



**Village of Arlington Heights**  
Building & Life Safety Department  
847-368-5560  
www.vah.com

**Change of Contractor Form**

Date: \_\_\_\_\_

Attn: Director of Building & Life Safety  
Village of Arlington Heights  
Building & Life Safety Department  
33 S Arlington Heights Rd,  
Arlington Heights, IL 60005

To whom it may concern:

I /We, \_\_\_\_\_

Owner(s) of Property

at \_\_\_\_\_ for permit # \_\_\_\_\_  
Job Site Address

have discharged \_\_\_\_\_  
Name of Original Contractor

and contracted with \_\_\_\_\_  
Name of New Contractor

for the following construction trade \_\_\_\_\_  
Type of Contractor

The Village of Arlington Heights requires that contractors working within the Village, excluding electricians and plumbers, must obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code. New plumbers must complete the Plumbing Permit Application and provide a copy of their State Plumbing License with 055 number and letter of intent. New electricians must complete the Electrical Permit Application and provide a copy of their electrical registration.

I/We, as owner(s) understand that the new contractor agrees to be responsible for the correction of any defects in his field of work which are found upon inspection, whether in the portion of work performed by him or that performed by his predecessor.

Owner(s) Name: \_\_\_\_\_

Owner(s) Phone number: \_\_\_\_\_

Owner(s) Email: \_\_\_\_\_

Owner(s) Signature: \_\_\_\_\_