

Contractor/Subcontractor Change Form



**DEVELOPMENT
SERVICES
DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601
 919-996-2495 | efax 919-996-1825 | Field.Services@raleighnc.gov
Litchford Satellite Office | 8320 – 130 Litchford Road | Raleigh, NC 27601 | 919-996-4200

This form is to advise the City of Raleigh Permits Office that the original contractor listed on the permit referenced below has been replaced and to request that the permit be amended to reflect this change. This is also to advise the City that the new contractor, who has signed below, is in agreement to assume all responsibility for any portion of the project that may have been installed by the original contractor. **Please complete one form per permit. Forms are processed within 1-2 business days of receipt.**

Project Address			Group #	
Requested by			Date	
Address				
City		State	Zip	Phone #
Signature			Relationship to Project	
Permit Numbers (Note: Please provide only the # for the permit(s) associated with a contractor change.)				
Building #		Electrical #		Plumbing #
Mechanical #		Fire Sprinkler #		Fire Alarm #
Zoning #		Land Disturbing #		Right-of-Way #
Other (specify) #				
Name of Original Contractor				
Name of New Contractor				
State Contractor License Number			City Business License Number	
Address				
City		State	Zip	Phone #
Signature			Title	
OFFICE USE ONLY				
The request to amend the above referenced permit was approved on _____ by _____ (completion of this form constitutes amendment of the permit)				
Copies to:				
Original Contractor			Plumbing Inspector Supervisor	
New Contractor			Mechanical Inspector Supervisor	
Building Inspector Supervisor			Other (specify)	
Electrical Inspector Supervisor				