



**TOWN OF CHAPEL HILL**  
 Development Services- Building  
 405 Martin Luther King Jr Blvd  
 Chapel Hill, NC 27514-2014  
 phone (919) 968-2718  
 www.townofchapelhill.org

## Change/ Add Contractor on Approved Permit

**\*\*This form may only be filled out by the GC of record or GC representative or legal property owner. This form must always be accompanied by a self-generated and signed detailed scope of work document if the work has commenced and been inspected. If work has not been commenced and been inspected and the scope of work has not changed, please complete the applicable portions of this form, providing signatures of new contractors.**

Permit Number: \_\_\_\_\_ Staff approval: \_\_\_\_\_

Property Address: \_\_\_\_\_ Total Fees Due: **\$110**

**NCAC 204.3.6 - Contractor license required** Pursuant to General Statute 160A-417, no person shall commence or proceed with any of the following without first securing from the inspection department any and all permits required by the State Building Code. No permit for such work shall be issued to an unlicensed person or firm.

### CURRENT CONTRACTORS OF RECORD

GENERAL:	NC License #:
ELECTRICAL:	NC License #:
MECHANICAL:	NC License #:
PLUMBING:	NC License #:
OTHER (specify):	NC License #:
OTHER (specify):	NC License #:
OTHER (specify):	NC License #:

By signing the next line, I, the current GC of record, am aware of and do hereby authorize the changes proposed below.

Current General

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

### NEW CONTRACTORS BEING PROPOSED

**OWNER STATEMENT:** As legal owner(s) of the subject property, I, \_\_\_\_\_, 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, as legal owner, hereby authorize the undersigned listed below, to apply for such permit to construct or complete the construction on the above 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.

GENERAL:	NC License #:
Mailing Address:	Contact Person:
Email Address:	Contact Phone #:

Signature of New Contractor:	Today's date:
<b>ELECTRICAL:</b>	<b>NC License #:</b>
Mailing Address:	Contact Person:
Email Address:	Contact Phone #:
Signature of New Contractor:	Today's date:
<b>MECHANICAL:</b>	<b>NC License #:</b>
Mailing Address:	Contact Person:
Email Address:	Contact Phone #:
Signature of New Contractor:	Today's date:
<b>PLUMBING:</b>	<b>NC License #:</b>
Mailing Address:	Contact Person:
Email Address:	Contact Phone #:
Signature of New Contractor:	Today's date:
<b>OTHER (specify):</b>	<b>NC License #:</b>
Mailing Address:	Contact Person:
Email Address:	Contact Phone #:
Signature of New Contractor:	Today's date: