



## 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)

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### 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:** \_\_\_\_\_