



CHANGE OF LICENSED BUILDER CHECKLIST

Please submit the following with this form:

1. Copy of Construction Supervisor License (CSL) (front and back)
2. Copy of Home Improvement Contractor (HIC) License (front and back)
3. [Certificate of Liability Insurance](#)
4. [Workers' Compensation Affidavit](#)
5. [Mattocks-Higgins Affidavit](#)
6. Home Improvement Contractor (HIC) Registration four story, four dwelling units only
7. If the contractor's experience rating exceeds 1.0, they must submit a lessons learned letter on company letterhead describing the incident and the corrective actions implemented to prevent a similar occurrence in the future.
8. [Construction and Demolition Safety Ordinance Form](#)
9. Signed contract between owner and contractor (including total cost)
10. A detailed, itemized estimate showing all material costs and labor charges separately.
11. An NFPA 241 must be submitted