

5 Steps to Obtaining Your Louisiana Mechanical Work Contractor's License

Step 1. Sign up for the exam.

All persons who desire to become licensed as a heavy construction contractor shall make application to the board on a form adopted by the board and shall state the classification of work the applicant desires to perform from a list of major classifications. An application form must be submitted to the board before testing.

Request a license application package from:

Louisiana State Licensing Board for Contractors
P.O. Box 14419
Baton Rouge, LA 70898
Phone (225) 765-2301
Fax (225) 765-2690
Website: <http://www.lslbc.louisiana.gov>
Email: testing@lslbc.louisiana.gov

Exam and License fees: The total fee for examination and licensing is \$265 (\$100 for license classification, \$25 transaction fee, \$40 per person Business and Law study guide fee and \$100 examination/verification fee). Contractors domiciled outside the State of Louisiana making applications for a contractor's license are required to submit a \$400 surcharge in addition to the regular license fee.

Scheduling: Exams are given three days a week, Tuesday through Thursday. A candidate may request three dates upon which he or she will be available to take the examination. An attempt will be made to accommodate the candidate. New applicants for licensure will be given priority in scheduling. Examinations will not be scheduled unless you submit your qualifying party application and required documentation.

Financials: Once you have passed your test, applicants must furnish the board with a financial statement, current to within 12 months of the date of filing, prepared by an independent auditor and signed by the applicant and auditor before a notary public, stating the assets of the applicant, to be used by the board to determine the financial responsibility of the applicant to perform work on a construction undertaking, the entire cost of which is \$50,000 or more. Such assets shall include a net worth of at least \$10,000.

Reciprocity: The Board has formal written reciprocal agreements with the States of Alabama, Arkansas, Mississippi, Tennessee and Utah. The Business and Law examination cannot be waived for out-of-state contractors. However, reciprocity is not automatic, applications will be considered individually.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Louisiana requires for this exam, follow this link to the list of documents and books on your state's exam page of our website: <http://www.constructionbook.com/contractor-license/louisiana/index.asp>. You must purchase these documents and books in preparation for the exam and, if applicable, bring them with you on testing day for the open book portions of the exam.

Step 3. Start studying!

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

Step 4. Follow the rules.

The following security procedures will apply during the exam:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- Non-programmable, non-printing, silent, battery-operated, non-alphabet key calculators will be permitted.
- Only approved reference books will be permitted into the examination site for open-book portions of the exam.

Step 5. Good luck on the exam!

It is best that you arrive at the examination site at least 15 minutes prior to your scheduled exam time on the day of testing. Be sure to bring at least two forms of valid picture identification that has been issued by a state or federal authority.

The exam is made up of 80 multiple-choice questions that are equally weighted; you will have four hours to complete this examination. The exam is broken down into the following subject areas:

<u>Subject area</u>	<u>% of Questions</u>
Warm Air Heating	15
Air Conditioning	15
Ventilation	10
Ducts, Flues, and Vents	10
Gas Piping & Fuel Storage	10
Sizing and Estimating	10
Controls	10
Test and Inspect	10
Steam, Hot, Chilled, and Condensing Water	10

In addition to the trade examination, candidates must also take and pass a business and law exam in order to become a licensed electrical contractor.