

**Louisiana State Licensing Board for Contractors**  
 600 North Street, Baton Rouge, LA 70802 225.765.2301 Fax: 888.510.0130  
[www.lacontractor.org](http://www.lacontractor.org)



**ADDING A CLASSIFICATION TO AN EXISTING LICENSE**

**(To add a classification that is NOT currently listed on the license)**

- To report a qualifier has left your company and to add a replacement qualifier, click [HERE](#).
- To add an additional qualifier for classification(s) currently active on the license, click [HERE](#).
- If paying by credit card or electronic checking, please email this form to [application@lslbc.louisiana.gov](mailto:application@lslbc.louisiana.gov).

|                               |                 |
|-------------------------------|-----------------|
| Date:                         | License Number: |
| Name on Contractor's License: |                 |
| Mailing Address:              |                 |
| Phone Number:                 | Email:          |

|  |  |                         |
|--|--|-------------------------|
| <b>1</b>   | <b>A. NAME OF CLASSIFICATION TO BE ADDED:</b> (click <a href="#">HERE</a> for classification list)     |                         |
|  | Classification:  |                         |
|  | <b>B. QUALIFYING PARTY INFORMATION:</b> (qualifying party who will be representing the classification) |                         |
|  | Name:  | Social Security Number: |
|  | Date of Birth (mm/dd/yyyy):  | Email address:          |
|  | <b>C. BUSINESS AND LAW:</b>  |                         |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Will this person be representing the company for the Louisiana Business and Law?</b> |  |                         |

|  |  |                         |
|--|--|-------------------------|
| <b>2</b>   | <b>A. NAME OF CLASSIFICATION TO BE ADDED:</b> (click <a href="#">HERE</a> for classification list)     |                         |
|  | Classification:  |                         |
|  | <b>B. QUALIFYING PARTY INFORMATION:</b> (qualifying party who will be representing the classification) |                         |
|  | Name:  | Social Security Number: |
|  | Date of Birth (mm/dd/yyyy):  | Email address:          |
|  | <b>C. BUSINESS AND LAW:</b>  |                         |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Will this person be representing the company for the Louisiana Business and Law?</b> |  |                         |

|  |  |                         |
|--|--|-------------------------|
| <b>3</b>   | <b>A. NAME OF CLASSIFICATION TO BE ADDED:</b> (click <a href="#">HERE</a> for classification list)     |                         |
|  | Classification:  |                         |
|  | <b>B. QUALIFYING PARTY INFORMATION:</b> (qualifying party who will be representing the classification) |                         |
|  | Name:  | Social Security Number: |
|  | Date of Birth (mm/dd/yyyy):  | Email address:          |
|  | <b>C. BUSINESS AND LAW:</b>  |                         |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Will this person be representing the company for the Louisiana Business and Law?</b> |  |                         |

|  |  |                         |
|--|--|-------------------------|
| <b>4</b>   | <b>A. NAME OF CLASSIFICATION TO BE ADDED:</b> (click <a href="#">HERE</a> for classification list)     |                         |
|  | Classification:  |                         |
|  | <b>B. QUALIFYING PARTY INFORMATION:</b> (qualifying party who will be representing the classification) |                         |
|  | Name:  | Social Security Number: |
|  | Date of Birth (mm/dd/yyyy):  | Email address:          |
|  | <b>C. BUSINESS AND LAW:</b>  |                         |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <b>Will this person be representing the company for the Louisiana Business and Law?</b> |  |                         |

| Based on the information provided on page 1, please answer the following questions:  |  |   |
|--|--|---|
| <b>A</b>   | <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>Are you requesting reciprocity with a state with which Louisiana has a reciprocal agreement and/or using NASCLA for the classification(s)?</b> |
| 1. If YES to Reciprocity, which state(s) are you reciprocating from:<br><br>Note: Provide a "Request for Verification of License" form, which was completed by the reciprocal state, and submit with this form. Click <a href="#">HERE</a> for reciprocity information and obtain the verification of license form.    |  |   |
| 2. If YES to NASCLA, please see page 3 for further information.  |  |   |
| <b>B</b>   | <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>Is the qualify party(ies) representing the additional classification(s) already on your license as an active qualifying party?</b>             |
| 1. If NO, each new qualifying party will also need to complete and submit the form " <i>Application for Qualifying Party</i> " found at: <a href="http://www.lslbc.louisiana.gov/wp-content/uploads/application_QP.pdf">http://www.lslbc.louisiana.gov/wp-content/uploads/application_QP.pdf</a> along with this form. |  |   |

| <b>FEES</b>   | <b>Price</b>  | <b>Quantity</b> | <b>Amount</b>            |
|---|---|-----------------|--------------------------|
| <b>1. Classification Fee</b> ( <u>per</u> classification <u>per</u> year*)  | \$95.00   |                 | \$                       |
| <i>Note: The classification fee is initially charged for 1 year; however, if your company renewed for multiple years then additional classification fees may be due at the end of the Add Class process of \$95.00 per year per classification.</i> |   |                 |                          |
| <b>2. Processing Fee</b> ( <u>per</u> Classification)   | \$25.00   |                 | \$                       |
| <b>3. Exam/Admin. Fee</b> ( <u>per</u> Classification <u>per</u> Qualifying Party, no exceptions)   | \$120.00  |                 | \$                       |
| <b>4. Business and Law Fee</b>  | \$120.00  |                 | \$                       |
| Payment Method – Processing Fee ( <i>select one of the following</i> )  |   |                 |                          |
| Pay by credit card  | \$2.00 convenience charge + 2.5% is added to the total amount   |                 | <input type="checkbox"/> |
| Pay by electronic checking  | \$2.00 convenience charge + \$1.00 is added to the total amount |                 | <input type="checkbox"/> |
| Pay by check/money order  | No charge (Make payable to "LSLBC")                             |                 | <input type="checkbox"/> |
| <b>TOTAL FEES:</b>  |   |                 | \$                       |

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Print Name and Title of Person Authorized\* to make changes to your license

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Signature of Person Authorized\* to make changes to your license

\*Person(s) Authorized to make changes include: Sole Proprietor, Member of LLC, Corporate Officer or Partner

**NOTE:**

Please see page 3 for Submission and Payment Information and page 4 for Additional Information about classifications, the Business and Law and reciprocity.

**SUBMISSION AND PAYMENT INFORMATION**

- Your request can not be processed without the required fees.
- Exam fees are required even if previously tested or using reciprocity.
- If paying by check or money order, please mail completed form(s) and payment to the following address:

LSLBC  
600 North Street  
Baton Rouge, LA 70802

- If paying by credit card or electronic checking, email completed form(s) and payment information to Application at [application@lslbc.louisiana.gov](mailto:application@lslbc.louisiana.gov).

| <b>PAYMENT INFORMATION</b>   |                      |
|--|----------------------|
| Name on Contractor's License:  |                      |
| License Number(s):   |                      |
| <b>*Complete all information below depending on payment method selected</b>                          |                      |
| <b><u>Credit Card Information</u></b>  |                      |
| ❖ Processing Fee: \$2.00 convenience charge + 2.5% is added to subtotal amount                       |                      |
| Name on the Card: _____  |                      |
| Card Type: _____ (VISA, MasterCard, American Express, etc.)  |                      |
| Account Number: _____  |                      |
| Expiration Date: _____   | Security Code: _____ |
| Address of Cardholder: _____   |                      |
|  |                      |
| <b><u>Electronic Checking Information</u></b>  |                      |
| (ACH Transaction)  |                      |
| ❖ Processing Fee: \$2.00 convenience charge + \$1.00 is added to the subtotal amount                 |                      |
| Name on the Account: _____   |                      |
| Name of Authorized Signer: _____   |                      |
| Routing Number: _____  |                      |
| Account Number: _____  |                      |
| Account Type: <i>(select one)</i> Checking <input type="checkbox"/> Savings <input type="checkbox"/> |                      |

## **ADDITIONAL INFORMATION**

### **CLASSIFICATION INFORMATION**

- LSLBC's Classification List provides a full list of the classifications, classification codes and links to testing information. This information is found at: <http://www.lslbc.louisiana.gov/examsclassifications/>.
- The qualifying party will be emailed the classification exam information (if applicable) after the qualifier has been approved for the exam(s).
- Classifications may not be added to a MOLD LICENSE.
- Residential Classifications may only be added to an existing Residential License.
- Commercial Classifications may only be added to an existing Commercial License

### **BUSINESS AND LAW INFORMATION**

- Business and Law is not required for new qualifying party(ies), if there is an existing active qualifying party on the license for Business and Law.
- However, if you want to take or hold the Business and Law for the company, the course fee will be required even if previously taken.
- Business and Law is an online, 1 (one) hour course, which is taken on the qualifier's home or office computer. This is not an exam. The qualifier will be emailed the Business and Law information after the qualifier has been approved for the course.

### **RECIPROCITY AND/OR NASCLA INFORMATION**

- Reciprocity and/or NASCLA information can be found at: <http://www.lslbc.louisiana.gov/wp-content/uploads/Reciprocity.pdf>.
- For Reciprocity requests, the Verification of License form completed by the reciprocal state will need to be submitted along with the required forms and fees. Please send to the address on the form or by email: [application@lslbc.louisiana.gov](mailto:application@lslbc.louisiana.gov).
- For NASCLA, be sure to contact NASCLA and have the qualifier's exam transcript released to this board so we are able to view the qualifier's exam transcript on their website.
  - NOTE (1): We cannot accept NASCLA transcripts from the company.
  - NOTE (2): The NASCLA Building exam can only give credit to the Building Construction and/or Residential Building Contractor exams with this board. The NASCLA Electrical exam can only give credit to the Electrical Work (Statewide) exam.
- If you have any questions regarding Reciprocity and/or NASCLA please contact:
  - Michele Lemoine at [mlemoine@lslbc.louisiana.gov](mailto:mlemoine@lslbc.louisiana.gov) or at 225.765.2301 ext. 1242