



SOUTHLAKE
PLANNING & DEVELOPMENT
SERVICES

**GENERAL CONTRACTOR and SUBCONTRACTOR
CHANGE REQUEST**

NEW CONTRACTOR MUST HAVE AN ONLINE ACCOUNT AND BE CURRENTLY REGISTERED WITH THE CITY

Project Address: _____ Permit Number: _____

General Contractor: _____ Phone: _____

GC Signature: _____ Print Name: _____

Current Sub-contractor: _____

New Sub-contractor: _____ Signature: _____

Effective Date: _____ License # _____ Phone #: _____

New Sub-contractor: Email: _____

Reason: _____

Current General Contractor: _____ Signature: _____

New General Contractor: _____ Signature: _____

Reason: _____ Effective Date: _____ Phone: _____

ADDITIONAL DOCUMENTATION MAY BE REQUIRED TO CHANGE THE GENERAL CONTRACTOR

STATUS OF JOB AT TIME OF CHANGE: _____

_____ Date: _____

Homeowner (Change of General Contractor)

(Print Name)

NEW PERMIT CARD MUST BE POSTED ON THE JOBSITE

BUILDING INSPECTIONS
1400 Main St., Ste. 250 – Southlake, Texas 76092
(817) 748-8236
E-mail: permittechs@ci.southlake.tx.us