

January 5, 2023

Policy for Changing Contractors

Per the code, any owner or authorized agent who intends to do work for which a permit is required must obtain the required permits for the proposed work. When the permit is applied for and issued to a contractor on behalf of the owner, the contractor will be considered the “owner” of the permit.

In order to have consistency in our department, the following policy will be used when an owner decides to change contractors before a permitted project is completed unless otherwise approved by the building official.

- A. The contractor that applies for and receives the permit will be considered the owner of the permit. The permit cannot be transferred to another contractor without written permission from the contractor that applied for and received the permit.**
- B. Should the owner of a residence and/or business make the decision to change contractors before a project is completed, the following will be required:**
 - 1. A letter from the owner stating that (name of contractor) is no longer working on the project located at (address) and will be replaced with (name of new contractor).**
 - 2. The new contractor will be required to apply for a new permit for all incomplete work unless we receive written consent from the original contractor to transfer the permit to a new contractor (see section A above). A plan review will be required to assure plans the approved plans have not changed.**
 - 3. The new permit will reference the existing permit number and detail the work to be completed on the new permit in the “description of work” area on the application.**
 - 4. A notice will be added to the new permit in “locks, holds and notices” referencing the existing permit number and the work completed on that permit.**
 - 5. A notice will also be added to the existing permit in “locks, holds and notices” stating that all remaining permitted work will be completed on (new permit number).**
 - 6. Any refund requests from the original contractor shall comply with local code amendments for refunds. Any permit fee discrepancies between the owner and contractor beyond our refund policy will be a civil matter between those two parties.**
 - 7. On final inspection, inspectors will close out both permits. The original permit will note that the contractor was changed and work was completed on (new permit number).**

Bobby Decker, Building Official
Office of Construction Code Enforcement