



CITY OF HAWAIIAN GARDENS
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING AND SAFETY DIVISION

**NOTICE TO CONTRACTORS: IDENTIFICATION,
INSURANCE, AND LICENSE REQUIREMENTS**

INFORMATION
BULLETIN

B-005

Effective: 6-15-12

Revised:

Sheet 1 of 1

CONTRACTORS

California Labor Code Section 3800 requires all contractors to show their valid certificate of workers' compensation insurance at the time of each permit issuance. The certificate holder must be registered with the contractor's state license board.

The Department of Building and Safety does not maintain a worker's compensation certificate log with a list of authorized agents. All authorized agents for contractors must carry and show their notarized letter at each permit issuance.

The following items are required from you at the time of permit issuance:

- Proof of Identification (Driver's License, State Issued ID card, Alien Registration card or Passport-Photo ID's only)
- Current City of Hawaiian Garden Business License
- Proof of current State of California Contractor's License & classification.
- Proof of valid & current Worker's Compensation Insurance Certificate.
- If agent for contractor, you will also need a notarized letter of authorization from the contractor.

OWNER BUILDERS

- Proof of Identification (Driver's License, State Issued ID card, Alien Registration card or Passport-Photo ID's only)
- Proof of ownership if there has been a recent transfer of ownership (Grant Deed, Property Tax statement or closing statement from Escrow).
- If agent for the owner, all of the above plus a Notarized letter of authorization from the owner

Letter of Authorization

The letter of authorization from the contractor must have a Notarized signature by an officer of the company. You can check to see if the signature is an authorized officer by checking the personal list on the contractor's license page. The link for this is www.cslb.ca.gov. If the name is not listed as an officer, they cannot pull the permit.

Drivers License or Identification Card

The authorized person to pull the permit must present his or her driver's license or Identification Card. Name must match the authorized person from the letter.

For more information, call (562) 420-2641 Ext. 217