

Work Requiring a Home Improvement Contractor (HIC) Registration or Construction Supervisor License (CSL) for Existing Owner Occupied 1- to 4-Family Dwellings

| Type of Work (for jobs over \$500 each or over \$5000/yr total) | Do I need to be registered or licensed? | Which one? | | Do I need a Bldg. Permit? | Comments |
|---|---|-------------|-------|------------------------------------|--|
| | | HIC Reg. | CSL | | |
| Air Conditioning, central. | see comments | | | yes | By licensed trades only. |
| Awnings | no | | | | Non structural only. |
| Carpentry, structural | yes | √ | √ | yes | Must pay HIC guaranty fund. |
| Carpentry, trim | yes | √ | | | |
| Decks | yes | √ | √ | yes | Must pay HIC guaranty fund. |
| Demolition | yes | √ | √ | yes | Demo CSL min. + HIC guaranty fund. |
| Door Replacement | yes | √ | | maybe | BP req'd if exit door or public safety concern. |
| Door Installation | yes | √ | √ | yes | Must pay HIC guaranty fund. |
| Driveways | no | | | | |
| Energy Conservation Devices | no | | | | Caulking, thermostats, light bulbs. |
| Fencing | no | | | maybe | BP not req'd if less than six feet high. |
| Flooring, finish, carpet, tile | no | | | maybe | Fire requirements in 3- and 4-family. |
| Flooring, structural | yes | √ | √ | yes | Must pay HIC guaranty fund. |
| Gutters | yes | √ | | | |
| Heating System, central. | see comments | | | yes | By licensed trades only. |
| Insulation | yes | √ | √ | yes | Insulation CSL + HIC guaranty fund. |
| Kitchen Cabinets and Shelving | yes | √ | maybe | maybe | if public safety concern or not ordinary repair. |
| Landscaping, routine | no | | | | |
| Locks | yes | √ | | | |
| Masonry Walls, not retaining | no | | | | If no threat to public safety. |
| Masonry, related to building. | yes | √ | √ | yes | Masonry CSL min.+HIC guaranty fund |
| Masonry, landscaping | no | | | | If no threat to public safety. |
| Painting, exterior | yes | √ | | | |
| Painting, interior | no | | | | |
| Patios | no | | | | |
| Plastering | yes | √ | √ | yes | Must pay HIC guaranty fund. |
| Plumbing | see comments | | | yes | By licensed trades only. |
| Roofing , minor repairs | yes | √ | | maybe | Dependent on repair size. |
| Roofing, new or replacement | yes | √ | √ | yes | Roofing CSL + HIC guaranty fund. |
| Septic System Repairs/Installation | see comments | | | yes | Requires Dept. Environmntl Protectn. License |
| Shed construction | yes | √ | | | Floor area less than 200 square feet. |
| Sheetmetal/exhaust venting | see comments | | | yes | By licensed trades only. |
| Sheetrock/wallboard | yes | √ | √ | yes | Must pay HIC guaranty fund. |
| Shutters | no | | | | |
| Siding | yes | √ | √ | yes | Window/Siding CSL + HIC guaranty fund. |
| Solar Panels | yes | √ | √ | yes | Licensed plumber or electrician req'd |
| Solid Fuel Burning Appliance | yes | √ | √ | yes | Appliance CSL+ HIC guaranty fund. |
| Stairs, exterior | yes | √ | √ | yes | Must pay HIC guaranty fund. |
| Swimming Pools, above ground. | no | | | yes | ANSI/NSPI-4 Design/Construction Required |
| Swimming Pools, below ground. | yes | √ | | yes | ANSI/NSPI-5 Design/Construction Required |
| Tile | no | | | | |
| Walls, exterior retaining. | yes | √ | | | Less than 4 feet high. |
| Window Install/Replace | yes | √ | √ | yes | Window/Siding CSL + HIC guaranty fund. |
| Wiring | see comments | | | yes | By licensed trades only. |

Note: This list is incomplete. It is provided by the BBRs Staff for guidance only.

Revised 8/6/12

