



# **CHANGE OF CONTRACTOR REQUEST**

DATE: \_\_\_\_\_ PERMIT NO. \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

## **SECTION A (OLD CONTRACTOR):**

Name of Company Relinquishing Permit: \_\_\_\_\_

Name of Qualifier/Authorized Agent: \_\_\_\_\_

Signature of Qualifier/Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_ Town Contractor Registration #: \_\_\_\_\_

## **SECTION B (NEW CONTRACTOR):**

Name of Company Assuming all Responsibility Under Terms of Permit:  
\_\_\_\_\_

Print Name of Qualifier/Authorized Agent: \_\_\_\_\_

Signature of Qualifier/Authorized Agent: \_\_\_\_\_

Date: \_\_\_\_\_ Town Contractor Registration # \_\_\_\_\_

## **SECTION C (PROPERTY OWNER OR AUTHORIZED SIGNATOR PER F.S. 713)**

At the time the Contractor relinquishes the permit, I, the owner (or authorized signator), shall assume total responsibility for the work completed to that date and hold the Town harmless.

I understand that if a separate Notice of Commencement was filed under the name of the Contractor being changed, a Certified Copy of the new Notice of Commencement must be submitted to the Community Development Department before the work may continue.

Property Owner Signature (or authorized Signator per F.S. 713) \_\_\_\_\_

### **NOTARY:**

Witness my Hand and Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Signature: \_\_\_\_\_ (Notary Seal)

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### **APPROVED:**

Building Official: \_\_\_\_\_

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

### **PLEASE SUBMIT THE FOLLOWING:**

Change of Contractor Request form must be completely filled out. If the original Contractor is unavailable to sign, Section A must still be completed, without the original Contractor signature.

New Permit Application form, inclusive of all new signatures.

Up-to-Date Contractor Registration.

If the original Contractor is unavailable to sign:

Submit a signed and notarized letter from the Property Owner stating (1) the reason for dismissing the original Contractor and (2) acceptance of responsibility for past work. A sample letter is enclosed.

On projects with job values greater than \$2,500.00, a new Notice of Commencement must be filed in the new Contractor's name in order to complete the work. A Certified Copy of the newly filed Notice of Commencement must be submitted to the Community Development Department before the work may continue.

Permit Reissuance Fee of \$60.00

**SAMPLE LETTER FROM THE PROPERTY OWNER**

**(To be submitted if the original Contractor does not sign the Change of Contractor form)**

COMMUNITY DEVELOPMENT DEPARTMENT, BUILDING DIVISION  
TOWN OF LAKE PARK  
535 PARK AVENUE  
LAKE PARK, FL 33403

**RE: CHANGE OF CONTRACTOR**

Dear Building Official:

I hereby request that you authorize and approve my request for a Change of Contractor without the consenting signature of the original Contractor. I wish to change Contractors because:

**LIST REASON(S) HERE**

I hereby agree to indemnify and hold harmless the Town of Lake Park against all loss, claims, suits or demands made by the original Contractor, including costs and attorney fees which the Town may incur by reason of granting this request.

Sincerely,

(Property Owner signature here)  
(Property Owner printed name here)

**NOTARY:**

Witness my Hand and Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Signature: \_\_\_\_\_ (Notary Seal)

**WITNESS:**

\_\_\_\_\_

*Form Updated: 9/18/2014*

**TOWN OF LAKE PARK COMMUNITY DEVELOPMENT DEPARTMENT**  
535 PARK AVENUE, LAKE PARK, FLORIDA 33403  
PHONE: 561-9881-3318 FAX: 561-881-3323