

CONTRACTOR REPORTING ORDINANCE USER GUIDE

STEP 1:

Log Into Your

Citizen Access Account.

User Name or E-mail:	ר
Password:	
	Login »

STEP 2:

Navigate to your Permit and Update Contractor Information:

- (1) Click 'My Records'
- (2) Click 'Contractor Information' next to your Issued Permit

Home	e Building	Planning La	and Development/Wirel	ess Telecommuncations	Licenses Fire	Right Of Way			
Das	hboard	My Records	My Account	Advanced Search –					
✓ Building									
Showing 1-10 of 17 Download results Add to collection									
	Date	Permit #	Permit Type	Permit Description	Proje	ect Name	Status	Action 2	
	01/17/2024	B24-0001	New Commercial Con	struction			Issued	Contractor Information	

276 Fourth Avenue | Chula Vista | California | 91910 | (619) 691-5101 P a g e 1 | 3



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STEP 3:

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

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

Home Building Planning Land Development/Wireless Telecommuncations								
Create an Application	Search Applications	Schedule a	in Inspection					
Contractor Information for Inspections								
1 Contractor Information	2	Review						
Step 1: Contractor Information > Provide Information Below For each inspection type, please provide the Contractor's Information.								
Custom Lists								
CONTRACTOR INSPECTIONS								
Showing 0-0 of 0								
Inspection Type	Inspection Name	CSLB Number	Contrator Busine					
Bords found.								
Add a Row Edit Selected	Delete Selected							
Save and resume later								

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)



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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 <u>DSD@chulavistaca.gov</u> and include your Record/Permit ID Number for faster processing.