



## NOTIFICATION OF GENERAL CONTRACTOR OR SUBCONTRACTOR CHANGE

This is to acknowledge that \_\_\_\_\_,  
New Contractor

\_\_\_\_\_,  
Company's street address, city, state, and zip code

\_\_\_\_\_,  
Phone number Contractor license number, will be performing the following trade:

☐ Building; ☐ Plumbing; ☐ Mechanical; ☐ Electrical; ☐ Other: \_\_\_\_\_  
trade

For: \_\_\_\_\_  
project name

\_\_\_\_\_  
permit number project address or lot and subdivision

in place of \_\_\_\_\_ as of the following date: \_\_\_\_\_.  
Previous contractor of record

The new subcontractor is: (check one)

☐ starting work at the beginning of the project and will be responsible for all work for the trade listed above.

☐ completing work started by a previous subcontractor, the work of which to date is approximately \_\_\_\_\_ percent complete.

I hereby certify that I have the authority to make the change of general contractor or subcontractor to the original application and that the information in this application is correct. I certify that the information given below is a true and accurate representation of facts. Further, I agree to hold the City of Monroe, its agents and authorized personnel harmless, and relieve them from any responsibility for damages, cost of expenses, including but not limited to attorney's fees resulting from the cancellation of this permit or issuance of a new permit. This document has no bearing on any private agreements or contract responsibilities. By signing and submitting this document, I agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).

\_\_\_\_\_  
Applicant Name (Print clearly) Applicant Signature Date

Union County  
North Carolina

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary's Name (Print Name) Notary Signature

My Commission Expires: \_\_\_\_\_

City of Monroe – Permit Center  
300 W. Crowell St., Monroe NC 28112  
P.O. Box 69, Monroe NC 28111  
704-282-4524