



APPLICATION FOR CHANGE OF GENERAL CONTRACTOR OR SUBCONTRACTOR

Phone: 919-249-3418
Fax: 919-249-3407

This is to acknowledge that _____,
New Contractor Name

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

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

General Contractor; 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 either the original contractor of record removing themselves 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. Signature page of the permit application must also be resubmitted with authorized signatures completed.

The new general or 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 general or subcontractor, the work of which to date is approximately _____ percent complete.

****There is a \$50 administration fee and new Permit Application associated with the change of a General Contractor only.****

General Contractor Name Signature Date

Sub-Contractor Name Signature Date