



**GENERAL CONTRACTOR and SUBCONTRACTOR
CHANGE REQUEST**

NEW CONTRACTOR MUST HAVE AN ONLINE ACCOUNT AND BE CURRENTLY REGISTERED WITH THE CITY

Project Address: _____ Permit Number: _____

General Contractor: _____ Phone: _____

GC Signature: _____ Print Name: _____

Current Sub-contractor: _____
New Sub-contractor: _____
Effective Date: _____ License # _____ Phone #: _____

Current Sub-contractor: _____
New Sub-contractor: _____
Effective Date: _____ License # _____ Phone #: _____

Current General Contractor: _____ Signature: _____
New General Contractor: _____ Signature: _____
Reason: _____ Effective Date: _____ Phone: _____
ADDITIONAL DOCUMENTATION MAY BE REQUIRED TO CHANGE THE GENERAL CONTRACTOR

STATUS OF JOB AT TIME OF CHANGE: _____

_____ Date: _____

Homeowner (Change of General) _____

(Print Name) _____

NEW PERMIT CARD MUST BE POSTED ON THE JOBSITE

BUILDING INSPECTIONS
1400 Main St., Ste. 250 – Southlake, Texas 76092
(817) 748-8237 or 8236 – FAX (817) 748-8241
E-mail: permittechs@ci.southlake.tx.us