

Change of Assignment Application

111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-6090 • www.bzs.columbus.gov

ALL FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer

Full Name _____

Home Phone Number _____

Home Address _____

City /State / Zip _____

Email for notification of permits issued under your license or registration: _____

Email for communication related to issuance of your license or registration: _____

License or Registration Number: _____ Current Company Name: _____

I, _____, holder of the above license/registration, do hereby request this license/registration and the authority to apply for a permit and perform the work associated with it be removed from the assigned company above. I further request that the license/registration and the authority vested herein be transferred as indicated below. I am attaching the necessary fee, bond, and liability insurance documentation reflecting the change.

- Issue my license/registration in my own name.
- Assign my license/registration to the company listed below. By completing this section, I confirm my association with the following company as a legal full-time officer, proprietor, partner, or employee. I will be actively engaged in and perform work only for the business concern listed below.

Company Name _____

Company Phone _____

Company Address _____

Company City/State/Zip _____

Signature of Applicant (sign in presence of notary or Building & Zoning Services Official) _____ Date _____

Sworn to before me and signed in my presence this _____ day of _____, in the year _____

Notary Seal Here

Signature of Notary Public or Building & Zoning Services Official _____

My Commission Expires _____

OFFICIAL USE ONLY

Approved Disapproved Board Member Initials: _____ | _____ | _____ | _____ | _____ | _____ | _____

Signature of Board Chairman: _____ Review Date: _____

By (Secretary): _____ Date: _____

Incomplete information will result in the rejection of this submittal.
***Board approval required in order to change name more than once within a 90 day period or 4 times within a 12 month period.**
A board application fee will be required for all applications that require board approval.