CHANGE OF CONTRACTOR BULLETIN

When a property owner requests to change contractor(s) or a Division 1 contractor requests to change subcontractor(s), the following procedures should be followed.

1. The attached form letter should be completed for the specific project and sent as an email to all parties involved.

2. Determine the parties involved:

    - When the property owner requests to change the Division 1 contractor, the involved parties include the property owner, the contractor of record, the new contractor, and all known subcontractors.
    - When a Division 1 contractor requests to change a subcontractor(s), the involved parties include the property owner, the Division 1 contractor, the specific subcontractor(s) of record, and the new   subcontractor(s).

3. Add the project address and permit number in the 4 locations of the attached form letter and send form letter, as an email, to all involved parties.

4. Where the Division 1 contractor is replaced, all work on the project should stop until all provisions of the form letter are satisfied, including a new NOC and Early Power Agreement.

5. Where a subcontractor is replaced, work in that specific trade should stop until all provisions of the form letter are satisfied.

6. The attached form letter should work, as written, in most situations, but can be modified when needed.

7. Where the original contractor/subcontractor agrees to release the current permit, the permit can be transferred to the new contractor/subcontractor for the minimum transfer fee.

8. Where the original contractor/subcontractor does not agree or does not respond, the original permit should be closed and a new permit will be required from the new contractor. All new permit documents will be required. The cost of the new permit will be determined from COAB, Table 6-26(a)(9).

9. Save all correspondence to the job file.

10. A courtesy inspection should be scheduled to verify the stage of construction and help with a smooth transition.

Per Building Official   **10.26.2021**