



2024 CHANGE OF CONTRACTOR/CONTRACTOR REQUEST TO WITHDRAW

FEE FOR CONTRACTOR CHANGE: Permit to be closed () \$0.00 Permit adopted () \$50.00

**If permit is closed, a new application and requisite fees are required*

OWNER REQUESTED CHANGE OF CONTRACTOR:

When an owner requests a Change of Contractor, this form shall stand as the formal submittal by the owner to the City of Thomasville and the Building Official stating the reason for the change and stating that the above mentioned is held harmless from any legal involvement regarding this request. The existing permit may be cancelled/closed or may be abdicated to another contractor. In addition, this form shall serve as proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. See the attached form “**Change of Contractor Affidavit**” to be used in lieu of the letter notifications.

When an owner requests a Change of Sub-Contractor, the procedures as above apply, with the exception that both the owner of record and the contractor shall sign this form as hold-harmless letter to the Building Official.

Any portion of work completed under the existing permit shall be suspended until such time that a new contractor or sub-contractor is installed in the stead of the permit holder or; a new application for permit is made and new permit(s) secured.

CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor or sub-contractor wishes to withdraw from an issued permit for a job without cancelling the permit, the contractor or sub-contractor shall submit proof via this form to the Building Official that the owner of record has been notified, and with such submittal that he/she holds harmless the City of Thomasville and the Building Official from any legal involvement as a result of this action of the Contractor or sub-contractor. See the attached form “**Change of Contractor Affidavit**” to be used in lieu of the letter notifications.

TO BE NOTED WITH THIS ACTION

Any permit may be transferred or reassigned to a new State licensed Contractor or subcontractor of the respective trade with this form. In taking such action, the new entity assumes all responsibility for all work performed from the permit inception. Cancellation of the permit and new application for completion of the proposed work provided that the new contractor or sub-contractor are only responsible for work from that date forward.



CHANGE OF CONTRACTOR AFFIDAVIT

Permit # _____ Job Site Address _____

Name of Owner _____

Change of Contractor/ Change of Sub-Contractor

Name of Original General or Sub-Contractor _____ Cert. # _____

Name of New General or Sub-Contractor _____ Cert. # _____

Reason for Change _____

This instrument is for the purpose of advising all concerned that the person(s) whose signatures appear below will hold the Building Official, Building Inspectors, other agency personnel having jurisdiction over the project and The City of Thomasville harmless as a result of this Change of Contractor.

The undersigned agrees to indemnify and hold harmless and defend the City of Thomasville, its agents, servants and employees from and against any claims arising out of this Change of Contractor through the act, error, omission, or negligent act of the undersigned, its or his agents, servants, or employees or any act, error or omission or negligent act for which the City of Thomasville its agents, servants or employees are alleged to be liable.

(Owner) _____ Print Name _____

(General Contractor) _____ Print Name _____

(Owner) Subscribed and sworn to before me this _____ day of _____ 20_ _____

My Commission Expires _____

Notary Public State of Georgia

(Contractor) Subscribed and sworn to before me this _____ day of _____ 20_ _____

My Commission Expires _____

Notary Public State of Georgia