



City of Long Beach
Department of Development Services
Building and Safety Bureau
**Eligibility to Obtain a Construction
Permit**

Information
Bulletin
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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 Services Permit Center staff with expediting the permitting process, the following information summarizes who may obtain a construction permit:

A. Permits shall be issued to the following individuals:

1. A licensed contractor who provides 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.
2. 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.
3. 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 criteria shall not apply if the owner contracts with a general contractor for the construction.
4. 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.
5. An agent who:
 - a. Provides all the necessary and completed paperwork.
 - b. Provides a copy of the owner/contractor's driver license

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6. 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 Services Permit Center staff is required 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.

For more information, please call the Development Services Permit Center at (562) 570-5237.