



# County of San Diego

## **BUILDING PERMIT & RIGHT-OF-WAY PERMIT SUBCONTRACTOR DISCLOSURE GUIDANCE**



The County of San Diego Board of Supervisors adopted new [Subcontractor Disclosure Ordinances](#) to promote transparency for building permits and right-of-way (ROW) permits by requiring contractors to disclose subcontractor information for subcontractors working on projects permitted by the County of San Diego. In requiring disclosure of subcontractors, the County's goal is to create a culture of safety and legal compliance while ensuring that labor standards are upheld.

As of June 10, 2022, after permit issuance, but prior to start of construction, lead contractors are required to disclose information for their subcontractors working on the following project types that require building permits (Planning & Development Services) and right-of-way permits (Department of Public Works):

Subcontractors Disclosure are required for the following types of projects:

### Planning & Development Services (PDS)

- New Commercial Buildings
- Residential Tract Developments (five or more lots)
- Multi-family Dwelling Units (five or more units)
- Commercial Tenant Improvements (renovation) projects that affect more than 10,000 square feet

### Department of Public Works (DPW)

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

This guidance document is intended to help applicants submit subcontractor's information on the County of San Diego, Planning & Development Services, and Department of Public Works Subcontractor Tracking website at <https://publicservicestst.sandiegocounty.gov/Subcontractor/> or scan the QR code on the top right corner for Building Permits and Right-of-Way Permits with details on what type of information, and what level of information is required to be disclosed.

Transparency created by the new Subcontractor Disclosure Ordinances can also help identify labor violators and unqualified operators and ensure accountability. The new Office of Labor Standards and Enforcement (OLSE) serves as the central location for education and resources for employers and their workers, undertakes research and data analysis regarding worker issues, and pursues enforcement measures to protect workers. To file a complaint based on Subcontractor Disclosure Ordinances, please call the OLSE Complaint Hotline at: (619) 531-5129 or [OLSE@sdcounty.ca.gov](mailto:OLSE@sdcounty.ca.gov).

## 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 worker’s compensation insurance company and the policy number or enter exempt if the subcontractor is exempt from worker’s 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
- **# of Cal OSHA Violations** – This is a drop-down field to select the # of Cal OSHA violations received if any.
- **Wage Violations** – This is a yes/no question to verify if the subcontractor has any wage violations
- **# of Wage Violations in the last 7 years** – This is a drop-down field to select the # of Wage violations received in the last 7 years if any.
- **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.