



Change/Add Contractor Form

Approved: _____

Permit Number:

Property Address:

This form may only be used to change or add contractors for active permits. The General Contractor (GC) of record, their representative, or the legal Property Owner are permitted to make such changes.

Current Contractors of Record

General:	NC License #:
Electrical:	NC License #:
Mechanical:	NC License #:
Plumbing:	NC License #:
Other (specify):	NC License #:

New Contractors Being Proposed

NCAC 204.3.6 Contractor license required. When the General Statutes require that general construction, plumbing, mechanical, electrical, fire protection or gas work be performed by an appropriately licensed individual, no permit for such type of work shall be issued to an unlicensed person or firm.

General Contractor	
Name:	NC License #:
Address:	
Contact Person:	
Email:	Phone Number:

Electrical Contractor	
Name:	NC License #:
Address:	
Contact Person:	
Email:	Phone Number:

Mechanical Contractor	
Name:	NC License #:
Address:	
Contact Person:	
Email:	Phone Number:



Plumbing Contractor	
Name:	NC License #:
Address:	
Contact Person:	
Email:	Phone Number:

Other Contractor (specify type):	
Name:	NC License #:
Address:	
Contact Person:	
Email:	Phone Number:

Other Contractor (specify type):	
Name:	NC License #:
Address:	
Contact Person:	
Email:	Phone Number:

Property Owner Statement (for changes made by the owner): As legal owner(s) of the subject property, I _____ [print name], no longer authorize the current permit holder for the above referenced property under the above mentioned permit number to continue with the work covered by the mentioned permit. I hereby authorize the undersigned listed below to construct or complete the construction associated with the mentioned permit for the referenced property.

Hold Harmless Agreement: The undersigned agrees to indemnify and hold harmless and defend the Town of Chapel Hill, its agents, employees from and against any claims and relieve them from any responsibility or liability for any legal actions or damage, cost or expense (including attorney's fee) resulting from this Change of Contractor through the act, error, omission, or negligent act of the undersigned, its or his agents or employees or any act, error or omission or negligent act for which the Town of Chapel Hill or its agents, or employees are alleged to be liable. The undersigned further assumes responsibility for any corrections needed to all work performed resulting from, post and prior to the change of contractor. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to substitute contractors.

By signing my name below or providing an authenticated electronic or digital signature (such as is provided through services like DocuSign or Dotloop), I attest that the information provided is true and valid to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY	
\$110.00 Fee Due	Paid: