



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)



## Change of Contractor Form

**Project Address:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Owner's Phone:** \_\_\_\_\_

**Trade Being Changed:** \_\_\_\_\_

**Existing Contractor:** \_\_\_\_\_

**New Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

All contractors are required to have a current Contractor's license with the Village of Lincolnwood. If they are not currently registered, contractors can create an account at [lincolnwood.onlama.com](http://lincolnwood.onlama.com) and apply for a Contractor's License. The online portal can also be accessed by scanning QR code above

### Submittal Instructions:

- 1) To submit this application, you will need to login to your account at [lincolnwood.onlama.com](http://lincolnwood.onlama.com), navigate to the permit via the "Your Items" option, click the "view" link on the permit that needs to be extended, and upload this completed document in the "documents" section of the active permit.
- 2) You will also need to provide an updated contract and scope of work for the new contractor. If you are updating one of the sub-contractors, you also need to provide a letter of intent for the new sub-contractor.

**Signature of Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_