

PROCEDURES FOR CHANGING A CONTRACTOR/SUBCONTRACTOR ON A PERMIT

This will apply for any multiple inspection permits. The following documentation must accompany the request for changing a contractor/subcontractor.

1. Verify ownership of property
2. A letter on company letterhead from the originating contractor stating that he wants to be removed as the contractor/subcontractor of record. (If the contractor/subcontractor is present, you may take a written statement requesting that they be removed and make a copy of their driver's license for the file).

OR

3. A copy of a letter and the return receipt of registered mail from the homeowner to the originating contractor/subcontractor informing the contractor/subcontractor that they are being replaced as the contractor/subcontractor and a notarized "Change of Contractor" or "Change of Subcontractor" form.

AND

A new application filled out listing all appropriate contractors/subcontractors.

The only fees will be the **Change of Contractor fee of \$50.00** and the **Change of Subcontractor fees of \$25.00 per subcontractor**.

If the permit is a single inspection permit, i.e., (mechanical change-out, re-roof, electrical repair, hot water heater replacement, etc.) then the permit will be cancelled with the following documentation:

1. Verify ownership of property
2. A letter on company letterhead from the originating contractor/subcontractor stating that he wants to cancel the permit. (If the contractor/subcontractor is present, you may take a written statement requesting the permit be cancelled and make a copy of their driver's license for the file)

OR

3. A copy of a letter and the return receipt of registered mail from the homeowner to the originating contractor/subcontractor informing the contractor/subcontractor they are being replaced as the contractor/subcontractor.
4. Cancel the original permit and issue a new permit with the new contractor/subcontractor.