



## CHANGE OF OWNERSHIP OR CONTRACTOR

---

### CHANGE OF OWNERSHIP OR CONTRACTOR

1. For '**CHANGE OF OWNERSHIP**' of Permits issued and valid, the following shall be provided or completed to Building Inspections:
  - A. A written request submitted via email from the new owner stating the following:
    - Reason for request (change of owner, applicant, contractor, or subcontractor)
    - Project address and complete legal description
    - Statement of acceptance of all work completed to date, and that all work going forward will be in compliance of all City codes and ordinances
    - Proof of ownership when different from original submittal
    - State of agreement of understanding that all remaining inspection(s) will be completed, including all outstanding or previously failed inspections
  - B. All required documents shall be provided to the City of Frisco at the Building Final Inspection or Certificate of Occupancy (CO) Inspection, including, but not limited to:
    - Letter of Final Acceptance from the 'Engineer of Record'
    - Energy Third Party Verification Form (including Thermal Bypass Checklist)
    - Final Grade Survey
    - Foundation Maintenance Letter
    - Backflow Device Certification for Irrigation and/or Fire Sprinkler, when applicable

Note: Services of the original submittal 'Engineer of Record' (EOR) must be obtained for all required foundation and structural inspections, and subsequent required documentation prior to the Building Final Inspection or issuance of the Certificate of Occupancy. In the event the services of the original submittal 'Engineer of Record' cannot be secured, a new 'Engineer of Record' may be selected, provided that the new submittal applications, drawings, Engineer's letter, and inspections are submitted for review and approval prior to the start (or continuation) of work.

2. For **CHANGE OF CONTRACTOR(S)** of Permits issued and valid, the following shall be provided or completed:
  - A. A written request submitted via email from the owner or applicant stating the following:
    - Reason for request (change of contractor or subcontractor)
    - Project address and complete legal description
  - B. New permit application(s) submitted for review and approval. (This will generate new, updated documents that will be required at the jobsite.)
  - C. New contractor must be currently registered with the City of Frisco and, when applicable, include registration of the project with TRCC

Additional documentation or testing may be required and/or deemed necessary by the Building Official.