



**CITY OF SOUTHLAKE  
BUILDING INSPECTIONS  
CONTRACTOR CHANGE REQUEST**

Permit Number: \_\_\_\_\_

Address on permit: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Phone #: \_\_\_\_\_  
(Business #) (Cell #)

**\*\* NEW CONTRACTOR MUST BE CURRENTLY REGISTERED WITH THE CITY\*\***

Current Sub-contractor: \_\_\_\_\_

New Sub-contractor: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Bus #) (Cell #)

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Current Sub-contractor: \_\_\_\_\_

New Sub-contractor: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Bus #) (Cell #)

**\*\* NEW CONTRACTOR MUST BE CURRENTLY REGISTERED WITH THE CITY\*\***

Current Sub-contractor: \_\_\_\_\_

New Sub-contractor: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(Bus #) (Cell #)

**REASON FOR CHANGE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature (General Contractor/Homeowner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print Name)

**BUILDING INSPECTIONS, 1400 Main St., Suite 250, Southlake, TX 76092  
Phone: 817-748-8237 Fax: 817-748-8241 [www.ci.southlake.tx.us](http://www.ci.southlake.tx.us)**