



Upload form to permit in CSS Portal or email to
buildingpermits@johnscreekga.gov

CHANGE OF CONTRACTOR

Job Address:		Permit #:
Request Date:	Effective Date:	Projected Completion Date:
Last Inspection Passed (Type):		Date Passed:

PERSON REQUESTING CHANGE OF CONTRACTOR

I am the ☐ Property Owner ☐ Tenant ☐ New Contractor ☐ Contractor's Authorized Permit Agent	
Name:	Email:
Address:	Phone:
Property Owner of Record:	
Signature of Property Owner:	Date:

CONTRACTOR BEING WITHDRAWN OR REPLACED

☐ Contractor has withdrawn from project ☐ Contractor is being removed from project	
Name of Contractor:	
Contractor Company:	

I hereby certify that the information provided herein is true and correct. I further certify that all work will be completed in accordance with

NEW CONTRACTOR

Company Name:		Phone:	
Contact Name:		E-Mail:	
Address:		Suite #:	
City:	State:	Zip:	
Name on License:		☐ Individual ☐ Qualifying Agent	
State License #:	Expires:	Provide State license and photo ID	
Company State License #:	Expires:	Unless Individual license, must provide both company and qualifying agent licenses	
Business License #:	Expires:	Jurisdiction:	

approved plans and permitted scope of work for this permit and will comply with the certifications made on the permit application. I understand that new trade subcontractors must apply for their own Trade Sub Permits.

Signature

Date

Print Name

NOTE: A notarized Authorized Permit Agent Affidavit and photo ID of the Permit Agent must be submitted if the new contractor is added to the permit by a person other than the State license holder.



CHANGE OF CONTRACTOR

The contractor listed on the permit is responsible for all work allowed under the permit and therefore holds the permit. If the contractor withdraws from the project or is terminated by the property owner, the City of Johns Creek must be notified within five (5) business days.

To notify the City, a Change of Contractor form must be filed by:

- The property owner, who must also be the Authorized Permit Agent of the new contractor, or
- The new contractor, or
- The new contractor's Authorized Permit Agent
- The contractor who is withdrawing from the permit

If the new contractor is the applicant, a letter from the property owner, stating that they approve of changing the contractor to the new contractor, must be provided.

It is not the responsibility of the City of Johns Creek to inform any contractor or property owner that a Change of Contractor has been requested.

The new contractor must be added to the permit within 30 days of the date the association of the contractor with the permit ends. If a new contractor is not added to the permit before this date, a Stop Work Order will be posted, a citation may be issued, and the permit may be revoked by the Building Official.

Work may not proceed until the permit is re-issued to the new contractor. No inspections will be performed. If changing trade sub-contractors as well as the contractor on a parent building permit, a separate Change of Contractor application must be submitted for each trade. Again, trade work may not proceed until the trade permits have been re-issued.

The new contractor must be Georgia State-licensed contractor (except for Limited Specialty Trades as defined by the State of Georgia). Copies of the contractor's State license(s), business license, and photo ID must be submitted.

The Change of Contractor fee must be paid upon receipt of the invoice, which will be sent to the applicant. When fees are paid, and the permit is re-issued to the new contractor, work and inspections may resume.

Complete the [Change of Contractor](#) form. On the CSS Portal, go to the My Work tab and open the permit. On the Attachments tab in the permit, click the Add Attachment card. Use "Related Documents" as the file category for all of the documents. Upload the form and, if applicable, the letter from the property owner or the notarized Authorized Permit Agent Affidavit and permit agent's photo ID.

The Building Official reviews the Change of Contractor request and may contact the applicant and or property owner for information about the project's progress to date. Once the change is approved, the permit will be re-issued to the new contractor. The re-issuance of the permit does not extend the expiration date.