



APPLICATION FOR CHANGE OF GENERAL CONTRACTOR OR SUBCONTRACTOR

Phone: 249.3418

Fax: 249.3407

This is to acknowledge that _____, New Contractor

_____, Company's street address, city, state, and zip code

_____, _____, will be performing the following trade:
Phone number Contractor license number

Building; Plumbing; Mechanical; Electrical; Other: _____ trade

For: _____ project name

_____ permit number _____ project address or lot and subdivision

in place of _____ as of the following date: _____
Previous contractor of record

Note: A change of General Contractor or Subcontractor is a substantial change to the application and permit issued that requires having this form submitted for the new contractor of record. Also a supporting letter removing the original contractor of record is required. This supporting letter must be provided by the original contractor of record removing them from the project or the company that hired the original contractor of record initially may provide the letter. This letter must be on company letter head and will go on file with the permit.

The new subcontractor is: (check one)

- starting work at the beginning of the project and will be responsible for all work for the trade listed above.
- completing work started by a previous subcontractor, the work of which to date is approximately _____ percent complete.

Applicant Statement:

I hereby certify that I have the authority to make the change of general contractor or subcontractor to the original application and that the information in this application is correct.

Applicant Name (print clearly) Applicant Signature Date