

DEPARTMENT OF PUBLIC WORKS  
Building Inspection Division



October 31, 2000

## MEMORANDUM

### BULLETIN G27-00

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.  
Chief, Building Inspection Division

SUBJECT: **Change of Contractor**

In an effort to simplify the change of contractor process on a project, the following procedure will go into effect December 1, 2000.

If the change of contractor is done prior to the permit issuance, the permit assistant shall change the contractor's name using the change command in the computer system. A new permit application must be submitted for the project indicating the correct information, with all required signatures and notaries. No restamping of the permit drawings will be required.

If the project changes contractors after the permit is issued, the new contractor shall provide a new completed permit application along with a notarized letter from the owner, requesting the change.

The new permit application shall be attached to the original and given to the permit assistant, who will use the change function on screen BZISS1 to change contractor information. Also, the Permit Assistant will enter a consultation inspection (#15) on BZINS1 screen, with the comment that the permit was changed from the original contractor (listing full name and license number) to the new contractor. This way associated permits do not have to be reworked and the inspection will not require moving from one permit to another. The permit number and associated numbers will remain active.

A minimum fee of \$20.00 will be charged for a change of contractor. A fee slip will be filled out and the applicant will pay this fee at the tax collectors office prior to the change of contractor being initiated.

THG/gp

cc: All Supervisors  
Public Works

