

Policy Title: **Changing Contractors on Jobs**

Policy Number: **2010-003**

Effective Date: March 12, 2010

Approved By: Purley Adams III  
Building Official

Approved Date: 3/12/2010

#### Overview:

**Description:** This policy letter implements how the Department of Growth Management Inspection Staff determines what steps to take when contractors are changed on jobs.

**Purpose/Rationale:** To determine when staff can issue a new permit when a contractor is changing.

**Application:** This policy applies to all jobs when the contractor is changing.

#### General:

The following steps must be met when changing contractors:

1. Letter of termination from the owner or contractor.
2. New Notice of Commencement, if applicable.
3. Issue a new permit.

Upon receipt of the letter of termination from the owner, we will need to make three (3) attempts to contact the contractor to make them aware we have a termination letter.

Document on the letter each call made, noting date, time, name of the person with whom you spoke (if any) and your initials.