



## CONTRACTOR CHECKLIST

Owner: (Please print) \_\_\_\_\_ Date: \_\_\_\_\_

Address at Uptown: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

The following is a checklist of the minimum required documentation that must be provided before the architectural request will be sent to the Board of Directors for approval.

- A copy of the contractor's license
- A copy of the contractor's worker's compensation insurance
- A copy of the contractor's liability insurance
- A copy of Owner's insurance policy indicating \$1,000,000 liability Insurance
- If flooring is being installed, the STC rating must be at 60 STC, proof of this STC must be provided (if applicable) \_\_\_\_\_(Homeowner initials)
- \$100 fee if City of San Diego building permit is required (if applicable)
- A copy of drawings which show improvements (if applicable)
- A courtyard delivery policy request if access to courtyard is requested (access is M-F only)

Date Submitted: \_\_\_\_\_