



Department of Commerce

Division of Industrial Compliance
John R. Kasich, Governor
Jacqueline T. Williams, Director

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 notify OCILB immediately.
- “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, you will not receive the new license for 90 days).

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 _____