



NEW HANOVER COUNTY

BUILDING SAFETY

230 Government Center Drive, Suite 170, Wilmington, NC 28403

P: (910) 798-7308 | F: (910) 798-7811 | NHCgov.com

Contractor/Subcontractor Change Form

This form is used to advise the Permit and Inspections Department that the original contractor listed on the permit referenced below has been replaced. Per Sections 204.3.7 and 204.5.1 of the NC Administrative Code & Policies, belonging to the NC State Building Code, the person performing the work shall be responsible for complying with the NC State Building Code portions that apply to the work.

INSTRUCTIONS: Please complete one form per permit, per contractor, per permit. The current property owner or the General Contractor may request the change. This form can be submitted via email to Coast@nhcgov.com or uploaded into the project on the Coast portal www.nhcgov.com/coast.

GENERAL INFORMATION	
Project Address:	
Requested By:	Date:
Email:	Phone #:

PERMIT NUMBERS		
NOTE: 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 #:	
Email:	Phone #:	