



CHANGE OF CONTRACTOR INSTRUCTIONS

CITY OF WESTON
BUILDING DEPARTMENT
3265 MERIDIAN PKWY., SUITE 100
WESTON, FLORIDA 33331
954-385-0500 Office
954-888-9018 FAX

- *The Building Permit application must be completed, with the new contractor's notarized signature. Two (2) sets of plans must also be submitted, if applicable.*
- *The Change of Contractor form must be completed in full. The owner and new contractor must each provide notarized signatures.*
- *Licensing and insurance for the new contractor (State, Business Tax Receipt, Liability and Worker Compensation or Exemption) (Insurance Certificate needs to show the City of Weston as the certificate holder).*
- *A copy of the Certified Letter from the owner to the old contractor dismissing that qualifier from the job.*
- *A copy of the Mail Receipt (Green Card) signed by recipient.*
- *Change of contractor fee is \$203.00 payable by check or credit card.*