

	<b>CITY OF AGOURA HILLS</b> <b>BUILDING &amp; SAFETY DIVISION</b> 30001 LADYFACE COURT AGOURA HILLS, CA 91301	<b>EMAIL:</b> <b>Permits@AgouraHillsCity.org</b> <b>PHONE: (818) 597-7334</b> <b>www.AgouraHillsCity.org</b>	
<b>CHANGE OF CONTRACTOR REQUEST</b>		<b>FO-14</b>	<b>3-1-23</b>

**CHANGE OF CONTRACTOR/CONTRACTOR REQUEST TO WITHDRAW**

Change of Contractor(s) on an issued permit(s) is requested by the owner of record or the contractor for the permit and is accomplished in accordance with the **City of Agoura Hills Building and Safety Policy**

**OWNER REQUESTED CHANGE OF CONTRACTOR:**

When an owner requests a Change of Contractor, the owner shall submit a notarized letter to the Building Official of the Building & Safety Division, stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be canceled or updated as determined by the City permitting staff on a case by case basis.

In addition, the owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either (1) a copy of a certified, notarized registered letter (*must include original return receipt*) sent to the contractor by the owner, or (2) a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request.

Any portion of work already done covered by the Contractor shall be suspended and no further inspections performed until a new contractor has obtained a new permit or updated existing permit with the new contractor. Additional fees may apply and any revision to the scope of work that affects the approved building plans will require the building plans to be updated and resubmitted for City review and approval.

**CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:**

When a contractor wants to withdraw from a permitted job without canceling the permit, the contractor shall submit proof to the Building Official that the owner of the record has been notified, and submit a notarized letter to the Building Official, stating that the Building Official is held harmless from any legal involvement.

If a Sub-Contractor wants to withdraw from a permitted job without canceling the permit, the Sub-Contractor shall submit proof to the Building Official that the owner of the record and the Contractor have been notified, and also send a notarized letter to the Building Official stating that the Building Official is held harmless from any legal action.

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**CHANGE OF CONTRACTOR**

Permit #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Original General or Sub-Contractor: \_\_\_\_\_ License. # \_\_\_\_\_

New General or Sub-Contractor: \_\_\_\_\_ License # \_\_\_\_\_

Reason for Change: \_\_\_\_\_

This instrument is for the purpose of advising all concerned that the person(s) whose signatures appear below will hold the Building Official of the City of Agoura Hills harmless as a result of this Change of Contractor.

The undersigned agrees to indemnify and hold harmless and defend the City of Agoura Hills, its agents, servants and employees from and against any claims arising out of this Change of Contractor through the act, error, omission, or negligent act of the undersigned, its or his agents, servants, or employees or any act, error or omission or negligent act for which the City of Agoura Hills or its agents, servants, servants or employees are alleged to be liable.

Property Owner: \_\_\_\_\_

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

Property Owner:  
 Sworn to (or affirmed) and subscribed before by means of physical appearance,  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (year) by \_\_\_\_\_ (name of person)

CA Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

Contractor:  
 Sworn to (or affirmed) and subscribed before me by means of physical appearance,  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (year) by \_\_\_\_\_ (name of person)

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