

## CHANGE OF CONTRACTOR REQUEST

**DATE:** \_\_\_\_\_ **PERMIT#** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

### SECTION A (OLD CONTRACTOR):

**Name of Company Relinquishing Permit:** \_\_\_\_\_

**Name of Qualified/Authorized Agent:** \_\_\_\_\_

**Signature of Above:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Town OCC License #.** \_\_\_\_\_

### SECTION B (NEW CONTRACTOR):

**Name of Company Assuming All Responsibility Under Terms of Permit:**

**Print Name of Qualified/Authorized Agent** \_\_\_\_\_

**Signature of Above:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Town OCC License#** \_\_\_\_\_

### SECTION C (PROPERTY OWNER):

**At the time the contractor relinquishes the permit I, shall assume total responsibility for the above work completed to that date and hold the town harmless.**

**I understand that if a separate Notice of Commencement was filed under the name of the contractor being changed, a certified copy of the new Notice of Commencement must be submitted to the Building Department before the work can continue.**

**Property Owner's Signature:** \_\_\_\_\_

### NOTARY:

**Witness my and seal this, \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_**

**Notary Signature:** \_\_\_\_\_

### APPROVED:

**Building Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_