



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) – as per 713.13(1)(a) 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: _____
