



CHANGE OF CONTRACTOR Guidelines and Form

The contractor listed on the permit is responsible for all work allowed under the permit. If the contractor holding a permit changes, the City of Johns Creek must be notified within five (5) business days.

To notify the City, a Change of Contractor form must be filed by:

- The property owner, who must also be the Authorized Permit Agent of the new contractor; or
- The new contractor; or
- The new contractors Authorized Permit Agent

If the applicant is not the property owner or their legal representative, the applicant must provide a letter from the property owner stating that they approve of changing the contractor to the new contractor.

It is not the responsibility of the City of Johns Creek to inform any contractor that they are being withdrawn from a project or to inform any property owner of a change of contractor requested by a new contractor.

Work may not proceed until the permit is re-issued to the new contractor. If changing trade sub-contractors as well as the contractor on a parent building permit, a separate Change of Contractor application must be submitted for each trade. Again, trade work may not proceed until trade permits have been re-issued.

The new contractor must be a Georgia State-licensed contractor (except for Limited Specialty Trades as defined by the State of Georgia). Copies of the contractor's State license(s), business license, and photo ID must be submitted.

The Change of Contractor fee must be paid upon receipt of the invoice, which will be sent to the applicant. When fees are paid and the permit is re-issued to the new contractor, work and inspections may resume.

To complete the **Change of Contractor form**, please access the CSS Portal and go to the "My Work" tab and open the permit. On the "Attachments" tab in the permit, click the Add Attachment card. Use "Related Documents" as the file category for all of the documents. Upload the form and if applicable, the letter from the property owner or the notarized Authorized Permit Agent Affidavit and permit agent's photo ID.

The Building Official reviews the Change of Contractor and may contact the applicant for more information. Once the change is approved, the permit will be re-issued to the new contractor. The re-issuance of the permit does not extend the expiration date.



CHANGE OF CONTRACTOR

Job Address:		Permit #:
Request Date:	Effective Date:	Projected Completion Date:
Last Inspection Passed (Type):		Date Passed:

PERSON REQUESTING CHANGE OF CONTRACTOR

I am the <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> New Contractor <input type="checkbox"/> Contractor's Authorized Permit Agent	
Name:	Email:
Address:	Phone:
Property Owner of Record:	
Signature of Property Owner:	Date:

CONTRACTOR BEING WITHDRAWN OR REPLACED

<input type="checkbox"/> Contractor has withdrawn from project <input type="checkbox"/> Contractor is being removed from project	
Name of Contractor:	
Contractor Company:	

NEW CONTRACTOR

Company Name:		Phone:
Contact Name:		E-Mail:
Address:		Suite #:
City:	State:	Zip:
Name on License:		<input type="checkbox"/> Individual <input type="checkbox"/> Qualifying Agent
State License #:	Expires:	<i>Provide State license and photo ID</i>
Company State License #:	Expires:	<i>Unless Individual license, must provide both company and qualifying agent licenses</i>
Business License #:	Expires:	Jurisdiction:

I hereby certify that the information provided herein is true and correct. I further certify that all work will be completed in accordance with approved plans and permitted scope of work for this permit and will comply with the certifications made on the permit application. I understand that new trade subcontractors must apply for their own Trade Sub Permits.

Signature

Date

Print Name

NOTE: A notarized Authorized Permit Agent Affidavit and photo ID of the Permit Agent must be submitted if the new contractor is added to the permit by a person other than the State license holder.