



Declaration of Contractors and Subcontractors

All general contractors and sub-contractors who operate in San Gabriel must comply with the provisions as set forth in Municipal Code Sec. 110.64, which requires proof of a valid City of San Gabriel business license upon commencing their activity in San Gabriel. It is the responsibility of the **PERMITTEE** to provide a list of all sub-contractors with whom they have contracted and see that they have business licenses with the City of San Gabriel. Failure to obtain a City license will result in penalties per **SGMC Chapter 110.19**.

Therefore, we request that building owner/or general contractors complete the information in this form prior to their job receiving final inspection. Your cooperation will prevent unnecessary inspections at your job site to ensure all contractors are licensed.

To receive the final approval of the permit, the permittee must submit this declaration to the Finance Department and the Building Division. The Finance Department will then verify that all Contractors and Sub-Contractors have appropriate City Business Licenses in order to obtain project clearance. The final inspection approval of building permit(s) or the issuance of a Certificate of Occupancy may be delayed until all the business license fees are paid. The Building Inspector will provide reminders of this obligation on any correction notice and will verify scope of the project.

Please complete all pages of this form and return it to the Community Development Department in-person at City Hall 425 S. Mission Drive San Gabriel, CA 91776. You may also submit via e-mail at commdevinfo@sgch.org. Should you have any questions, please call 626-308-2812.

In order to verify your subcontractors business licenses, you may visit the Finance Department website at <https://www.sangabrielcity.com/172/Business-Licenses> and follow the link to the online portal. The same portal can be used to renew a business license.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOLLOWING IS A COMPLETE LIST OF CONTRACTORS WHO HAVE PERFORMED OR WILL BE PERFORMING WORK FOR THE PROJECT:

Signature of Contractor

or Owner/Builder: _____ Date: _____

BLDG Permit #: _____ Date Issued: _____

Job Address: _____

Name of Owner: _____ Address: _____ Cell#: _____

Email: _____

Building Contractor or Owner Builder: _____

Address: _____ Cell#: _____

CSLB #: _____ San Gabriel City Business License #: _____

Email: _____

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Building Department: Notice to contractors provided and scope of work reviewed.

By: _____ Date: _____

Finance Department: Business license verification of the listed contractors and subcontractors.

By: _____ Date: _____

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