



CITY OF WINTER PARK

BUILDING & PERMITTING SERVICES DEPARTMENT

CHANGE OF CONTRACTORS

To change Contractors on an active permit, the following is needed:

1. An original notarized letter from the property owner requesting a change of contractor.
2. An original notarized letter from the license holder willingly relinquishing their active permit(s) for the specific job to be changed to the new contractor.
3. An original notarized letter from the new contractor accepting and assuming all responsibilities for the job.
4. Complete Building, Electrical, Plumbing/Gas, or Mechanical Permit Application for any permit, where job cost is \$2,500 or more.
5. Record new Notice of Commencement indicating new contractor for any permit where job cost is \$2500 or more. Provide certified copy to the Division of Building/Code Enforcement.
6. A close out inspection will need to be contacted by the Building Division.
7. \$50.00 for an amended permit for contractor change.

Should any of the parties disagree and not provide the original notarized statement as requested, a new permit with full permit fee for the entire project will be required for the new contractor.

Please contact Building & Permitting Services at 407-599-3237 with any questions.

CHANGE OF CONTRACTOR LETTER
(Previous Contractor)

I, _____, am requesting that my permit number
(Name of Contractor)
_____ for the job located at _____
(Address)
be voided and a new permit issued to _____
(New License Holder's Name)
as I am voluntarily giving up full responsibility of the job.

License Holder: _____
(Name)

License Number: _____

Company Name: _____

Address: _____

(City) (State) (Zip Code)

License Holder Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____,
_____, by the above referenced individual, _____, who
acknowledged that he/she is a duly licensed contractor with _____, and
who acknowledged that he/she was authorized to execute this document. He/she is either
personally known to me _____ or produced _____ as valid
identification.

WITNESS my hand and official seal this _____ day of _____, _____.

(Notary Public)

Printed Name: _____

My Commission Expires: _____

CHANGE OF CONTRACTOR LETTER
(Owner or General Contractor)

I, _____, am requesting a change of contractor at project located
(Name of Contractor)
at _____, permit number _____ from
(Complete Address)
_____ to _____.
(Old Contractor's Name) (New Contractor's Name)

The new contractor is not liable for any defects in the work performed by the original contractor if the sole purpose of this change-of-contractor is to close out the permit in accordance with 553.79(15)(a) F.S.

License Holder/Homeowner: _____
(Name)

License Number: _____

Company Name: _____

Address: _____

(City) (State) (Zip Code)

License Holder/Homeowner Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____,
_____, by the above referenced individual, _____, who
acknowledged that he/she is a duly licensed contractor with _____, and
who acknowledged that he/she was authorized to execute this document. He/she is either
personally known to me _____ or produced _____ as valid
identification.

WITNESS my hand and official seal this _____ day of _____, _____.

(Notary Public)

Printed Name: _____

My Commission Expires: _____

**CHANGE OF CONTRACTOR LETTER
(New Contractor)**

I, _____, am taking full responsibility for the entire project located
(Name of Contractor)
at _____, original permit number _____.
(Complete Address)

The new contractor is not liable for any defects in the work performed by the original contractor if the sole purpose of this change-of-contractor is to close out the permit in accordance with 553.79(15)(a) F.S.

License Holder: _____
(Name)

License Number: _____

Company Name: _____

Address: _____

(City) (State) (Zip Code)

License Holder Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, _____, by the above referenced individual, _____, who acknowledged that he/she is a duly licensed contractor with _____, and who acknowledged that he/she was authorized to execute this document. He/she is either personally known to me _____ or produced _____ as valid identification.

WITNESS my hand and official seal this _____ day of _____, _____.

(Notary Public)

Printed Name: _____

My Commission Expires: _____