



Construction/Development
Related Permit



Date

Tracking Number

CHANGE OF CONTRACTOR FORM

Property Address _____ Permit Number _____

APPLICANT INFORMATION

Applicant Identity: ☐ Owner ☐ Lessee ☐ Contractor ☐ Architect ☐ Engineer
Mark all that apply ☐ Other _____

Name _____ Phone _____

Email _____

PROJECT INFORMATION

Contractor Currently on File:

Contractor Being Assigned:

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Reason for changing contractor:

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Any changes to the ownership, architect, or other related entities OTHER THAN THE CONTRACTOR listed on the original permit application?

☐ Yes ☐ No List changes:

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What work has been started?

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What work is remaining?

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ACKNOWLEDGMENTS

I understand that this change of contractor request will not be accepted or processed without a signed contract with a licensed contractor and current photos of the entire property (i.e., exterior: front, back, left, right; interior: all rooms).

I certify that the above information is true and correct to the best of my knowledge. I understand that the City of New Orleans is authorized to suspend or revoke a permit or license issued under the provisions of its Municipal Code whenever a permit or license is issued in error or on the basis of incorrect, inaccurate, or any false statement or misrepresentation, or in violation of any ordinance or regulation or any of the provisions of the City of New Orleans Municipal Code, the Comprehensive Zoning Ordinance, the International Construction Code or International Fire Code as adopted by the City of New Orleans. Fines and penalties for misrepresentation of material facts will be assessed in accordance with City of New Orleans ordinances and State of Louisiana Revised Statutes. I understand that any change in the scope or cost of the work must be reported to the Department of Safety and Permits and additional permits may be required.

I certify that I have the authority of the current property owner(s) to apply for the work proposed.

Signature _____ Date _____

Email to permitinfo@nola.gov, with the subject line: Change of Contractor at [property address]

You may also drop off the application in the Department of Safety and Permits.

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