



## **Change of Qualifier**

Customer must update their license to reflect correct qualifier prior to Permitting completing the process below.

**\*\*Qualifier must use the same company name in order to complete this process. If not using the same name then a completion permit is required.\*\***

- Applicant must submit a notarized letter from the new qualifier requesting the change
- Each permit must be listed on the letter OR a separate letter for each permit

### **Processing: OFFICE USE ONLY**

- Complete Correction Form with New Qualifier name
- In CRW -
  - Contacts – Remove old qualifier and replace with new
  - Chronology - Add a note “Changing qualifier from \_\_\_\_ to \_\_\_\_”

### **Fees:**

- \$19.50 Building Admin Processing Fee to be added