



City of El Segundo

Building Safety Division

350 Main Street

(310) 524-2300

WHO CAN PULL A PERMIT?

A Licensed Contractor and or a Property Owner may pull a permit in the City of El Segundo. The following information indicates the required items that must be available **EACH** time you pull a permit in the City of El Segundo:

A STATE OF CALIFORNIA LICENSED CONTRACTOR

1. Proof of identification (Driver's License or Passport).
2. Proof of State of California Contractor's License & classification (pocket card).
3. City of El Segundo Business License.
4. Proof of valid and current Worker's Compensation Insurance Certificate.
5. If agent for contractor, you will also need a letter of authorization from the contractor.

PROPERTY OWNER

1. Proof of Identification (Driver's License or Passport).
2. Proof of ownership (Grand Deed, Property Tax Statement) if recent transfer of ownership.
3. If agent for owner, all of the above plus a notarized letter of authorization from the owner (Including owner's Driver's License Number).
4. If Trust, need to provide the Trust information showing the trustee.
5. If a Corporation, LLC, or Partnership, need to provide information verifying President or Authorized Representative.
6. For alterations to the common areas of condominiums, the HOA agreement or minutes for verifying President or Authorized Representative.

*NOTE - A **tenant of a building CAN NOT** pull a permit unless he/she is the **agent** for the Contractor or Property Owner, or has permission from the Property Owner to make improvements to leased space in the lease.