



## Earthquake Retrofit Checklist

- Check the license number to ensure it is current and in good standing at
  - (916) 263-2222 or [www.dca.gov/pels](http://www.dca.gov/pels) (engineer)
  - (916) 255-4041 N. California, (562) 345-7656 S. California, or [www.cslb.ca.gov](http://www.cslb.ca.gov) (architect)
  - <https://www2.cslb.ca.gov/OnlineServices/CheckLicenseII/CheckLicense.aspx> (contractor)
- Research the professional online to see reviews from previous clients
- Does the professional carry general liability and workers compensation insurance?
- Ensure that the professional will obtain necessary permits, approvals, title reports, etc.
- Has the professional worked with earthquake retrofits before?
- Will the professional be able to meet the necessary deadlines?
- Ensure there is a written contract outlining the details of the project (must contain following)
  - Description of services being provided
  - Description of basis of compensation and method of payment
  - Name, address, and license number of engineer as well as name and address of client
  - Description of procedure to accommodate additional services or changes to the service
  - Termination procedure for the contract



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