



SUBCONTRACTOR HELP – INSTRUCTIONS

The County's goal is to create a culture of safety and legal compliance while ensuring that labor standards are upheld. The County verifies that contractors are in good standing with the Contractors State License Board (CSLB) at the time of building permit issuance, as applicants provide their CSLB license number. The CSLB site is linked to Accela, the County's automated land use permit platform, and the building permit cannot be issued unless the license number is in good standing. However, the same verifications do not apply to any subcontractors working on the project.

If your project falls within these parameters, you will be required to submit subcontractor tracking throughout the construction process prior to any subcontractors starting work on this project. All subcontractor tracking information is required prior to passing final inspection.

Eligible Projects

Planning & Development Services (PDS)

- New Commercial Buildings
- Residential Tract Developments
- Multi-family Dwelling Units
- Commercial Tenant Improvements that affect more than 10,000 square feet
- Projects associated with General Plan Amendments
- Public Improvement Plans

Department of Public Works (DPW)

- Construction Permits (excluding residential driveways and retaining walls)
- Excavation Permits
- Small Cell Wireless Permits
- Traffic Control Permits

How to Search and Enter Subcontractors

Step 1: To search for your record, you will need to enter the entire Record ID in the Record Identification Number field. After you enter the Record ID you will need to check the box next to "I'm not a robot" and click on the Search button.

Step 2: After you successfully search for your Record ID some record information along with the primary contractor and previously submitted subcontractor information will appear for your project.

Step 3: Enter the Subcontractor Information.

- **Business Name field** – Enter the business name for the subcontractor
- **License #** - Enter the license number for the subcontractor
- **Workers Compensation Policy** – Enter the name of the workers compensation insurance company and the policy number or enter exempt if the subcontractor is exempt from workers compensation insurance
- **Type of Contractor** – Select the subcontractor's type of contractor from the drop-down list
- **Address, City State & Zip** – Enter the address information for the subcontractor
- **Business Phone** – Enter the subcontractors phone number

- **Email** – Enter a valid email address for the subcontractor
- **Start Date** – Select the first date the subcontractor will work on the project
- **End Date** – Select the last date the subcontractor will work on the project
- **Work To Be Completed by Subcontractor** – Enter a description for the work the subcontractor will be completing for the project
- **All required Special Safety License and/or Training have been completed** – This is a yes/no question to verify if all required Special Safety License and/or Training have been completed by the subcontractor
- **Disadvantaged Business Enterprise Contractor** – This is a yes/no question to indicate if the subcontractor is a Disadvantaged Business Enterprise Contractor
- **CAL OSHA Violations** – This is a yes/no question to verify if the subcontractor has any CAL OSHA violations
- **Wage Violations** – This is a yes/no question to verify if the subcontractor has any wage violations
- **Entered Date** – This field will automatically populate with the current date
- **Your Name, First and Last** – This field needs to be the persons first and last name that is entering the subcontractor information
- **Disclaimer** – By checking the box you are certifying that all information provided is true to the best of your knowledge at the time of submittal

Help Contact:

If you have any questions or need assistance with this process you can contact the County of San Diego, Planning & Development Services Building Division at (858) 565-5920.