



Change of Qualifier

Customer must update their license to reflect correct qualifier prior to Permitting completing the process below.

****Qualifier must use the same company name in order to complete this process. If not using the same name then a completion permit is required.****

- Applicant must submit a notarized letter from the new qualifier requesting the change
- Each permit must be listed on the letter OR a separate letter for each permit

Processing: OFFICE USE ONLY

- Complete Correction Form with New Qualifier name
- In CRW -
 - Contacts – Remove old qualifier and replace with new
 - Chronology - Add a note “Changing qualifier from ____ to ____”

Fees:

- \$26 Building Admin Processing Fee to be added