

# REQUEST FOR NOTICE OF COMPLETION OR CESSATION

(FOR PUBLIC WORKS CA CIVIL CODE § 9362)

**To:** \_\_\_\_\_ (name of public entity)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city,state,zip)

Along with this **REQUEST FOR NOTICE OF COMPLETION OR CESSATION**, you have been served a **STOP PAYMENT NOTICE**, in accordance with California Civil Code sections 8044 and 9350 et seq., for the building, structure, or other work of improvement located at:

\_\_\_\_\_  
\_\_\_\_\_

This public work is being performed pursuant to Original Contract # \_\_\_\_\_, entered into between you and \_\_\_\_\_, the direct contractor for this improvement.

In accordance with California Civil Code §9362, enclosed is the sum of **TEN DOLLARS (\$10.00)**, in the form of a check or money order, to cover the cost of notification of completion or cessation.

Please send a notice of completion or cessation to the undersigned.

Sincerely,

**DATE:** \_\_\_\_\_

(Name of Firm)

(Telephone)

(Contractor's License)

\_\_\_\_\_  
(Signature of Claimant)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Street of PO Box)

\_\_\_\_\_  
(City,State,Zip)

## Proof of Service Declaration

I, \_\_\_\_\_, declare that I served copies of the above **REQUEST FOR NOTICE OF COMPLETION OR CESSATION**, (check appropriate box):

- a.  By personally delivering copies to \_\_\_\_\_ (name(s) and titles(s) of person served) at \_\_\_\_\_, \_\_\_\_\_ (date), at \_\_\_\_\_, \_\_\_\_\_m.(time)
- b.  By registered or Certified Mail, Express Mail or Overnight Delivery by an express service carrier, addressed to each of the parties at the address shown above on \_\_\_\_\_, \_\_\_\_\_ (date).
- c.  By leaving the notice and mailing a copy in the manner provided in § 415.20 of the California Code of Civil Procedure for Service of Summons and Complaint in a Civil Action.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_ (date), BVCD at \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
(Signature of Person Making Service)