

LETTER OF NOTIFICATION FORM

Upload the completed form to the GMCD Public Portal under the "Request Changes to Permit Contractor or Status" condition

Date: _____ Permit Number: _____

Jobsite Address: _____

Property Owner Name: _____

Contractor/Subcontractor Name: _____ Qualifier Name: _____

Has Work Commenced? Yes No

This letter is to inform you that I am submitting the following request (please select one)

- Request to cancel the permit
- Request to remove the current contractor/subcontractor and replace the new one
- Request as contractor/subcontractor to withdraw from the permit

Reason for the Request:

Signature of Property Owner or Contractor/Subcontractor: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this: _____ day of _____, 20_____, by (printed name of person making statement). _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced _____ as identification.

Must Comply with Notarial Law

Notary

Notary Signature: _____

**If the contractor is submitting the form, all contacts will be marked "Historical" and the Letter of Notification must be sent to the property owner.*

**If the subcontractor is submitting the form, the Letter of Notification must be sent to the primary contractor.*

**Below is an example of the Certified Mail Receipt. A copy of the Certified Mail Receipt showing the mailing address and tracking number must be submitted along with a copy of the Letter of Notification.*

