



Check # \_\_\_\_\_ Amount: \_\_\_\_\_

### CONTRACTING COMPANY NAME CHANGE REQUEST & GUIDELINES

Per Ohio Revised Code § 4740.07(D)(1), (F) and (H):

- When a contractor ceases to be associated with a contracting company, the contractor shall immediately submit a company name change request form..
- “No individual who assigns a license to a contracting company shall assign a license for the same type of contracting to another contracting company until ninety days after the individual ceases to be associated with the contracting company to which the individual had assigned a license.”
- “No license assigned under this section shall be assigned to more than one contracting company at a time.”

**This request can be processed immediately if a “Letter of Release” from the former contracting company on their company letterhead, new liability insurance, your original license, and copies of 3 permits the new contracting company has pulled and completed work on prior to your employment are returned with this form. (If the former company does not release your license, your company name change request will not be processed until 90 days from the date of receipt.)**

License# \_\_\_\_\_ Trade you wish to change: EL HV HY PL RE

Your full name & address \_\_\_\_\_

E-mail \_\_\_\_\_ Contact phone# \_\_\_\_\_

#### OLD CONTRACTING COMPANY INFORMATION

Company name currently listed on your license \_\_\_\_\_

Company full address \_\_\_\_\_

Owner’s Name \_\_\_\_\_ Company phone# \_\_\_\_\_

Why is this change being requested? \_\_\_\_\_

#### NEW CONTRACTING COMPANY INFORMATION

What is the company name you would like to reassign your license to \_\_\_\_\_

Company full address \_\_\_\_\_

Owner’s Name \_\_\_\_\_ Company phone# \_\_\_\_\_

County \_\_\_\_\_ Employment date with new company \_\_\_\_\_

Your Position/Title (circle one):      Owner      Employee      Partner

**NOTE:** You are required to pay a \$25 fee (per license changed) unless your license(s) is in a renewal period (90 days prior to the license expiration)

SIGNATURE \_\_\_\_\_ TODAY’S DATE \_\_\_\_\_