



MEMORANDUM OF POLICY

BUILDING CODES

From: Mike Metheny

Date: March 12, 2020

Revised: 9/19/2025

CHANGE OF GENERAL CONTRACTOR

Responsibilities of either Old General Contractor, Applicant, or Owner:

- 1) Upload a letter stating that the old general contractor is no longer employed.
 - a. Include any **sub-contractors** no longer employed
 - b. Include the permit number(s) and address
- 2) Request a progress inspection to document the progress of the permitted work to date. Email buildinginspectors@aspen.gov to request this.

Responsibilities of New General Contractor:

- 1) Possess:
 - a. **Salesforce account**
 - b. **Current contractor license**
 - c. **Business license**
 - d. **CMP certification**
- 2) If the permit is issued, **submit a change order application** through Salesforce.
 - a. Include "Change of Contractor" in description field.
 - b. All square footages and yes/no fields entered as "0" and "no"
 - c. Upload all documents listed below in bullet #3
- 3) For permits in review, **upload updated copies** of these documents to submissions:
 - a. **CMP**
 - b. **Special inspection agreement** (if applicable)
 - c. **Signed application signature packet**
 - d. **Letter from owner/former GC** (see above)
- 4) Once permit or change order is issued, **print permit** to be kept on job site

CHANGE OF SUB-CONTRACTOR:

Responsibilities of either Old Sub-Contractor or current General Contractor:

- 1) Submit a letter from old sub-contractor or current general contractor stating the old sub-contractor is no longer employed on specific permit(s)
 - a. This will cancel the sub-permit belonging to old sub-contractor

Responsibilities of new Sub-Contractor:

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