



Change of Contractor Checklist

1. _____ Change of Contractor Notification Letter/Termination Letter, signed by the property owner of record (Sent _____ certified mail to previous contractor releasing them from the project).
2. _____ Delivery carrier certified mail receipt, with the name and address of where the termination letter was sent.
3. _____ Change of Contractor Form. (Signed by who is taking over the permit, the new contractor OR the owner of record)
4. _____ NOC (Notice of Commencement) – with new contractor information listed (if Applicable)
5. _____ Owner/Builder Affidavit (if owner of record is taking over as the contractor)
6. _____ Subcontractor Forms (if permit type requires sub-contractors)

For Internal Processing Only

Permit # _____ Date: _____ Initials: _____

Once the Change of Contractor is Approved, complete the following:

_____ Update Permit Contact

_____ Add Change of Contractor fees (BOTH the deposit and the balance) & Invoice Fees

_____ Add Misc. Fee _____ Amount _____

_____ Reprint Inspection Card and Receipt and attach to permit

_____ Email new contractor advising Change of Contractor approved.

_____ Enter Internal Note (Change of Contractor approved/rejected, notified contractor)

Building Official or Designee Approval ☐ Yes ☐ No

Signature _____ Date: _____

Comments or Rejection Notes: _____