



Department of
CITY PLANNING

Office of Buildings
55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Tel: 404.330.6150

CHANGE OF CONTRACTOR LETTER

Date of Request:					
Job Address:		<input type="checkbox"/> NE	<input type="checkbox"/> NW	<input type="checkbox"/> SE	<input type="checkbox"/> SW

Requestor's Information	
Contact Name:	
Contact Number:	
Contact Email:	
Request is being made by: (Please select one of the following)	
<input type="checkbox"/> Owner <input type="checkbox"/> Contractor (Company Name) _____	
To the City of Atlanta:	
I wish to change my contractor for: Please check the appropriate box below	
<input type="checkbox"/> Building <input type="checkbox"/> Mechanical/HVAC <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing	
I am hereby discharging:	
_____ Contractor's Name	
_____ Company Name	
From my project for the following reason(s):	

Associated with the following Permit Number(s):	

My New Contractor is:	
_____ Contractor's Name	
_____ Company Name	

Signature (Owner or General Contractor)

Date

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public seal and signature