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 ____________________________ for the job located at ____________________________ be voided and a new permit issued to ____________________________ as I am voluntarily giving up full responsibility of the job.

License Holder: ____________________________

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 at __________________________________________________________________________, permit number __________ from __________________________________________________________________________ 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: ________________________________________________

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 _________________, 2008, 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 _________________, 2008.

_________________________________
(Notary Public)

Printed Name: _______________________

My Commission Expires: _______________
CHANGE OF CONTRACTOR LETTER
(New Contractor)

I, _____________________________, am taking full responsibility for the entire project located at _________________________________________, original permit number _____________.

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: ____________________________________________

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: _______________