

# Peter Klein & Associates

## Contractor's Checklist

Dear Contractor:

Please submit the following items to Peter Klein & Associates so that we can obtain your building permits.

1. Copy of the contractor's license wallet card
2. Certificate of Workers' Compensation insurance
3. Certificate of Liability insurance
4. Completed Contractor's Data Sheet
5. Letter of Authorization
  - Typed on contractor's letterhead
  - Notarized signature

The information you supply will only be used to obtain permits and business licenses. It will not be shared with others.

For each job you will need to provide us with the California Energy Compliance forms appropriate for that job.

You may mail, fax or e-mail the necessary information to us.

Sincerely,

*Peter Klein*