



TECHNICAL BULLETIN
Community Development & Planning, Building Inspections
TOPIC: Contractor Change Request
April 21, 2010

This form is used to notify the City of Arlington Building Inspections Division that a general contractor on an "Issued" or "Expired" permit; or, a subcontractor on an "Issued" permit is to be replaced and that the permit records be amended to reflect the change; and, to advise that the new contractor(s), who has signed below, is in agreement to assume all code requirement responsibilities for any portion of the project that may have been installed or constructed by the original contractor(s). Please complete one form per building permit.

The property owner or the property owner's authorized agent may assign a new general contractor to a project to replace an existing general contractor for either issued or expired permits. Per Section 5.01-B-6 of the Construction Chapter, when replacement of a contractor occurs during a project, the Building Official may prorate the amount of the building permit fee for the new contractor based on the Building Official's determination of the percentage of work remaining.

A general contractor may assign a new sub-contractor (electrical contractor, plumbing contractor, etc.) to a project to replace an existing sub-contractor.

Print Name of person completing form: _____ Date: _____

Signature of person completing form: _____

Person completing form is (check one only):

Property owner Property owner's authorized agent General Contractor

Project Address: _____

Building Permit Number: _____

Assignment of new contractor(s) –all contractors' registrations must be current:

- General Contracting Company: _____
Print name of Registree or authorized agent: _____
Signature: _____

- Electrical Contracting Company: _____
Print name of Registree or authorized agent: _____
Signature: _____

- Plumbing Contracting Company: _____
Print name of Registree or authorized agent: _____
Signature: _____

- HVAC Contracting Company: _____
Print name of Registree or authorized agent: _____
Signature: _____

- Mechanical Contracting Company: _____
Print name of Registree or authorized agent: _____
Signature: _____

- Concrete Contracting Company: _____
Print name of Registree or authorized agent: _____
Signature: _____