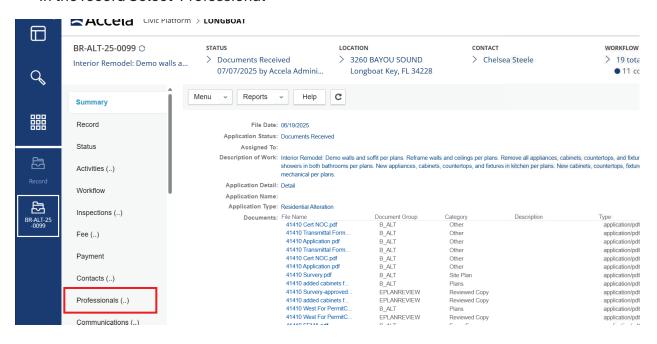
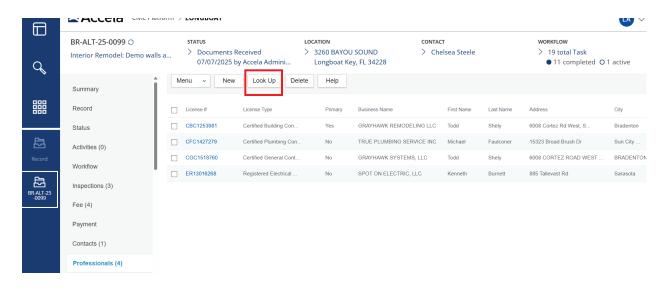
## **Change of Contractor & Adding Subcontractors**

In the record Select 'Professional'

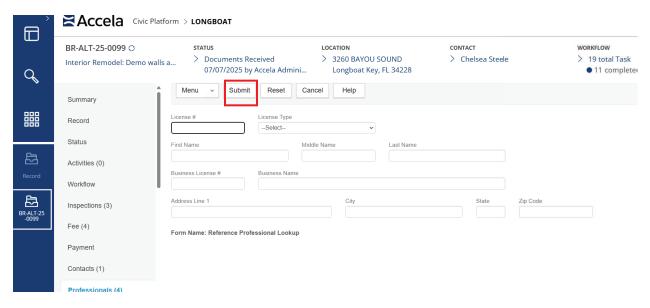


Select Lookup

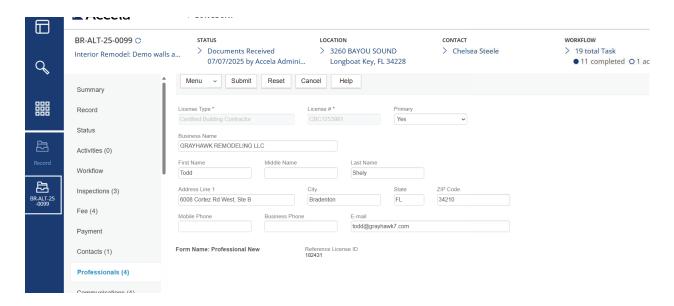


- Enter the information to search for the approved registered contractor
- Select Submit

Note: Do the same process if adding more than one contractor

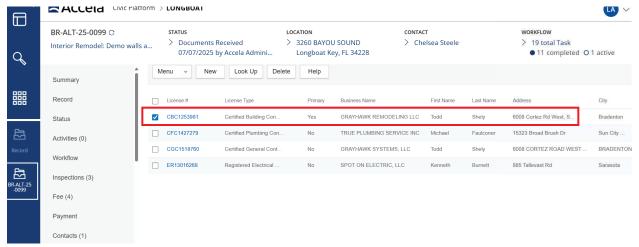


Once the contractor or subcontractor is added - make sure to select the main contractor (License # - blue link) and make them 'Primary'



 Once you add the new contractor(s) – select the checkboxes of the old contractor that must be removed





## Note:

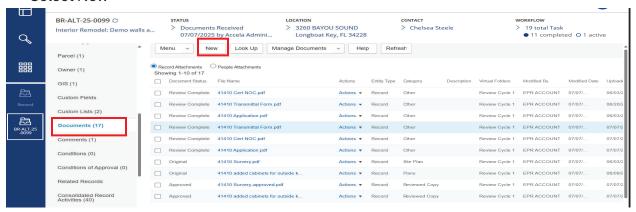
- For a Change of Contractor upload the change of contractor form under 'Documents' and select 'Other' as document type.
- 2. Under Stipulations Add required comments These comments will show up on the Permit Card.

## **Examples of Recommenced Comment Templates:**

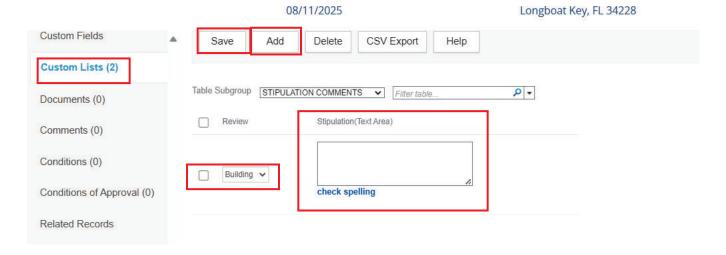
03-24-2025 Homeowner Association requested the removal of Wrightway Emergency Services dba of Reynolds Ventures Inc as the contractor and change to Paradise Improvements approved by building official Patti Fige. See the letters in the file.

03-24-2025 Paradise Improvements provided an application to take over Permit PB24-1883 approved by Building Official Patti Fige

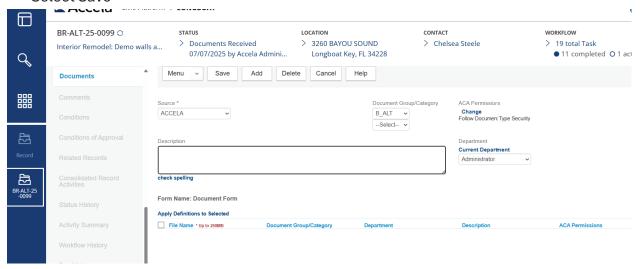
- Select Documents
- Select New



- Select Custom Lists
- Select Add
- Select Building
- Add comments under 'Stipulation' (Text Area)
- Select Save



- Select Add
- Select Document Type 'Other'
- Select Save



## Note: To Add Subcontractors – Use steps above to add the subcontractors and set the primary contractor

