



IMPORTANT NOTICE

Dear Applicant:

Enclosed is the application you requested from the Contractors State License Board (CSLB).

Please be aware that nearly half of all applications submitted to CSLB are inaccurate or incomplete and must be returned to the applicant for correction or completion!

Please complete your application in its entirety to help ensure that your application is accepted for processing by CSLB.

After an application has been accepted by CSLB as complete (also known as “posted”), the applicant will be sent instructions on the process for obtaining and submitting fingerprints, as required by law. (*Business and Professions Code sections 144 and 7069*)

An incomplete application can needlessly delay your license. Delays can last several weeks or even months and possibly result in the application being deemed abandoned and becoming void and the application fee being forfeited. (*Business and Professions Code sections 7074 and 7138 and Title 16, California Code of Regulations section 813*)

Spending a few extra minutes now may save you weeks or months later!

Before you submit your application, follow these simple directions.

- **Sign the form.**
- **Fill out all applicable information.**

Carefully read the General Information and Instructions that immediately precede the application package and follow the specific instructions that are contained throughout the application to help ensure that your application is complete and accurate.

Please be aware that there are no schools or application preparation organizations that are affiliated with or agents of CSLB, although some may have company names that are confusingly similar to CSLB. If you discover that an organization has misrepresented itself as being CSLB, you should submit a complaint to CSLB or the California Department of Consumer Affairs.



CONTRACTORS STATE LICENSE BOARD

9821 Business Park Drive, Sacramento, CA 95827
Mailing Address: P.O. Box 26000, Sacramento, CA 95826
800.321.CSLB (2752) | www.cslb.ca.gov | CheckTheLicenseFirst.com

STATE OF CALIFORNIA

APPLICATION FOR JOINT VENTURE CONTRACTOR LICENSE General Information and Instructions

Listed below is general information to assist you as you complete the attached application. Detailed instructions are provided on the application. For more information about the Contractors State License Board's (CSLB) joint venture license, please refer to Business and Professions Code (BPC) section 7029.

Do not submit this General Information and Instructions section with your completed application – the actual application begins immediately following this section on Application – Page 1 of 2. The terms “**qualifying individual**” and “**qualifier**” are used interchangeably.

ABOUT JOINT VENTURE LICENSES

- A joint venture license is issued to two or more licensed entities (individuals, partnerships, corporations, limited liability companies [LLC], or other joint ventures) whose licenses are **current, active, and in good standing** (i.e., not disciplined or otherwise restricted).
- A joint venture license may be issued in any or all of the classifications held by one or more of the entities.
- Each entity applying for the joint venture license:
 - Must provide the signatures of **all** qualifiers who are currently shown in CSLB records; and
 - Must **also** provide the signature of an owner, partner, officer, manager, member, or director if the qualifier is a responsible managing employee (RME).

Before you submit your application, please review and be sure you have complied with the following:

- **Enclose the full \$800 fee for licensure in a single classification (which includes the nonrefundable \$450 application fee and the \$350 initial license fee) with your completed application.** Be sure to also include additional fees for any additional classifications (\$150 per additional classification) as indicated on the application. CSLB cannot process your application without the appropriate fee made payable to the Registrar of Contractors. If approved for the military expedite and initial license fee reduction provision (see instructions under Military), these initial license fees will be reduced by 50%. (*BPC sections 7137 and 7138*)
- **Your application may be returned to you if it is insufficient or incomplete.** You must provide any missing information, make corrections, and resubmit your completed application to CSLB within **90 days** after the date that it was returned to you, or your application will be deemed abandoned and become void. You cannot reinstatement an abandoned application – you must submit a new application and fee if you wish to pursue licensure. (*BPC section 7074 and Title 16, California Code of Regulations section 813*)
- **Complete the application legibly in black or dark blue ink or on CSLB's website using the Easy-Fill feature.**
- Please make sure that **all** authorized individuals **complete, sign, and date** Section 2 of the application. **All qualifying individuals for each entity must be listed on and sign the application.**

SECTION 1 – NEW BUSINESS NAME AND ADDRESS

Business Name Styles (Box 1)

In accordance with BPC section 7059.1, the business name for a contractor license must not be misleading in relation to the classification(s) issued to that license and must be compatible with the type of business entity licensed. An acceptable joint venture business name must include the **full business name of each** listed entity, **part of each** listed entity's business name, **or** be a completely fictitious business name.

Classification(s) Requested (Box 2)

Joint venture licenses may be issued in any classifications held by at least one of the entities. More than one classification may be requested on this application. For a complete description of the classifications, refer to the License Classifications link on the Applicants page of CSLB's website. **Be sure to include the additional \$150 for each additional classification on your application.**

Please detach this General Information and Instructions portion before submitting the completed application package to CSLB.

General Information and Instructions

APPLICATION FOR JOINT VENTURE CONTRACTOR LICENSE

General Information and Instructions *(continued)*

Business Addresses , Phone and Email (Boxes 3 – 4)

- You **must** provide an address of record (mailing address) for your business that will be made available to the public if you become licensed. This address will be published on CSLB's website and will also be used for service of all official correspondence, notices, and orders from CSLB, such as renewal notices. P.O. boxes and private mailboxes (acceptable for the address of record).
- You **must also** provide a business street address that will be used only for CSLB's internal administrative purposes – it will not be published on CSLB's website. P.O. boxes and PMBs are **not** acceptable for the business street address.
- You are also asked to provide business phone and business fax numbers and a business email address. The business phone number is published on CSLB's website. If you have an email address at which you are currently receiving email, you must provide it. (BPC 7083.2) The email provided will not be part of your public license record. CSLB emails important license updates and changes to the law that may affect your license. All emails CSLB sends to the email address you provided are presumed to be received.

SECTION 2 – LICENSED ENTITIES

- The full business name of each entity that will be part of the joint venture license must be included in Section 2 and **must match exactly how it appears on CSLB records**.
- **The contractor license of each entity listed on this application must be current, active, and in good standing before the joint venture license can be granted;** if it is not, this application will be returned to you for correction.
- **Full legal names and signatures** are required of **all** qualifying individual(s) for **each** entity as currently shown in CSLB records. If an individual does not have a middle name, write "None" or "NMN" in the space provided. If an individual has only an initial for their first or middle name, write "(Initial Only)" after the initial.
- **All applicants are required to provide their U.S. Social Security number (SSN) or individual taxpayer identification number (ITIN) if an individual does not have an SSN.** (See note on the following page regarding collection of SSNs and ITINs.)
- If the qualifier for one or more of the entities is an RME, the applicant must **also** provide the full legal name and signature of an owner, partner, officer, manager, member, or director of the entity. If the manager or member of an LLC entity is a corporation or another LLC, as opposed to an individual person, you must complete Section 2 with the company's information, omitting the SSN/ITIN field that does not apply. In such cases, a responsible signing party for that entity also needs to be identified. To do this, you must complete a portion of Section 2 using this individual person's personal information. Identify that person as the "Authorized Signer for__" (inserting the name of the corporation or LLC on behalf of which the individual person will sign). This individual person will not be part of the official license personnel of record, but their information will be maintained by CSLB for signing purposes only.

SECTION 3 – REQUIRED APPLICATION QUESTIONS

Military (Questions 9 and 10)

Expedited Processing and 50% reduction of Initial License fee for Military Personnel

CSLB will expedite the licensure process and reduce the initial licensing fee by 50% for an applicant who is a current active duty member of the Armed Forces or who was not dishonorably discharged after having served as an active-duty member of the United States Armed Forces or the National Guard or Reserves. Please provide the following documentation: Evidence of your current military duty (copy of your military orders) or your previous military service (copy of your latest DD 214 long form – Certificate of Release or Discharge from Active Duty showing discharge status or a copy of a current and valid driver's license or identification card issued by this state or another state with the word "Veteran" printed on its face) or for National Guard discharge status (copy of your NGB 22 form), or for Reserves discharge status (copy of your DD256 form).

Please detach this General Information and Instructions portion before submitting the completed application package to CSLB.

APPLICATION FOR JOINT VENTURE CONTRACTOR LICENSE

General Information and Instructions *(continued)*

Expedited Processing and Fee Waiver for Military Personnel Spouses or Domestic Partners

CSLB will expedite the licensure process and waive the application fee and initial license fee for an applicant who:

- Is married to, or in a domestic partnership or other legal union with, an active-duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active-duty military orders.
- AND**
- Holds a current license in another state, district, or territory of the United States in the profession or vocation for which the applicant seeks a license from the board.

If you answer “Yes” to question 10 and you would like to be considered for this expedited processing and waiver of licensure fees, please provide a copy of your current license from the other state, district, or territory of the United States documenting a contractor license, registration, permit, or certificate in the same classification for which you are seeking licensure **AND** documentation of your marriage or legal union **AND** your spouse’s or partner’s active military duty. For example, in addition to the licensure documentation, attach a copy of the marriage certificate or certified declaration/registration of domestic partnership filed with the Secretary of State **AND** military orders establishing a duty station in California. For other forms of “legal union” not recognized by California, you may submit other documentary evidence of legal union issued by the state that recognizes your legal union for consideration by CSLB in meeting this requirement.

Fees will not be required with this application if all of the above mentioned requirements are met and all the required documentation is submitted with the application.

MISCELLANEOUS INFORMATION

- A contractor’s bond or cash deposit in the amount of \$25,000 must be submitted with this application showing the exact business name given in Section 1 of this application. The original bond is required – copies are not acceptable.
- A Certificate of Workers’ Compensation Insurance, Certificate of Self-Insurance, or Exemption from Workers’ Compensation must be submitted with this application, showing the exact business name appearing in Section 1 of this application.
- The joint venture license will expire two (2) years from the last day of the month in which the license was issued. Each entity license comprising the joint venture must be current, active, and in good standing before the joint venture license can be renewed.
- The joint venture license will be automatically suspended during any period in which any entity comprising the joint venture does not hold a current and active license in good standing.

Resources on the Licensing Process

CSLB has a variety of publications available to help you become a licensed contractor and to maintain your license. You can order free publications from or view documents on CSLB’s website (www.cslb.ca.gov), by writing to CSLB at the address listed below, or by calling the 24-hour automated phone system at (800) 321-CSLB (2752). Please visit CSLB’s website or call the toll-free phone number to find out how to order the current edition of the *California Contractors License Law & Reference Book* or other publications.

Application Processing – Follow Your Application Status Online

When CSLB receives your application, an acknowledgement letter will be sent to you that explains how to check the status of your application online at www.cslb.ca.gov or by calling (800) 321-CSLB (2752) using the Application Fee Number and Personal Identification Number (PIN) provided in the acknowledgement letter.

Please include your Application Fee Number in any correspondence. All correspondence should be sent to:

Contractors State License Board
9821 Business Park Drive
Sacramento, CA 95827-1703
Mailing Address: P.O. Box 26000, Sacramento, CA 95826-0026

Please detach this General Information and Instructions portion before submitting the completed application package to CSLB.

APPLICATION FOR JOINT VENTURE CONTRACTOR LICENSE

General Information and Instructions *(continued)*

Construction Management Education Account

A grant program was established in 1991 to provide funds for qualified public post-secondary schools that teach construction management. Applicants may voluntarily contribute to the account when paying the application fee or the license renewal fee. If you would like to make a voluntary contribution, please mark the box on the top portion of Page 1 of the application, write in the dollar amount in the space provided, and include that dollar amount in the total amount paid with your application, or submit a separate check or money order made payable to CSLB/Construction Management Education Account. *(See BPC sections 7139.2 and 7139.4.)*

Collection of Social Security Numbers and Individual Taxpayer Identification Numbers

All information requested on the application is mandatory, including disclosure of U.S. Social Security numbers (SSN) and individual taxpayer identification numbers (ITIN). Collection of the SSN and ITIN is authorized by BPC sections 30, 31, and 7145.5. SSNs and ITINs are used exclusively for the purpose of tax enforcement, compliance with any judgment or order for family support in accordance with Family Code section 17520, measurement of employment outcomes of students who participate in career technical education programs offered by the California Community Colleges as required by BPC section 30, and investigation of tax evasion and violations of cash-pay reporting laws as set forth in Section 329 of the Unemployment Insurance Code. If you fail to disclose your SSN or ITIN, your application will not be processed and you will be reported to the Franchise Tax Board; they may assess a \$100 penalty against you.

Collection of Personal Information

CSLB collects the personal information requested on the following form as authorized by BPC sections 30, 31, 114.5, 115.5, 141, 7029, 7029.1, and 7145.5 and T16 CCR section 816. CSLB uses this information to identify and evaluate applicants for licensure, issue and renew licenses, and enforce licensing standards set by law and regulation. Submission of the requested information is mandatory. CSLB cannot consider your application for licensure unless you provide all of the requested information. You may review the records maintained by CSLB that contain your personal information, unless the records are identified as confidential information and exempted from disclosure by the Information Practices Act, including Civil Code section 1798.40. CSLB makes every effort to protect the personal information you provide us; however, it may be disclosed in response to a Public Records Act request as allowed by the Information Practices Act; to another government agency as required by state or federal law or as provided in Civil Code section 1798.24; or in response to a court or administrative order, a subpoena, or a search warrant. The Custodian of Records is responsible for maintaining the information on this form and may be contacted at the address and telephone number listed in the letterhead at the top of this General Information and Instructions portion for questions about this notice or access to records.

Please detach this General Information and Instructions portion before submitting the completed application package to CSLB.



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STATE OF CALIFORNIA

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Application for Joint Venture License

Application Fees

- Single classification.....\$450
- Each additional classification\$150
- Initial license fee*\$350
- Total fees required for original license ...\$800**

The application fee of \$450 is not refundable once the application has been submitted.

Attach a money order or a personal, business, certified, or cashier's check made payable to the Registrar of Contractors. Do not send cash.

If there are more than three (3) entities in this joint venture or if an entity on this application has more than two (2) qualifiers, please make a copy of this page after completing Section 1 and then complete additional Section 2 portion(s) as necessary.

Voluntary contribution to Construction Management Education Account \$_____

There is a \$25 service charge for each dishonored check.

* Military Veterans see question #9

Please type or print neatly and legibly in black or dark blue ink.

SECTION 1 – NEW BUSINESS NAME AND ADDRESS

1. FULL NAME OF NEW BUSINESS		2. CLASSIFICATION(S) REQUESTED	
3a. BUSINESS MAILING ADDRESS Number/Street or P.O. Box	City	State	ZIP Code
3b. BUSINESS STREET ADDRESS Number/Street Only – NO P.O. Boxes or PMBs	City	State	ZIP Code
4. BUSINESS PHONE NUMBER () () ()	BUSINESS FAX NUMBER () ()	BUSINESS EMAIL ADDRESS	

SECTION 2 – LICENSED ENTITIES

5. We, the licensees listed below, certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that we have reviewed the entire contents of this application. In signing and submitting this application, we also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to Business and Professions Code (BPC) section 7145. 5. **DATE:** _____

ENTITY 1 FULL NAME OF BUSINESS AS IT APPEARS IN THE RECORDS OF CSLB		CSLB LICENSE NUMBER
PRINT QUALIFIER'S FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
PRINT QUALIFIER'S FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
PRINT OWNER, PARTNER, OFFICER, MANAGER, MANAGER OR DIRECTOR FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
ENTITY 2 FULL NAME OF BUSINESS AS IT APPEARS IN THE RECORDS OF CSLB		CSLB LICENSE NUMBER
PRINT QUALIFIER'S FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
PRINT QUALIFIER'S FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
PRINT OWNER, PARTNER, OFFICER, MANAGER, MANAGER OR DIRECTOR FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
ENTITY 3 FULL NAME OF BUSINESS AS IT APPEARS IN THE RECORDS OF CSLB		CSLB LICENSE NUMBER
PRINT QUALIFIER'S FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
PRINT QUALIFIER'S FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN
PRINT OWNER, PARTNER, OFFICER, MANAGER, MANAGER OR DIRECTOR FULL NAME	SIGNATURE	SOCIAL SECURITY NUMBER / ITIN

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Applicant's Business Name (as listed in Section 1 of this application): _____

SECTION 3 – REQUIRED APPLICATION QUESTIONS

Applicants must answer the following questions. Question 10 pertains only when at least one entity of the joint venture applicant is an individual who holds an existing sole ownership business entity license. Please refer to Page 2 of the General Information and Instructions for more information. If you checked "Yes" in response to any question, the person involved must attach the requested documentation.

6. To the best of your knowledge, is anyone listed on this application (or any company the person is or was a part of) named in or responsible for any unsatisfied final judgments, liens, and/or claims against any bond or cash deposit pertaining to a construction project? Yes No

If you checked "Yes" for this question, you are required to attach a statement identifying all judgments (pending or on record), liens, past due unpaid bills, claims, or suits and a detailed explanation of the situation. Include the names and addresses of the parties involved. If the obligation was or is being discharged in bankruptcy, attach a copy of the bankruptcy filing and a copy of the creditors list.

7. To the best of your knowledge, has anyone on this application (or any company the person is or was a part of, or any immediate family member of the applicant) ever received a citation from CSLB or had a contractor license or other professional or vocational license or registration denied, suspended, revoked, or otherwise disciplined by this state or elsewhere (i.e., other U.S. state, U.S. territory, agency of the federal government, or other country)? Yes No

For the purposes of responding to this question, "disciplined" is an administrative action that resulted in a restriction or penalty being placed on any license you have or have possessed, such as a revocation, suspension, probation, or reprimand.

(Check "No" if the license or registration was suspended due to lack of a bond, workers' compensation or other required insurance, a qualifier, or family support.)

If you checked "Yes" for this question, you are required to attach a statement detailing the events leading to this action.

8. To the best of your knowledge, has anyone on this application failed to resolve any outstanding final liabilities, which include taxes, additions to tax, penalties, interest, and any fees that may be assessed by CSLB, the Department of Industrial Relations, the Employment Development Department, the Franchise Tax Board, or the State Board of Equalization (BOE)? Yes No

If you checked "Yes" for this question, you are required to attach a statement regarding the outstanding liabilities. In relation to BOE liabilities, you must indicate if you have entered into an installment payment agreement for that liability with the BOE and provide verification that you are in compliance with the terms of that agreement, if applicable.

9. Are you serving in, or have you previously served in, the United States Armed Forces? Yes No

If you checked "Yes" for this question, please provide the following documentation for review to potentially receive expedited processing and a 50% reduction in the initial license fee:

- Evidence of your current military duty (copy of your military orders) or your previous military service (copy of your latest DD 214 long form – Certificate of Release or Discharge from Active Duty showing discharge status or Copy of Driver's License with "Veteran" endorsement) or National Guard discharge (form GNB 22) or Reserves discharge (form DD 256). See instructions section under **Military**.

10. The CSLB will expedite the licensure process and waive the license application fee and the initial license fee charged by the board for an applicant who is the spouse of an active-duty member of the Armed Forces stationed in California and meets both of the following requirements: Yes No

Are you married to, or in a domestic partnership or other legal union with, an active-duty member of the Armed Forces of the United States who is assigned to a duty station in California under official active-duty military orders?

AND

Do you hold a current license in another state, district, or territory of the United States in the profession or vocation for which you seek a license from the board?

If you checked "Yes" for this question, please provide documentation of current licensure AND, marriage, partnership or legal union AND active-duty military orders as described in the instructions under Military.

No fees will be required for this application if you submit all the above-mentioned requirements.

STATE TAX AND OTHER OBLIGATIONS NOTICE

The State Board of Equalization and Franchise Tax Board may share taxpayer information with CSLB. You are obligated to pay your state tax obligation. CSLB may suspend or refuse to issue, reactivate, reinstate, or renew a license if your state tax obligation, child support obligation, or any outstanding final liability to CSLB, the Department of Industrial Relations, or the Employment Development Department is not paid. (BPC sections 30, 31, and 7145.5)

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