

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

| <b>Type of Work<br/>(jobs over \$500 each or<br/>over \$5000 earned<br/>annually)</b> | <b>Do I need a<br/>Construction<br/>Supervisor<br/>License?</b> | <b>Do I need a Home<br/>Improvement<br/>Contractor<br/>Registration?</b> | <b>Do I need a<br/>Bldg.<br/>Permit?</b> | <b>Comments</b>  |
|---|---|--|--|--|
| Air Conditioning, central.  | yes   | no   | yes                                      | By licensed trades, as required by law.  |
| Window Awnings  | no  | no   | maybe                                    | BP if structural and/or sidewalk projection.   |
| Carpentry, structural   | yes   | yes  | yes                                      |  |
| Carpentry, trim   | maybe   | yes  | maybe                                    | If fire resistance requirements pertain.   |
| Decks   | yes   | yes  | yes                                      |  |
| Demolition  | yes   | yes  | yes                                      | Demo CSL minimum.  |
| Door Replacement  | yes   | yes  | maybe                                    | BP req'd if exit door or public safety concern.  |
| Door Installation   | yes   | yes  | yes                                      |  |
| Driveways   | no  | no   | no                                       |  |
| Energy Conservation Devices   | no  | no   | no                                       | Thermostats, light bulbs, weather stripping.   |
| Fencing   | maybe   | no   | maybe                                    | BP\CSL not req'd if less than seven feet high.   |
| Flooring, finish, carpet, tile  | no  | no   | maybe                                    | Fire requirements in 3- and 4-family.  |
| Flooring, structural  | yes   | yes  | yes                                      |  |
| Gutters   | no  | yes  |  |  |
| Heating System, central.  | maybe   | no   | yes                                      | By licensed trades, as required by law.  |
| Insulation  | yes   | yes  | yes                                      | Insulation CSL minimum.  |
| Kitchen Cabinets and Shelving   | maybe   | yes  | no                                       | CSL\BP req'd if part of larger scope project.  |
| Landscaping, routine  | no  | no   | no                                       |  |
| Locks   | no  | yes  | maybe                                    | If affecting egress doors.   |
| Masonry Walls, not retaining  | maybe   | no   | maybe                                    | If a possible threat to life safety.   |
| Masonry, related to building  | yes   | yes  | yes                                      | Masonry CSL minimum.   |
| Masonry, landscaping  | no  | no   | no                                       | If no threat to public safety.   |
| Painting, exterior  | no  | yes  | no                                       |  |
| Painting, interior  | no  | no   | no                                       |  |
| Patios  | no  | no   | no                                       |  |
| Plastering  | yes   | yes  | yes                                      |  |
| Plumbing  | no  | no   | maybe                                    | By licensed trades, as required by law.<br>BP\CSL may be needed if cutting/notching<br>building elements                           |
| Roofing , minor repairs   | yes   | yes  | maybe                                    | BP needed unless considered an ordinary<br>repair by the Building Official. Roofing CSL<br>minimum.                                |
| Roofing, new or replacement   | yes   | yes  | yes                                      | Roofing CSL minimum.   |
| Shed Construction   | yes   | yes  | maybe                                    | BP\CSL req'd for sheds with floor area<br>greater than 200 square feet (1-2 family) and<br>120 square feet (for other properties). |
| Sheet Metal/Exhaust Venting   | maybe   | no   | yes                                      | By licensed trades, as required by law.  |
| Sheetrock/Wallboard   | yes   | yes  | yes                                      |  |
| Shutters  | no  | no   | no                                       |  |
| Siding  | yes   | yes  | yes                                      | Window/Siding CSL minimum.   |
| Solar Panels  | yes   | yes  | yes                                      | By licensed trades, as required by law.  |
| Solid Fuel Burning Appliance  | yes   | yes  | yes                                      | Solid Fuel Burning Appliance CSL minimum.  |
| Stairs, exterior  | yes   | yes  | yes                                      |  |
| Swimming Pools, above ground.   | no  | no   | yes                                      | ISPSC Design\Construction Required   |
| Swimming Pools, below ground.   | yes   | yes  | yes                                      | ISPSC Design\Construction Required   |
| Walls, exterior retaining.  | no  | yes  | no                                       | Less than 4 feet high.   |
| Window, install/replace   | yes   | yes  | yes                                      | Window\Siding CSL minimum.   |
| Wiring  | no  | no   | maybe                                    | By licensed trades, as required by law.<br>BP\CSL needed if cutting /notching building<br>elements                                 |

**Note: This list is incomplete. It is provided by BBRS and OCABR Staff as guidance only.**

**Revised 04/26/2018**