



# Contractor Change

Building Permit Number: \_\_\_\_\_

Planning Case Number: \_\_\_\_\_

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

Applicant is the: **Contractor** or **Property Owner** (circle one)

Date Stamp:  
(Office use only)

**Current Contractor** (leaving project)

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**New Contractor** (taking over)

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Current Contractor is (check one):

Relinquishing permit to the New Contractor. New Contractor will be assuming responsibility of the project. Current Contractor will be removed from the existing permit, and the New Contractor added to the existing permit.

Withdrawing their building permit. Existing permit will be closed and New Contractor will have to apply for new permit, using scope of work from present to final inspection. Applicable permit fees will be assessed on the remaining scope of work's valuation.

Brief description of current status of project, including any inspections already completed. Explain any sub-contractor changes:

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Building Department Approval:

Signature \_\_\_\_\_ Date: \_\_\_\_\_