



City of Jacksonville

Planning & Inspections Department
Planning & Permitting Division
PO Box 128 Jacksonville NC 28541-0128 (910) 938-5232

CONTRACTOR/SUBCONTRACTOR CHANGE FORM

This form is to advise the City of Jacksonville Planning & Permitting office that the original contractor listed on the permit referenced below has been replaced and to request that the permit be amended to reflect this change. This is also to advise the City that the new contractor, who has signed below, is in agreement to assume all responsibility for any portion of the project that may have been installed by the original contractor. **Please complete one form for each permit.**

Building Permit #: _____

Project Address: _____

Name of Original Contractor: _____

Name of New Contractor: _____

State Contractor License Number: _____

New Contractor Address: _____

Phone #: _____ Email: _____

Property Owner/Tenant: _____

Address: _____

SIGNATURE OF CONTRACTOR: _____

DATE: _____

Office Use Only

The request to amend the above referenced permit was approved on _____
_____ by _____. Completion of this form constitutes
amendment of the permit.