

Contractors performing work on public works projects, private developments and other construction projects covered by the San Francisco Administrative Code, the Mayor’s Office of Housing (MOH) or the Office of Community Investment and Infrastructure (OCII) shall utilize this form to notify CityBuild of all hiring opportunities at least three (3) business days prior to the worker’s start date.

INSTRUCTIONS:

1. Complete the information below and email the completed form to citybuild@sfgov.org.
2. Include the assigned CityBuild compliance officer in the email when submitting the completed form.
3. To confirm receipt of the form, contact the Office of Economic and Workforce Development (OEWD) at 415-701-4848.

SECTION A. JOB NOTICE INFORMATION

Trade: _____ # of Journeymen: _____ # of Apprentices: _____
 Start Date: _____ Start Time: _____ Job Duration: _____
 Brief description of your scope of work: _____

SECTION B. UNION INFORMATION

Is your organization Union signatory? YES (complete Union information below) NO (continue to Section C)

Local # : _____ Union Contact Name: _____ Union Phone #: _____

ATTENTION: Please also submit this form to your union or hiring hall if you are required to do so under your collective bargaining agreement or contract. CityBuild is not a Dispatching Hall, nor does this form act as a Request for Dispatch. All formal Requests for Dispatch will be conducted through your union or hiring hall.

SECTION C. CONTRACTOR INFORMATION

Project Name: _____
 Jobsite Location: _____
 Contractor: _____ Prime Sub
 Contractor Address: _____
 Contact Name: _____ Title: _____
 Office Phone: _____ Cell Phone: _____ Email: _____
 Alt. Contact: _____ Phone #: _____
 Contractor Signature: _____ Date: _____

OEWD USE ONLY	Able to fill: YES <input type="checkbox"/> NO <input type="checkbox"/> Referral Notes:
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