**Louisiana State Licensing Board for Contractors**
600 North Street, Baton Rouge, LA 70802 Phone: 225.765.2301
http://www.lslbc.gov/

# *ONLINE APPLICATION INSTRUCTIONS*

***PLEASE READ AND PRINT THIS DOCUMENT***

Before starting the online application, please read the information below as these could cause delays in the licensing process if not provided.

**Content:**


- **A. Information Needed**
- **B. Documents Needed *(see pg. 2)***
- **C. Additional Information *(see pg. 3)***


## A. INFORMATION NEEDED – *Please gather the following information before starting.*

1. **Applicant's full legal name**
   - If applying for a license as an **Individual**, provide full legal name
   - If applying for a license as a **Business Entity**, provide full legal name of business, which should match the name registered with the Louisiana Secretary of State's office.

   NOTE: If you have an INC, LLC, LP, Joint Venture, etc. then applicant for the license is your business.

   NOTE: Once the license/registration is issued, applicants must conduct their contracting business under the exact name listed on the license.

2. **Full Social Security Numbers, Dates of Births, and Federal Tax ID's** - must be provided where required for the following individuals or business:
   - Applicant
   - Each owner, officer, partner, member or manager listed as Key Individuals.
     - NOTE: If owner, partner, member or manager is a business entity, the Federal Tax ID is required.
   - Each qualifying party listed on application

   NOTE: Failure to provide this information where requested may result in denial of your licensure application.

   NOTE: Your SSN/Federal Tax ID will not be released for any other purpose not provided by law.

3. **Contact Information** – address (physical and mailing), phone numbers, email address
   - Required for the applicant
   - Required for each qualifying party listed on the application

   NOTE: LSLBC will be sending all correspondence such as license issuance letters, renewal notices, examination approval notices, etc. to the email address provided. **Please be sure to keep the email address up-to-date.**

4. **Registration information from the Louisiana Secretary of State** – required for **all** business entities (LLC, INC or LP – not required for individuals)
   - LA Secretary of State - Registration status
   - LA Secretary of State - Charter Number

   NOTE: This includes **all** out-of-state companies and Louisiana companies except for the following:
   - General Partnerships are not required to be registered

- Joint Ventures are not required to be registered but if registered, then you must provide your Charter Number.

**PLEASE READ CAREFULLY**

## B. DOCUMENTS NEEDED – *Please gather these documents before starting.*

**NOTE: Some documents, as noted below, may not be required. This will be based on license type, classification, or name in which applying.**

The following documents need to be uploaded at the end of the online application. Note: If these are not provided at the end of the application, we will still accept the application, but it could cause delays in the licensing process.

1. **Financial Statement**
   - Required for all license applicants (commercial, residential, mold remediation and home improvement);
   - Download the Financial Statement page is found at: https://lslbc.gov/wp-content/uploads/2025/07/Financial-Statement.pdf
     - Please read instructions carefully
     - Obtain proper signatures
     - Be sure to have the Financial Statement completed in the correct applicant's name

2. **Articles of Incorporation/Organization/Partnership Agreement**
   - Required for all business entities applying for a license (residential, commercial, mold remediation and home improvement);
   - Not required for those applying in their individual name
     1. Provide copy of Articles of Incorporation (if Corporation/Inc), By-Laws if one exists and any amendments made to the business name
     2. Provide copy of Articles of Organization (if LLC), Operating Agreement if one exists and any amendments made to the business name
     3. Provide copy of Partnership Agreement (if LP or GP)

3. **Copy of Credential(s) –** for classification(s) that require a Credential in lieu of a trade exam
   - This could apply to certain license applicants, commercial and mold remediation.
   - On the LSLBC website's Classification List, if the classification selected requires a Credential in lieu of a trade exam then this document(s) is required. Examples: Plumbing certificate, Asbestos certificate, Landscaping certificate, mold remediation training certificate, etc.
     - View the Classification List at: http://www.lslbc..gov/exams-classifications/

4. **Verification of License form** – this is for companies requesting reciprocity from a reciprocal state for a commercial or residential license.
   - Reciprocity information and Verification of License form is found at: http://www.lslbc.gov/reciprocity
   - Provide a copy of the Verification of License form that was completed by the reciprocal state.

5. **Certificates of Insurance** – do not upload to the application (must be submitted by agent, see below)
   - Required for all Residential, Home Improvement and Mold Remediation applicants
   - **NOT** required for commercial license applicants
   - Must be submitted by your **insurance agent** by email at application and at renewal of the license/registration or at any point prior to the policy expiring during the licensure period. We cannot accept certificates from the contractor. Certificates must be emailed from your insurance agent to insurance@lslbc.gov.
     - Both General Liability and Workers' Compensation insurance coverage is required.
     - There are no exceptions or exemptions to this requirement.

- For more specific insurance requirement information such as the required amount of coverage, please go to: https://www.lslbc.gov/faq/ and find the insurance requirements FAQs.

**PLEASE READ CAREFULLY**

## C. ADDITIONAL INFORMATION:

1. Misrepresentation of information supplied by an applicant shall be deemed sufficient cause for denial of application or revocation of license and/or subject to criminal prosecution for making false official statements, in accordance with LA R. S. 14:133.

2. Fees are NONREFUNDABLE.

3. Applicants are given one year from the date the application is received to meet all requirements. If all requirements are not met within the one-year timeframe, the application and fees will be written off and the applicant will be required to submit a new application, documents, and fees.

4. After online application is submitted, what are the next steps to the application/licensing process?

    - Please click **HERE** to view the next steps in the application process.

To access the online application, please click **HERE**.