

**LIVING WAGE ORDINANCE  
APPLICATION FOR EXEMPTION**

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**CONTRACT INFORMATION**

Contract Number (or location): \_\_\_\_\_ Start Date: \_\_\_\_\_  
Contract Title (or description): \_\_\_\_\_ Purpose/Service Provided: \_\_\_\_\_

**EXEMPTION BASIS**

- Check one option and submit required supporting documentation.
- Business employs 12 or fewer employees**, including parent and subsidiary entities, for each working day in each of 20 or more calendar weeks in current or preceding calendar year and, in the City's determination, will not need to retain more than a total of 12 employees (including subcontractors) to perform work related to the City contract. SDMC section 22.4215 (c)(1).  
Required documentation: Correspondence on company letterhead and signed by a legally authorized officer documenting number of employees and listing subcontractors AND copy of firm's State of California Employment Development Department Quarterly Contribution Return and Report of Wages (Continuation) [form DE9C] for prior two quarters AND list of subcontractors AND copy of Purchase Agreement or Purchase Order.
  - Business organized under IRS section 501(c)(3)** and highest officer's salary, when calculated on an hourly basis, is less than eight times the hourly wage rate of the lowest paid covered employee. SDMC section 22.4215 (c)(2).  
Required documentation: Copy of IRS letter recognizing status as non-profit organized under section 501(c)(3) AND statement of salary listing corporation's highest paid officer and lowest paid worker, both computed on an hourly basis AND copy of Purchase Agreement or Purchase Order.
  - Collective Bargaining Agreement** specifically (in writing) supersedes the Living Wage Ordinance. SDMC section 22.4240.  
Required documentation: Copy of collective bargaining agreement OR written confirmation from union representing employees working on the contract AND copy of Purchase Agreement or Purchase Order.
  - Other – Cite LWO Municipal Code section:** \_\_\_\_\_  
Required documentation: Correspondence with explanation of basis for exemption request AND copy of Purchase Agreement or Purchase Order.

**CONTRACTOR CERTIFICATION**

By signing, the contractor certifies under penalty of perjury under laws of the State of California that information submitted in support of this application is true and correct to the best of the contractor's knowledge.

\_\_\_\_\_  
Name of Signatory \_\_\_\_\_ Title of Signatory \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of this application exempts only the listed contractor from the LWO during performance of this contract. A subcontractor performing work on this contract is not exempt unless separate exemption is applied for and approved.

**FOR OFFICIAL CITY USE ONLY**

Not Approved – Reason: \_\_\_\_\_  
 Approved LWO Analyst: \_\_\_\_\_ Date: \_\_\_\_\_