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

Last Rev. 08/09/2017