

Lionel Johnson, Jr.  
Mayor



City Council:  
Deborah Alexander  
Freddie "Carl" Frazier, Sr.  
Ronald Grace  
Melvin Hasten, Sr.  
Kelvin York, Sr.  
  
Police Chief:  
Kevin Ambeau, Sr.

**CITY OF ST. GABRIEL**

*"A City of Pride, Progress & Possibilities"*

**CHANGE OF CONTRACTOR LETTER**

*(Owner or Owner's Representative)*

**NEW CONTRACTORS INFORMATION**

**OLD CONTRACTORS INFORMATION**

Business Name: \_\_\_\_\_  
 Names (First, Last) \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip  
 License Number \_\_\_\_\_

Business Name: \_\_\_\_\_  
 Names (First, Last) \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip  
 License Number \_\_\_\_\_

Project/Site Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Type of Permit \_\_\_\_\_

I, \_\_\_\_\_, am requesting a change of contractor at project address as listed above.

*(Name of Owner or Owner's Representative)*

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by the above referenced individual, \_\_\_\_\_, who acknowledged that he/she is a duly licensed contractor with \_\_\_\_\_, and who acknowledged that he/she was authorized to execute this document. He/she is either personally known to me \_\_\_\_\_ or produced \_\_\_\_\_ as valid identification.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

PROVIDED	DOCUMENT CHECKLIST	NOTES
<input type="checkbox"/>	An original notarized letter from the property owner requesting a change of contractor.	
<input type="checkbox"/>	Contractor Licensing – With State of Louisiana Contractor's Licensing Board.	
<input type="checkbox"/>	Contractor's Proof of Insurance & Workers Compensation.	
<input type="checkbox"/>	Contractor Annual Registration – With City of St. Gabriel.	
<input type="checkbox"/>	Contractor Sales Tax Clearance – With Iberville Parish.	
<input type="checkbox"/>	An original notarized letter from the new contractor accepting and assuming all job responsibilities.	
<input type="checkbox"/>	An original notarized letter from the old contractor relinquishing all job responsibilities.	

ACCEPTED \_\_\_\_\_ ON HOLD/PENDING \_\_\_\_\_ DENIED \_\_\_\_\_

