

## Change of Contractor Form

Permit #: \_\_\_\_\_

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

**Please select one or more of the following options below:**

- Change of Contractor**  
 **Change of Owner Builder**

### ORIGINAL CONTRACTOR/OWNER BUILDER:

\_\_\_\_\_  
Printed Name of Original Contractor

\_\_\_\_\_  
Original Contractor's Signature

License #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_ in the year 20\_\_.

Signature of Notary Public: \_\_\_\_\_ Seal:

---

### CHANGE TO NEW CONTRACTOR/OWNER BUILDER:

\_\_\_\_\_  
Printed Name of New Contractor

\_\_\_\_\_  
New Contractor's Signature

License #: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_ in the year 20\_\_.

Signature of Notary Public: \_\_\_\_\_ Seal:

---

### Office Staff Only:

Date Approved: \_\_\_\_\_

Approved by: \_\_\_\_\_

## **CHANGE OF CONTRACTOR PROCEDURE**

A change of contractor on an issued permit is requested by the owner of record or the contractor for the permit and is accomplished in accordance with the Florida Building Code Statue 489. A building permit issued to a licensed contractor by the Building Department may be transferred to a NEW licensed contractor or owner builder to complete the construction. Prior to the actual transfer of the building permit from the original contractor to the new contractor or owner builder a Change of Contractor Form must be notarized and submitted.

### **Owner Requested Change of Contractor:**

When an owner requests a change of contractor, the owner shall submit a completed Change of Contractor Form to the Building Department.

In addition, the owner shall submit in writing to the Building Official, John Freeland, that the contractor on record for the subject permit has been notified of the intent to change the contractor and that the contractor has been terminated. This shall be either a copy of a certified letter sent to the contractor by the owner or the notarized Change of Contractor Form signed by the original contractor making them aware of and has no objection to the change of contractor request.

Any portion of work already covered by the contractor shall be suspended and no further inspections performed until a new contractor has signed onto the permit.

### **Contractor Request to Withdraw from a Permitted Job:**

When a contractor wants to withdraw from a permitted job without canceling the permit, the contractor shall submit a request to the Building Official that the owner of record has been notified, and submit a Change of Contractor form.