



**BUILDING CODE SERVICES
CHANGE OF CONTRACTOR/
CONTRACTOR REQUEST TO WITHDRAW**

Change of Contractor(s) on an issued permit(s) is requested by the owner of record or the contractor for the permit and is accomplished in accordance to the **Florida Building Code (FBC) Section 105.6.1.5.**

OWNER REQUESTED CHANGE OF CONTRACTOR:

When an owner requests a Change of Contractor, the owner shall submit a letter to the Building Official, stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be cancelled, but is not necessary.

In addition, the owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a certified registered letter sent to the contractor by the owner, or by a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request.

When an owner requests a Change of Sub-Contractor, the procedures as above apply, with the exception that both the owner of record and the contractor shall submit a hold-harmless letter to the Building Official (form on reverse side).

Any portion of work already done covered by the Contractor or Sub-Contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has obtained a new permit.

CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified, and submit a letter to the Building Official, stating that the Building Official is held harmless from any legal involvement.

If a Sub-Contractor wants to withdraw from a permitted job without cancelling the permit, the Sub- Contractor shall submit proof to the Building Official that the owner of record and the Contractor have been notified, and also send a letter to the Building Official stating that the Building Official is held harmless from any legal action.



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INSTRUCTIONS

1. 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.
2. The Change of Contractor form must be completed in full. The owner and new contractor must each provide notarized signatures.
3. 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).
4. A copy of the Certified Letter from the owner to the old contractor dismissing that qualifier from the job.
5. A copy of the Mail Receipt (Green Card) signed by recipient.
6. Change of contractor fee is \$97.14 payable by check or credit card.

