



To change the contractor of record on an open permit, the following documentation is required:

- Letter from the Owner** consenting to the change in contractors
- Letter from the Previous Contractor** stating termination of work as the contractor of record on the permit and the date this became effective
 - Termination Letter and Proof of Mailing from the Owner** to the previous contractor may be submitted in lieu of the letter from the previous contractor if one is unable to be obtained
- Letter from the New Contractor** stating their intent to become the contractor of record on the permit
- \$55 Change of Record Fee** - Emailed requests will receive a link to pay online, mailed requests must include payment

Please note:

- All letters must reference the NCC permit number and job location
- Notification from contractors must include their NCC contractor license ID number

Email all paperwork to permits@newcastlede.gov or mail to the Department of Land Use (address above).