



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. Change of Contractor Form. (Signed by who is taking over the permit, the new contractor OR the owner of record)
3. ☐ NOC (Notice of Commencement) – as per 713.13(1)(a) with new contractor information listed (if Applicable)
4. ☐ Owner/Builder Affidavit (if owner of record is taking over as the contractor)
5. ☐ 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:

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Update Permit Contact

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

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Add Misc. Fee _____ Amount _____

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Reprint Inspection Card and Receipt and attach to permit

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Email new contractor advising Change of Contractor approved.

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

Building Official or Designee Approval ☐ Yes ☐ No

Signature _____ Date: _____

Comments or Rejection Notes: _____