



**PLANNING & BUILDING DEPARTMENT
BUSINESS LICENSE DIVISION**

200 S. Anaheim Boulevard, Suite 136

Anaheim, CA 92805

(714) 765-5194

Fax (714) 765-4664

business_license@anaheim.net

www.anaheim.net/businesslicense

Subcontractors/Professional Service List Submittal Requirements

Any person providing any service such as an Architect, Engineer, Designer, Handyman, Permit Runner, Contractor or any other type of business within the City of Anaheim, is required to have a valid and active City of Anaheim business license. Please ask to speak with a Licensing Specialist should you have any questions.

General Contractors and Owner/Builders must submit a completed Subcontractors/Professional Service List at least **ten (10) business days before requesting the final inspection**. This list must include the **start and end dates for each specific trade completed** on the project.

Failure to submit the necessary documentation within this timeframe may result in delays in the inspection process.

Additional Requirements for Qualifying Projects

***Residential** – 20 or more new residential dwelling units or the remodel/renovation of 20 or more existing residential units, provided that the valuation of the work is \$1,000,000 or more.*

***Commercial or Industrial** – 20,000 or more square feet of new construction or the remodel/renovation of 20,000 square feet or more, provided that the valuation of the work is \$1,000,000 or more.*

A completed Subcontractors/Professional Service List must also be submitted **prior to building permit issuance** and within **72 hours of any change** and shall disclose any final determinations pertaining to state or federal labor code violations and any criminal convictions, judgments or penalties paid to a government agency related to the provisions of the California Labor Code or the Federal Labor Standards Act within the prior 5 years.

Please email the completed form to blicense@anaheim.net

ANAHEIM SUBCONTRACTORS/PROFESSIONAL SERVICE LIST A.M.C. SECTIONS

Listed below are the Anaheim Municipal Code (A.M.C.) Sections that are applicable to the requirement of an Anaheim business license and the submittal of the Subcontractors/Professional Service List. This information along with the business license application and Subcontractors/Professional Service List forms are also available on our website at www.anaheim.net/businesslicense.

A.M.C. 3.04.010 DEFINITIONS.

.060 "Engaged in business" shall mean the conducting, operating, managing or carrying on of a business, whether done as owner, or by means of an officer, agent, manager, employee, servant, lessee or otherwise, whether operating from a fixed location in the City or coming into the City from an outside location to engage in such activities. As to business conducted within the City, whether the business establishment is located within or outside the City, every such sale, service or transaction shall be deemed to have occurred within the City for purposes of the business license tax.

A.M.C. 3.04.050 LICENSE REQUIRED.

There are hereby imposed upon the businesses, trades, professions, callings and occupations specified in this title license taxes in the amounts hereinafter prescribed. It is unlawful for any person to transact and carry on any business, trade, profession, calling or occupation in the City without first having procured a license from the City to do so or without complying with any and all applicable provisions of this title.

A.M.C. 3.04.140 LICENSE APPLICATION.

.080 If the application is for Contractors as defined in [Chapter 3.24](#) of this Title, at least ten (10) business days prior to final inspection, Contractors shall under penalty of perjury provide a complete list of all subcontractors, professional services or individuals for which a license is required under this Title on a form provided by the Collector and/or the Building Official as that term is defined in [Chapter 15.05](#) of Title 15.

.090 If the application is for Contractors as defined in Chapter 3.24 of this Title that perform work on a project consisting of 1) construction of 20 or more new residential dwelling units; 2) remodel or renovation of 20 or more existing residential units, provided that the valuation of such remodel or renovation is \$1,000,000 or more; 3) construction of 20,000 or more square feet of new commercial and industrial building area; or, 4) remodel or renovation of 20,000 square feet of commercial or industrial building area, provided that the valuation of such remodel or renovation is \$1,000,000 or more, the information provided pursuant to subsection .080 of Section 3.04.140 shall be provided prior to permit issuance and also prior to final inspection, and shall disclose any final determinations pertaining to state or federal labor code violations and any criminal convictions, judgments or penalties paid to a government agency related to the provisions of the California Labor Code or the Federal Labor Standards Act within the prior 5 years.

.091 At any time between permit issuance and final inspection, if a change occurs in any information submitted to the City pursuant to subsection .090, Contractors shall submit updated information to the City within 72 hours of Contractors' knowledge of such change, excluding weekends and Holidays. If a Contractor is a subcontractor, the subcontractor must submit updated information to the Contractor within 72 hours of subcontractor's knowledge of such change, excluding weekends and Holidays.

.095 It shall be unlawful for any applicant to fail to comply with the requirements of this section and failure to comply shall be deemed to be a violation of [Chapter 3.04](#). Failure to provide correct, accurate and complete information to the Building Official is also a violation of Chapter 15.03 and the City shall have the unqualified right to suspend or revoke building permits pursuant to the California Building Code as adopted by the City of Anaheim pursuant to [Chapter 15.03](#). (Ord. 5368 § 1 (part); May 18, 1993; Ord. 5640 § 1; Aug. 18, 1998; Ord. 5796 §§ 9, 10; January 8, 2002; Ord. 6562 § 1; November 28, 2023; Ord. 6607 §§ 1, 2; April 8, 2025.)



SUBMITTAL TYPE:

☐
***INITIAL**
☐
***REVISED**
☐
FINAL

*Initial and revised submittal required for qualifying projects as defined in A.M.C. section 3.04.140.090.

SUB CONTRACTORS/PROFESSIONAL SERVICES LIST**CITY OF ANAHEIM- BUSINESS LICENSE DIVISION**

200 S. ANAHEIM BLVD. #136, ANAHEIM, CA. 92805

PHONE: (714) 765-5194

FAX: (714) 765-4664

EMAIL: business_license@anaheim.net

FINAL VERSION MUST BE SUBMITTED 10 BUSINESS DAYS PRIOR TO FINAL INSPECTION

Job Address	
Owner	Building Permit # - REQUIRED
Prime/General Contractor	E-mail
Contact Person	Contact Person's Phone #
State License #	Anaheim Business License # BUS

All contractors, sub-contractors and builders, whether building for their own occupancy or not, shall file with the business license division a full, true and complete list of all subcontractors, professional services or individual for which a license is required under the provisions of section 3.04.050, **3.04.140** of the Anaheim Municipal Code.

3.04.140.090 If the application is for Contractors as defined in Chapter 3.24 of this Title that perform work on a project consisting of 1) construction of 20 or more new residential dwelling units; 2) remodel or renovation of 20 or more existing residential units, provided that the valuation of such remodel or renovation is \$1,000,000 or more; 3) construction of 20,000 or more square feet of new commercial and industrial building area; or, 4) remodel or renovation of 20,000 square feet of commercial or industrial building area, provided that the valuation of such remodel or renovation is \$1,000,000 or more, the information provided pursuant to subsection .080 of Section 3.04.140 shall be provided prior to permit issuance and also prior to final inspection, and **shall disclose any final determinations pertaining to state or federal labor code violations and any criminal convictions, judgments or penalties paid to a government agency related to the provisions of the California Labor Code or the Federal Labor Standards Act within the prior 5 years.**

FINAL INSPECTION ON ANY BUILDING, STRUCTURE, OR PROJECT SHALL NOT BE GIVEN BY THE BUILDING DIVISION UNTIL ALL CONTRACTORS, SUB-CONTRACTORS, PROFESSIONAL SERVICES AND INDIVIDUALS PERFORMING ANY WORK ON SUCH BUILDING STRUCTURE OR PROJECT ARE DULY LICENSED.

The attached list is provided merely as a guideline; not all categories may apply to every job.

My signature hereon acknowledges that I have read the foregoing, and further that the list provided is true and complete under penalty of perjury.

SIGNATURE _____ DATE _____

NOTE: (It is not necessary to supply the names of individuals on your payroll for whom withholding taxes, workmen's compensation and social security taxes are deducted.)

RECEIVED BY BUS LIC _____ DATE RELEASED _____ BY _____

TRADES	BUSINESS NAME (List Full Business Name)	BUSINESS ADDRESS STREET ADDRESS & CITY	CSLB LICENSE # REQUIRED	ANAHEIM LICENSE # (Give Complete#) BUS____-____	START & END DATE OF JOB REQUIRED	FOR QUALIFYING PROJECTS ONLY, DISCLOSURE PER 3.04.140.090	OFFICE USE ONLY
ACOUSTIC TREATMENT					_____		
ARCHITECT					_____		
ASPHALT PAVING					_____		
BUILDING SUPPLY DELIVERY					_____		
CABINETS					_____		
CARPENTRY-FINISH					_____		
CARPENTRY- ROUGH					_____		
CARPETING					_____		
CELL SITE					_____		
CONSTRUCTION CLEAN-UP					_____		
CONCRETE FOUNDATION					_____		
CONCRETE DECKING					_____		
DEMOLITION					_____		
DESIGNER					_____		
DRYWALL PLASTER BOARD					_____		

TRADES	BUSINESS NAME (List Full Business Name)	BUSINESS ADDRESS STREET ADDRESS & CITY	CSLB LICENSE # REQUIRED	ANAHEIM LICENSE # (Give Complete#) BUS _____-	START & END DATE OF JOB REQUIRED	FOR QUALIFYING PROJECTS ONLY, DISCLOSURE PER 3.04.140.090	OFFICE USE ONLY
ELECTRICAL					_____		
ENGINEER					_____		
EXCAVATION/ FOUNDATION					_____		
FENCING					_____		
FIRE SPRINKLERS					_____		
FLOORS					_____		
GARAGE DOORS					_____		
GLAZING					_____		
GRADING					_____		
GUNITE					_____		
HEATING/AIR CONDITIONING					_____		
INSULATION					_____		
LANDSCAPING					_____		
LATHING					_____		
LAWN SPRINKLERS					_____		
LUMINOUS CEILINGS					_____		
MASONRY					_____		

TRADES	BUSINESS NAME (List Full Business Name)	BUSINESS ADDRESS STREET ADDRESS & CITY	CSLB LICENSE # REQUIRED	ANAHEIM LICENSE # (Give Complete#) BUS _____	START & END DATE OF JOB REQUIRED	FOR QUALIFYING PROJECTS ONLY, DISCLOSURE PER 3.04.140.090	OFFICE USE ONLY
PAINTING					_____		
PARKING LOT STRIPPING					_____		
PERMIT RUNNER					_____		
PLASTERING					_____		
PLUMBING					_____		
ROOFING					_____		
SANDBLASTING					_____		
SANITARY HUT					_____		
SEWER					_____		
SHEET METAL					_____		
SHOWER DOORS					_____		
STRUCTURAL STEEL					_____		
TILE CERAMINCS, ETC.					_____		
TRENCHING SERVICE					_____		
WELDING					_____		
WINDOWS					_____		
OTHER					_____		