



Change of Contractor Permit Documents Required

1. _____ Change of Contractor Notification Letter and Termination Letter, signed by the property owner of record, (Sent certified mail to previous contractor releasing them from the project).
 2. _____ Certified receipt, with the name and address of where the letter was sent.
 3. _____ Change of Contractor Form. (Signed by Contractor and Owner Builder)
 4. _____ NOC (Notice of Commencement) – with new contractor information listed (if Applicable)
 5. _____ Owner/Builder Affidavit (if owner of record is applying for Change of Contractor)
 6. _____ Extension Request Form (If permit is expired)
 7. _____ Subcontractor Forms (if applicable)
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Permit # _____ Date: _____ Initials: _____

For Internal Processing Only

Once the Change of Contractor is Approved, complete the following:

_____ Update Permit Contact

_____ Add Change of Contractor fees (BOTH the deposit and the balance) & Invoice Fees

_____ Add Misc. Fee _____ Amount _____

_____ Email new contractor advising Change of Contractor approved.

_____ Enter Internal Note (Change of Contractor approved and notified contractor)

Building Official or Designee Approval Signature _____ **Date:** _____

Building Official or Designee Rejection Notes: _____

_____ **Date:** _____