



Memorandum of Policy

Building Codes

From: Mike Metheny

Date: March 12, 2020

Revised:

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Subject: Change of Contractor

Responsibilities of either Old Contractor or Owner:

- 1) **Submit a letter** stating that the old contractor is no longer employed.
 - a. Include any **sub-contractors** no longer employed
- 2) **Request an inspection** to document the progress of the permitted work to date.
- 3) **Return permit, field set of plans, and inspection records** to the City of Aspen.

Responsibilities of New Contractor:

- 1) Possess:
 - a. **Current contractor license**
 - b. **Business license**
 - c. **CMP certification**
- 2) **Register in Salesforce**
- 3) Submit updated copies of:
 - a. **CMP**
 - b. **Special inspection agreement** (if applicable)
 - c. **Signed permit contact form**
- 4) **Receive and print reissuance of the permit** to be kept on job site

Responsibilities of New Sub-Contractors (if any have changed):

- 1) Possess:
 - a. **Current contractor license**
 - b. **Business license**
- 2) **Register in Salesforce**
- 3) Submit **updated sub-permit application** through Salesforces
- 4) **Receive and print reissuance of sub-permit** to be kept on job site