

To: General Contractors
From: John M. Stigalt C.B.O.
Date: 1/2/2009
Subject: Sub Contractor policy

Prior to issuance of any permit(s), we will need a COMPLETE list of sub contractors. We will verify if they are currently registered in the City. Failure to do so, may be grounds to prevent a permit to be issued. Also, it is YOUR responsibility if YOU hire another contractor outside of the list provided at the time of permit issuance to notify the Building Department. Failure to do so, may be grounds to place a stop work order on the job until the contractor(s) is/are verified through the City if they are currently registered or not.

I want to thank you in advance for your cooperation in this matter.

Sincerely,

John M. Stigalt C.B.O.