



Building Contractor Checklist

This guide tells you which forms you need to fill out, offices you need to visit, and decisions you need to make.



Get Going

These things are crucial to accomplishing other steps, so get them in motion now.

Apply for an Employer Identification Number (EIN), also known as a Federal Tax ID Number from the IRS. This is used to identify your business and allows you to hire employees. If you are a sole proprietor without employees, you may choose to use your Social Security Number instead.

Choose and file a business name. File a Fictitious Business Name (FBN) Statement at the Office of the County Clerk if you will be using a name other than your given name, the names of your partners, or the officially registered name of your LLC or corporation.

Get licensed to operate as a Contractor by the Contractors State License Board (CSLB)



Visit

Talking to people at these offices will help you figure out what you need.

Office of Finance
Special Desk Unit
200 North Spring St. Room 205
Los Angeles, CA. 90012
(844) 663-4411

Los Angeles County Clerk
12400 Imperial Highway
Los Angeles, CA. 90650
(800) 201-8999

Contractors State License Board
12501 East Imperial
Highway, Suite 600
Los Angeles, CA. 90650
(562) 345-7656



Read

Reading up on these materials will prepare you for opening your consulting business.

Visit finance.lacity.org for essential reading about permits and taxes.

Visit cslb.ca.gov for essential reading on industry regulations and trends

Choose Your Business Entity

- ❑ You could operate your consulting business as a sole proprietorship or partnership, but you should also consider other legal entities that could protect your personal investments such as a corporation or limited liability company (LLC).

Tip: Establishing your business as an LLC or corporation would make sure that your business, and not you personally, would be responsible for any liability.



Get Licensed

- ❑ [Register your business](#) with the City, County and State.
- ❑ Apply for a [Business Tax Certificate](#) from the Office of Finance and mail the completed form to the address provided in the application.
- ❑ Apply for your [Contractors License](#) from the Contractors State License Board within the Department of Consumer Affairs.

Open Your Business

- ❑ If you have a marketing and advertising budget, you may want to consider print advertising or participating in trade fairs.
- ❑ Social media marketing can be effective method for getting the word out. Start a Facebook or Yelp page for your business, and consider using other platforms such as Instagram or Twitter to showcase your work.

Bring on staff

- ❑ Review business.lacity.org/manage/employees for information on additional wage and employment guidelines.

Things to consider



- ❑ Depending on the services you intend to offer, you may need several licenses to operate.

i.Tip: The CSLB licenses contractors in 44 different [classifications](#). This ranges from general contractors to swimming pool contractors

Insurance

- ❑ If you are not required to, you should still insure your business operations. Having general business liability insurance will protect you from damages caused by unexpected events and liability claims.