

**NEW HANOVER COUNTY
BUILDING SAFETY DEPARTMENT
230 Government Center Dr. Suite 170
Phone (910) 798-7308**

CONTRACTOR ADD/CHANGE FORM

DATE: **PERMIT #**

Address: **Email Address:**

Please check the box next to the Contractor(s) you would like to add/change and type in the new Contractor's information.

| | | | |
|--------------------------|---|--|--------------------------------|
| <input type="checkbox"/> | General Contractor: <input type="text"/> | <input type="checkbox"/> Add <input type="checkbox"/> Change | License # <input type="text"/> |
| | Street Address: <input type="text"/> | | Phone # <input type="text"/> |
| | City <input type="text"/> | State <input type="text"/> | Zip <input type="text"/> |
| | Contact Name : <input type="text"/> | Fax # <input type="text"/> | |
| | E-Mail: <input type="text"/> | | |
| <input type="checkbox"/> | Electrical Contractor: <input type="text"/> | <input type="checkbox"/> Add <input type="checkbox"/> Change | License # <input type="text"/> |
| | City <input type="text"/> | State <input type="text"/> | Zip <input type="text"/> |
| | E-Mail: <input type="text"/> | | |
| <input type="checkbox"/> | Mechanical Contractor: <input type="text"/> | <input type="checkbox"/> Add <input type="checkbox"/> Change | License # <input type="text"/> |
| | City <input type="text"/> | State <input type="text"/> | Zip <input type="text"/> |
| | E-Mail: <input type="text"/> | | |
| <input type="checkbox"/> | Plumbing Contractor: <input type="text"/> | <input type="checkbox"/> Add <input type="checkbox"/> Change | License # <input type="text"/> |
| | City <input type="text"/> | State <input type="text"/> | Zip <input type="text"/> |
| | E-Mail: <input type="text"/> | | |

Printed name of Person Authorized to Make Change:

Signature of Authorized Person Making Change:

Permit Staff Person Receiving Request:

Date Request Received

Only the current Property Owner is authorized to change the General Contractor. A new Workers Compensation Form will be required with each change of General Contractor. The current property owner or the General Contractor may add or change subcontractors.

**There will be a \$35.00 fee per Contractor for each change for Residential.
There will be a \$45.00 fee per Contractor for each change for Commercial.**