



CONTRACTORS STATE LICENSE BOARD

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STATE OF CALIFORNIA
Edmund G Brown, Jr., Governor

ACCEPTABLE FORMS OF EXPERIENCE DOCUMENTATION

NOTICE: Applicants are not required by law to submit any of the documents listed below. However, failing to submit pertinent documents may significantly delay the investigation and may result in a denial of your Contractors License Application.

1. **STATE OR FEDERAL INCOME TAX FORMS** WHICH SHOW INCOME FROM CONSTRUCTION ACTIVITIES (W-2 From An Employer; 1099 From A Contractor; Schedule C for Self Employed; Etc.) AND COVER THE REQUIRED TIME SPAN OF THE INVESTIGATION. THESE ARE OFTEN THE MOST USEFUL DOCUMENTS TO THE INVESTIGATION FOR DETERMINING TOTAL TIME IN THE TRADE(S).
ADDITIONAL VERIFICATION OF TYPE AND LEVEL OF EXPERIENCE MAY BE REQUIRED.
2. **PERMITS** (CITY AND/OR COUNTY BUILDING DEPARTMENTS) YOU MUST PROVIDE A STATEMENT WITH THE PERMIT DETAILING THE WORK YOU PERFORMED ON THE PERMIT IF THE PERMIT WAS ISSUED TO YOURSELF. IF THE BUILDING PERMIT WAS ISSUED TO SOMEONE OTHER THAN YOURSELF, SUBMIT THE PERMIT AND A LETTER OR CERTIFICATE FROM THE PERSON THAT WAS ISSUED THE PERMIT. THE LETTER OR CERTIFICATE MUST SHOW WHAT WORK YOU PERFORMED IN RELATION TO THAT BUILDING PERMIT.
3. **CONTRACTS** COPIES OF CONTRACTS YOU HAVE ENTERED INTO AND ACTUALLY PERFORMED WILL BE CONSIDERED, IF THE WORK PERFORMED WAS ACTUALLY RELATED TO THE CLASSIFICATION BEING APPLIED FOR.
4. **PAYCHECK STUBS** FROM EMPLOYERS.
5. **APPRENTICESHIP CERTIFICATE OF COMPLETION.**
6. **UNION JOURNEYMAN BOOK** OR LETTER FROM THE UNION.
7. **OFFICIAL COLLEGE TRANSCRIPTS.**
8. **CANCELLED CHECKS** COPIES OF BOTH SIDES OF CANCELLED CHECKS FROM JOBS YOU HAVE PERFORMED MAY BE SUBMITTED FOR CONSIDERATION. THE CHECKS **MUST** BE ACCOMPANIED BY A LETTER OR CERTIFICATE FROM THE PERSON WHO PAID THE CHECK AND MUST STATE WHAT SERVICES WERE PERFORMED.
9. **COPIES OF DEEDS, PROOF OF SALE AND PERMITS** MAY BE SUBMITTED IF YOU ARE CLAIMING CREDIT FOR WORK DONE ON YOUR OWN PROPERTIES WITH AN ATTACHED STATEMENT DETAILING THE WORK DONE ON THE PROPERTY AND THE DATES OF THE PROJECTS.
10. **ITEMIZED BILLS AND INVOICES** FOR WORK PERFORMED.
11. **MATERIAL RECEIPTS** MATERIAL RECEIPTS SUBMITTED FOR CONSIDERATION **MUST** BE ACCOMPANIED BY LETTERS OR CERTIFICATES FROM THE INDIVIDUALS FOR WHOM YOU PERFORMED THE WORK AND APPLIED THE MATERIALS.
12. **DD-214** (DISCHARGE PAPERS FROM THE SERVICE) IF YOUR DUTIES WERE CONSTRUCTION RELATED.
13. **NOTARIZED CERTIFICATE OF EXPERIENCE FOR OUT-OF-STATE** EXPERIENCE.
14. **NOTARIZED CERTIFICATE OR LETTER FOR OUT-OF-STATE** EXPERIENCE.

ALL OF THE ABOVE MENTIONED DOCUMENTS ARE SUBJECT TO VERIFICATION. THIS LIST SHOULD NOT BE CONSTRUED TO LIMIT YOU FROM PRODUCING ANY OTHER DOCUMENTS YOU MAY WISH TO PRODUCE. THE REGISTRAR MAY REQUEST DOCUMENTATION OTHER THAN THAT LISTED ABOVE.

REFERENCE: BUSINESS & PROFESSION CODE 7068
CALIFORNIA ADMINISTRATIVE CODE SECTIONS 816(c) AND 824