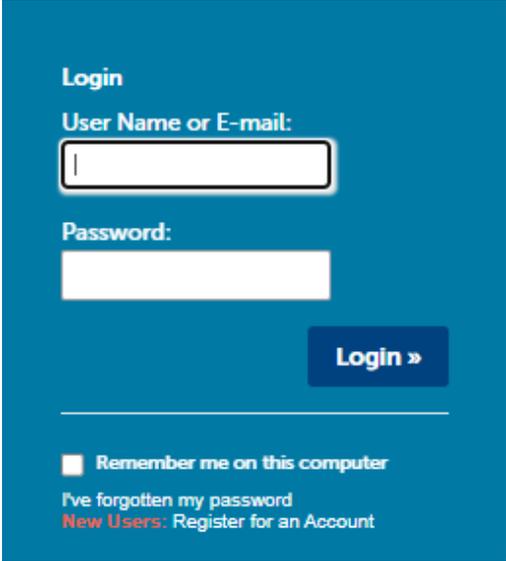


STEP 1:

Log Into Your
Citizen Access Account.

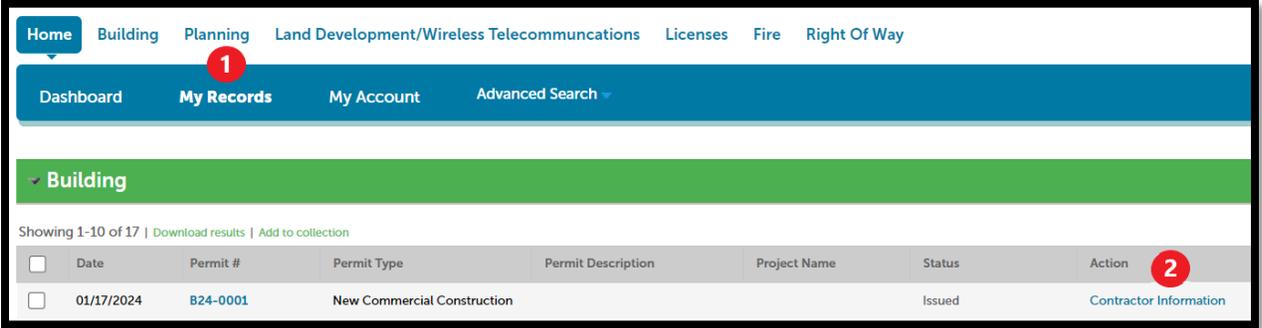


STEP 2:

Navigate to your Permit and Update Contractor Information:

(1) Click 'My Records'

(2) Click 'Contractor Information' next to your Issued Permit

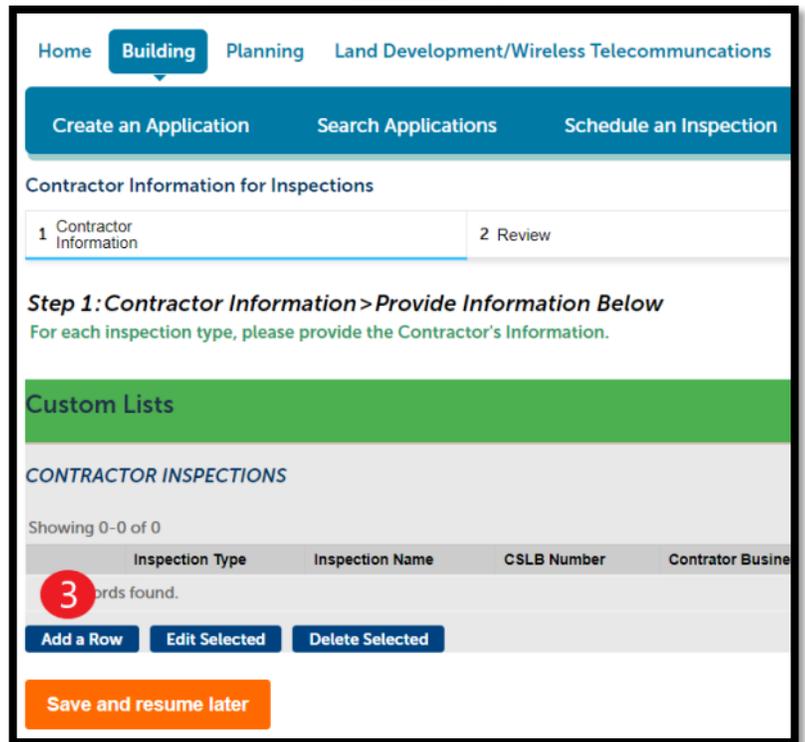


	Date	Permit #	Permit Type	Permit Description	Project Name	Status	Action
<input type="checkbox"/>	01/17/2024	B24-0001	New Commercial Construction			Issued	Contractor Information

STEP 3:

(3) Click 'Add a Row'* and follow the prompts identifying the inspection type and name.

*You can add a row for each individual inspection type being constructed and/or needing inspection



STEP 4:

Fill out required fields then hit submit.

- ❖ California State License Board (CSLB) Number
- ❖ Contractor Business Name
- ❖ Contractor Business License Number
- ❖ Labor Enforcement
- ❖ State Tax ID
- ❖ Federal Employer Identification Number (FEIN)



CONTRACTOR REPORTING ORDINANCE USER GUIDE

STEP 5:

Repeat Steps 3 and 4 until all inspection types/names and contractor(s)/subcontractor(s) are listed.

STEP 6:

Click 'Continue Application' button once all inspection types/names and contractor(s)/subcontractor(s) are listed to submit the information required by [Ord. 3555 § 1, 2023](#).

Additional Information:

If you have a change or addition in contractor(s)/subcontractors, please report the new information by repeating steps 1 through 6 above.

If you experience any issues or would like more information please e-mail DSD@chulavistaca.gov and include your Record/Permit ID Number for faster processing.