



## Instructions for Completing the Trade License Application

1. Complete the following on the application:
  - a. Title of Examination (*i.e. Certified Welder - Structural Steel, Steam Engineer - 500 HP*)
  - b. Applicant information
  - c. Employment information
  - d. Sign the application
2. Application fee is \$54.00 (**except** for Deputy Building Inspectors)
3. See the information sheets for additional application requirements.
4. Application must be signed by the applicant and submitted with two additional copies.
5. Submit application and the required documents along with a check or money order payable to the *City of Los Angeles* in person or mail to:

Department of Building & Safety  
201 N. Figueroa Street  
Los Angeles, CA 90012  
Attention: Licensing Section, Room 110

You will be notified by mail of your examination date and time.

For questions, call the Trade License Section at (213) 482-0099.