



Change in Contractor Request Form

Use this form to remove and/or add a new contractor to a permit.

Contact Information

Identify the name, email, and phone number of the person making the change request and identify the requestors association with the permit.

1

Name of Requestor: _____ Date of Request: _____

Email: _____ Phone Number: _____

Association with Permit (*select one*): ☐ New Contractor ☐ Owner ☐ Previous Contractor
☐ Other (specify): _____

Permit Information

Identify the property address, permit number and permit type that requires the contractor change.

Note: If your project includes multiple permits of the same permit type, and they require a change in contractor, you may enter all the permit numbers on this form.

If there is more than one permit type requiring a change in contractor, you must submit a separate request form for each permit type.

2

Property Address: _____ Permit Number: _____

Permit Type (*select one*):

- ☐ Residential or Commercial Building ☐ Mechanical, Plumbing, or Fire Suppression
☐ Electrical - Confirm that the Electrical Inspection Agency assigned to the permit is not changing.¹
☐ Other² (*Describe*): _____

1. If the electrical inspection agency is also changing, a permit amendment is required to change both the inspection agency and contractor. If work has already started, a new permit may be required.
2. A change in contractor on a demolition permit requires a permit amendment.

For more information, please review the applicable amended permit process information sheets at:

<https://www.phila.gov/departments/departments-of-licenses-and-inspections/permits-and-certificates/construction-and-repair-permits/building-permit-materials/#/>.

Request Information

Select the type of request.

- A) Removal – If work has started, please describe in detail the work already performed on the property.
- B) Adding New – Identify the name and license number of the new contractor. Affirm the new contractors license, insurance and city taxes are up to date.

- o **Tax Clearance:**
<https://www.phila.gov/services/payments-assistance-taxes/taxes/get-tax-clearance/>

- o **License Contractor Look-up:**
<https://li.phila.gov/contractor-lookup>

- o **Updating insurance:**
<https://www.phila.gov/departments/departments-of-licenses-and-inspections/permits-and-certificates/help-using-eclipse/#/?table=Online%2520licensing&q=How%20to%20update%20your%20insurance%20in%20eCLIPSE>

The owner and new contractor must sign section 3B.

3

This request is to (*select one*):

- ☐ Remove contractor (*complete section 3A only*)
☐ Remove and add new contractor (*complete sections 3A and 3B*)
☐ Add new contractor (*complete section 3B only*)

- A) Remove Contractor:** No work may commence until a new contractor has been identified. Starting work without identifying a new contractor will result in a violation/fine.

Name of contractor being removed: _____

Has work started: ☐ Yes ☐ No

If 'Yes' is selected, provide description of the work already performed (use a separate sheet if needed):

- B) Add New Contractor:**

Date previous contractor was removed: _____ Date new contractor starts: _____

Name of new contractor: _____

License number: _____

Verify the following information:

- The new contractor is current on all City taxes: ☐ Yes
- The new contractor's license is valid: ☐ Yes
- The new contractor has current insurance on file with the Department: ☐ Yes

Owner/Owners Representative's Name: _____ Signature: _____

New Contractor/Representative's Name: _____ Signature: _____