



## CHANGE OF CONTRACTOR

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

### PERSON REQUESTING CHANGE OF CONTRACTOR

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

### WITHDRAWN CONTRACTOR

<input type="checkbox"/> Contractor is withdrawing from permit <input type="checkbox"/> Owner is removing Contractor from permit	
Contractor:	
Reason for Change:	
<input type="checkbox"/> Current trade subcontractors will be hired by the new contractor <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Low Voltage	
<input type="checkbox"/> Trade subcontractors are withdrawn – <b>new Trade Permits required</b> <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Low Voltage	

### NEW CONTRACTOR

Contractor's Name:	Phone:
Contractor Company:	E-Mail:
Address:	Suite #:
City:	State:
	Zip:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: A notarized Authorized Permit Agent Affidavit required if new contractor is added to permit by a person other than the State license holder.

FOR OFFICE USE ONLY		Effective Date:
<input type="checkbox"/> Fees paid <input type="checkbox"/> Approved <input type="checkbox"/> Denied	By:	Date:



## CHANGE OF CONTRACTOR

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:

- Property owner OR
- New contractor OR
- New contractor's Authorized Permit Agent OR
- Withdrawing contractor

It is not the responsibility of the City of Johns Creek to inform any contractor that they are being withdrawn from a project nor to inform any property owner of a change of contractor requested by a contractor.

**Work may not proceed and no inspections will be performed until the permit is re-issued to the new contractor.**

If changing trade subcontractors 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 the trade permits have been re-issued.

The new contractor must be 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 if the contractor is not Registered in the City of Johns Creek.

The Change of Contractor fee must be paid upon receipt of the invoice, which will be sent to the applicant. It must be paid before the request is reviewed

Complete the [Change of Contractor](#) form. On the CSS Portal, 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 notarized Authorized Permit Agent Affidavit and permit agent's photo ID.

The Building Official reviews the Change of Contractor request and may contact the applicant for more information. If approved, the permit is re-issued to the new contractor, and work and inspections may resume.

The re-issuance of the permit does not extend the expiration date.