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# Standard Operating Procedure (SOP)

Ownership Change of a Ready-Mixed Concrete Facility

## 1. Purpose

To outline the procedure for updating the ownership of a ready-mixed concrete facility in the NCDOT system following a purchase or other ownership change.

## 2. Scope

This procedure applies to all ready-mixed concrete plants that are undergoing an ownership change and must be updated in the NCDOT Materials & Tests Unit system.

## 3. Responsibilities

The new owner or legal representative is responsible for ensuring that all required documents are submitted to the NCDOT M&T Unit in a timely and complete manner.

## 4. Procedure

1. Step 1: Submit a formal request for ownership change, stating the reason for the transfer, to [readymixinspections@ncdot.gov](mailto:readymixinspections@ncdot.gov) .
2. Step 2: Provide a copy of the bill of purchase or any document verifying the transaction. (The purchase price may be redacted.)
3. Step 3: Complete and submit the Ownership Update Form (available upon request).
4. Step 4: Submit a copy of the most recent third-party inspection report and Certificate.
5. Step 5: Submit a copy of the most recent fleet inspection report.
6. Step 6: Submit a copy of the most recent scales inspection report.
7. Step 7: Submit a copy of the most recent admixture calibration report.
8. Step 8: Wait for the M&T Unit to review and approve the submitted documents. Once approved, the facility will be updated in the NCDOT system under the same RM number as before.

## 5. Contact Information

Email: [readymixinspections@ncdot.gov](mailto:readymixinspections@ncdot.gov)   
Materials & Tests Unit – NCDOT  
For questions regarding this procedure, please contact the above email.