



South Carolina Department of Labor, Licensing and Regulation

**Office of State Fire Marshal**

141 Monticello Trail • Columbia, SC 29203

Phone: 803-896-9800 • Fax: 803-896-9806

[scfiremarshal.llronline.com](http://scfiremarshal.llronline.com)



**Notification of Change in Architect, Contractor, or Engineer**

This completed form, signed by the owner, is for official notification to the Office of State Fire Marshal (OSFM) of changes in responsible parties involved in a project being reviewed by OSFM and to assure continuity of responsibility for the project.

**Form Instructions:**

1. Accurately complete and sign this form.
2. Submit completed form to the Office of State Fire Marshal.
3. A copy of the completed form should be provided to all parties identified on the form and any other appropriate involved parties.
4. For change of design professional, the affected design documents must be resubmitted under the seal of the new design professional of record.
5. For change of contractor, the contractor's documentation [i.e. shop drawings and calculations] must be resubmitted by the new contractor under their titling and authorization.

**Project Information:**

|                                       |                                    |
|---------------------------------------|------------------------------------|
| SFM Project No.:                      | State Project No. [if applicable]: |
| Project Name:                         |                                    |
| Project Street Address:               |                                    |
| Project Municipality [if applicable]: | Project County:                    |

**Owner of Record Information:**

|            |         |      |
|------------|---------|------|
| Name:      |         |      |
| Address:   |         |      |
| City:      | State:  | Zip: |
| Phone No.: | Email : |      |

**New Architect/Contractor/Engineer of Record Information:**

|            |                           |      |
|------------|---------------------------|------|
| Name:      | License/Qualifier Number: |      |
| Company:   | License/COA Number:       |      |
| Address:   |                           |      |
| City:      | State:                    | Zip: |
| Phone No.: | Email :                   |      |

**Owner:**

As the legal owner of the above referenced property, I hereby notify OSFM of a change in the Architect, Contractor, or Engineer for the project listed above. I no longer authorize the previous Architect, Contractor, or Engineer to submit work on this project. I hereby authorize the new Architect, Contractor, or Engineer listed above to assume the previous entity's responsibility for this subject project.

|             |              |
|-------------|--------------|
| Signature:  | Date signed: |
| Print name: | Print title: |