



## CHANGE OF CONTRACTORS

### Submittal Guidelines

All the following documentation and/or information should be uploaded to the Self-Service Portal when applying for a change of contractor.

1. An original notarized letter from the Property Owner or General Contractor requesting a change of contractor. (Appendix 1)
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. (Appendix 2)
3. An original notarized letter from the new license holder accepting and assuming all responsibilities for the job. (Appendix 3)
4. A complete new [Permit Application](#) signed and notarized by the new license holder.
5. Record new [Notice of Commencement](#) indicating new contractor for any permit where job cost is \$5000 or more.
6. A close-out inspection will need to be requested with the Building and Permitting Department.
7. A \$50.00 administrative charge fee for the amendment of the permit regarding the change of contractors.

**IMPORTANT NOTE:** Should any of the parties disagree and not provide the original notarized statement as requested, the change of contractor can still be requested but a new permit with full permit fees for the entire project will be required for the new contractor and the existing permit will be voided

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



401 South Park Avenue • Winter Park, Florida 32789

407-599-3237 • 407-599-3499 fax  
cityofwinterpark.org

**Building &  
Permitting  
Services**

**APPENDIX 1 – (OWNER OR GENERAL CONTRACTOR LETTER)**

I, \_\_\_\_\_  
(Name of Owner or General Contractor)

am requesting a change of contractor at the project located at:

\_\_\_\_\_  
(Address)

permit number \_\_\_\_\_.

From: \_\_\_\_\_  
(Old License Holder's Name)

To: \_\_\_\_\_  
(New License Holder'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 F.S. 553.79(15)(a)**

Owner or General Contractor Signature: \_\_\_\_\_

The foregoing instrument was acknowledged \_\_\_\_\_ (SEAL)  
before me the   /  /   by \_\_\_\_\_ who is personally  
known to me and/or who produced

\_\_\_\_\_  
as identification and who did not take an oath.  
Notary as to Contractor

Commission No. \_\_\_\_\_  
State of FL. County of \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

Pursuant to Florida State Statute 713.135(7), all signatures must be notarized.



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**APPENDIX 2 – (LICENSE HOLDER LETTER)**

I, \_\_\_\_\_,  
(Name of Contractor)

am requesting that my permit number \_\_\_\_\_ for the job located at:

\_\_\_\_\_  
(Address)

be transferred to \_\_\_\_\_  
(New License Holder's Name)

as I am voluntarily giving up full responsibility for the job.

License Holder Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

License Holder Signature: \_\_\_\_\_

The foregoing instrument was acknowledged \_\_\_\_\_ (SEAL)  
before me the \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ who is personally  
known to me and/or who produced

\_\_\_\_\_  
as identification and who did not take an oath.  
Notary as to Contractor

Commission No. \_\_\_\_\_  
State of FL. County of \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

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**APPENDIX 3 – (NEW LICENSE HOLDER LETTER)**

I, \_\_\_\_\_,  
(Name of Contractor)

am taking full responsibility for the entire project located at:

\_\_\_\_\_  
(Address)

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 F.S. 553.79(15)(a)**

New License Holder Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

License Holder Signature: \_\_\_\_\_

The foregoing instrument was acknowledged \_\_\_\_\_ (SEAL)  
before me the \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_ who is personally  
known to me and/or who produced

\_\_\_\_\_ as identification and who did not take an oath.  
Notary as to Contractor

Commission No. \_\_\_\_\_

State of FL. County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Pursuant to Florida State Statute 713.135(7), all signatures must be notarized.