



CONTRACTOR CHANGE FORM

NOTE: A \$40.00 FEE IS ASSOCIATED WITH THIS PERMIT

Date: Permit #:

Job Site Address:

A NOTARIZED LETTER FROM THE PROPERTY OWNER REQUESTING THE CONTRACTOR CHANGE MUST BE SUBMITTED WITH THIS FORM.

CURRENT CONTRACTOR INFORMATION:

NEW CONTRACTOR INFORMATION:

Form box for current contractor information with fields for Contractor License Holder Name, Contractor Company Name, and Contractor License Number.

Form box for new contractor information with fields for Contractor License Holder Name, Contractor Company Name, and Contractor License Number.

Person to whom Plan Review comments should be delivered:

Name:

Address:

City: State: Zip:

Phone: Email:

Requirements:

- 1. A notarized letter from the property owner requesting the Contractor change must be submitted with this form.
2. A new Notice of Commencement will be required with the amended Contractor information.
3. The following forms must be re-issued:
a. Debri Affidavit
b. Asbestos Affidavit
c. Any other form applicable to the permit, as deemed necessary.

CONTRACTOR/OWNER-BUILDER SIGNATURE:

STATE OF, COUNTY OF, SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME BY MEANS OF

PHYSICAL PRESENCE OR ONLINE NOTARIZATION THIS DAY OF, BY

(NAME OF PERSON MAKING STATEMENT), PERSONALLY KNOWN OR

PRODUCED IDENTIFICATION; TYPE OF IDENTIFICATION:

SIGNATURE OF NOTARY PUBLIC

STAMP OF NOTARY PUBLIC