752).

3

Get at least three bids.



4

Get three references from each bidder and review past work in person.

5

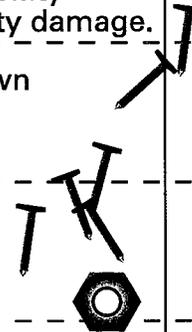
Make sure all project expectations are in writing and only sign the contract if you completely understand the terms.

6

Confirm the contractor's workers' compensation insurance policy for employees, and ask about liability insurance to cover any property damage.

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Never pay more than 10% down or \$1,000, whichever is less.*
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Don't let payments get ahead of the work.

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Keep a job file of all papers relating to your project, including all payments.

10

Don't make the final payment until you're satisfied with the job.



CONTRACTORS STATE LICENSE BOARD
www.cslb.ca.gov • CheckTheLicenseFirst.com
800.321.CSLB (2752)

* There is an exception to this rule for about two dozen contractors who have filed a blanket performance and payment bond with the Registrar. This information is noted on the contractor's license detail page on CSLB's website.