



CHANGE OF CONTRACTOR/CONTRACTOR REQUEST TO WITHDRAW

Forward: Change of Contractor(s) on an issued permit(s) is requested by the owner of record or the contractor.

OWNER REQUESTED CHANGE OF CONTRACTOR:

When an owner requests a Change of Contractor, the owner shall submit a letter to the Building Official stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be cancelled, but is not necessary. In addition, the owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a certified registered letter sent to the contractor by the owner, or by a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request. (The attached form "**Change of Contractor Affidavit** may 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 submit a hold-harmless letter to the Building Official.

Any portion of work already done covered by the Contractor or Sub-Contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has obtained a new permit.

CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified, and submit a letter to the Building Official, stating that the Building Official is held harmless from any legal involvement. If a Sub-Contractor wants to withdraw from a permitted job without cancelling the permit, the Sub-Contractor shall submit proof to the Building Official that the owner of record and the Contractor have been notified, and also send a letter to the Building Official stating that the Building Official is held harmless from any legal action. (The attached form "**Change of Contractor Affidavit** may be used in lieu of the letter notifications.)

For the permit to be transferred to the new state licensed general contractor, the contractor shall submit a new commercial permit application for each structure, and an executed contract with the owner outlining the scope of work to complete the project.



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