



City of San Clemente
Building Division
Michael Jorgensen, Building Official
Kumi Elston, Central Services Officer

City of San Clemente Business License
Requirements for Contractors and Owner Builders

FINAL APPROVAL for a building permit will NOT be given until the list of contractors working on the project is completed, returned to the license office, and ALL contractors working on the project have obtained a City of San Clemente business license.

License Requirements for Contractors and Owner-Builders Section 8-39

- Prior to requesting final approval of any building or project, it shall be the duty of the General Contractor or Owner-Builder to **completely** fill out and return the form to be provided by the Building Department listing **all information of all subcontractors or specialty contractors performing work or services upon said structure or project.**
- It shall be the duty of the General Building Contractor or Owner-Builder at the time he makes any subcontract (written or oral) for the performance of any work by a subcontractor or specialty contractor and which is to be performed within the City, to assure that subcontractor or specialty contractor has obtained the required contractor's license for the City. He shall not permit any such contractor to perform any of the work contemplated in any such subcontract (written or oral) unless and until the city business license has been obtained.

Kumi Elston
Central Services Officer

POOL/SPA
 BUSINESS LICENSE VERIFICATION
 REQUEST FOR FINAL INSPECTION

FINAL APPROVAL NOT GIVEN UNTIL ALL CONTRACTORS ARE CITY LICENSED

Construction Address: **PERMIT NUMBER**

Owner: **City Inspector**
 Phone:

Address:

General Contractor: Phone:

Address:

State Contractors License: San Clemente Business License:

The subcontractors used on the above project are as follows:

<u>Suggested Contractors</u>	<u>City License Required for final</u>	<u>State License</u>	<u>Name</u>	<u>Address Street, City, Zip</u>	<u>Date Work started and Ended</u>
General Contractor					
Plumbing					
Engineer					
Permit Processor					
Soils Eng.					
Deputy Inspector					
Excavator					
Rebar Installer.					
Electrician					
Mason					
Glazing					
Gunite					
Landscaping					
Tile Co					
Plaster / Pebble Tech					
Deck Co					
Alarm Co					
Roofing					
Sanitation System					
Acoustical Inspector.					
Etc.					

I CERTIFY THAT THE ABOVE NAME CONTRACTORS WERE EMPLOYED DURING THE COURSE OF CONSTRUCTION.

Date: Signed: Title:

Kumi Elston
 Central Services Officer: _____ Date: _____