



COUNTY OF SAN DIEGO BUILDING PERMIT & RIGHT-OF-WAY PERMIT INDIVIDUAL SUBCONTRACTOR GUIDANCE & SAMPLE DISCLOSURE DATA

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):

Building Permit Subcontractors Disclosure are required for the following types of projects:

- All new commercial construction projects, residential tracts (five or more lots), and multifamily construction projects (5 or more units)
- Commercial tenant improvement (renovation) projects that affect more than 10,000 square feet of space under the renovation

Right-of-Way Permit Subcontractors Disclosure are required for the following types of projects:

- All projects in the right-of-way (excluding residential driveways and retaining walls)
- All projects in the right-of-way to provide transport of energy, water, or sewer

This guidance document is intended to help subcontractors provide the required disclosure data to lead contactors and applicants filling out the [Subcontractor Disclosure Form \(PDS-294\)](#) for Building Permit and Right-of-Way Permit. In addition to the [Subcontractor Disclosure Form Guidance \(PDS-295\)](#) intended to help lead contractor and applicants, this sample disclosure data is intended to help individual subcontractors collect the disclosure data, type of information, and what level of information required to be disclosed by lead contactors and applicants. County building and right-of-way permitting staff can also provide additional guidance on filling out and submitting the form at (858) 495-5382 or PDS.BuildingServices@sdcounty.ca.gov.

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.

Note: The following sample disclosure data form is to be completed by individual subcontractors and provided to the lead contractor or applicant completing the [PDS-294](#) form. This form is NOT intended to replace the disclosure form and not intended for submitting to the County or uploading to the County website. This information is only for reference purposes to be used by the lead contractor or applicant to submit to the county utilizing [PDS-294](#) form.



County of San Diego, Subcontractor Guidance & Sample Disclosure Data

SUBCONTRACTOR TO COMPLETE THIS PAGE AND PROVIDED TO LEAD CONTRACTOR OR APPLICANT

CALIFORNIA LICENSED SUBCONTRACTOR INFORMATION				
Subcontractor Name:				
License #:				
Workers Comp Policy:				
Type of Contractor:				
Address:				
City:	State:	Zip:	Business Phone #:	
Email:				
Work Completed by Subcontractor:				
	Start Date:		End Date:	
Additional Subcontractor Information:	# of Cal OSHA Violations ⁽¹⁾ in last 7 years	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-10 <input type="checkbox"/> 10+	All required Special safety licenses and/or training requirements have been completed	<input type="checkbox"/> Yes <input type="checkbox"/> No
	# of Wage Violations ⁽²⁻³⁾ in last 7 years	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 4-10 <input type="checkbox"/> 10+	Disadvantaged Business Enterprise (DBE) status	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your Name, First & Last:				Date:

Definition Notes:

- (1) Contractor/subcontractor issued CalOSHA/OSHA citation, special order, or an order to take special action after investigation of hazards in a workplace
- (2) Contractor/subcontractor issued DLSE/CLC Order, Decision or Award finding violation of the California Labor Code.
- (3) Contractor/subcontractor issued Wage and Hour Division administrative finding or successfully prevailed in a lawsuit for violating the Fair Labor Practices Act

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