



## Change of Contractor Instruction Form

Change of Contractor on an issued permit is requested by the owner of record or the contractor for the permit and is accomplished in accordance with the Florida Building code (FBC) Section 105.13.14, Broward County Amendments.

### **Requesting Change of Contractor**

- Owner to submit an executed Change of Contractor form
- Owner's proof of notification<sup>1</sup> to contractor of intent to change
- Existing permit may be cancelled, but not necessary

### **Requesting Change of Sub-Contractor**

- Owner to submit an executed Change of Contractor form
- Contractor of record to submit an executed Change of Contractor form
- Owner's proof of notification<sup>1</sup> to contractor of intent to change
- Existing permit may be cancelled, but not necessary

Any portion of the work already 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 Requesting to Withdraw**

- Contractor to submit proof of notification<sup>2</sup> to owner of the intent to withdraw
- Contractor to submit a Building Official 'hold harmless' letter

### **Sub-Contractor Requesting to Withdraw**

- Sub-contractor to submit proof of notification<sup>2</sup> to owner of intent to withdraw
- Sub-contractor to submit proof of notification<sup>3</sup> to contractor of record of intent to withdraw
- Sub-contractor to submit a Building Official 'hold harmless' letter

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<sup>1</sup> Proof shall be either a copy of a certified registered letter sent to the contractor by the owner OR a notarized letter from the contractor of record stating that he/she is aware of and has no objection to the change of contractor.

<sup>2</sup> Proof shall be a copy of a certified registered letter sent to the owner by the contractor.

<sup>3</sup> Proof shall be a copy of a certified registered letter sent to the contractor of record by the sub-contractor.



## Change of Contractor

In accordance with Florida Building Code Section 105.13.4.1, Broward County Amendments

Owner Name \_\_\_\_\_ Permit # \_\_\_\_\_

Job Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Reason for Change \_\_\_\_\_

\_\_\_\_\_  
Print Name of **Original** General/Sub Contractor

\_\_\_\_\_  
Certificate/License Number

\_\_\_\_\_  
Print Name of **New** General/Sub Contractor

\_\_\_\_\_  
Certificate/License Number

\*\*\*\*\*  
This instrument is for the purpose of advising all concerned that the person(s) whose signature appears below will hold the City of Coconut Creek and the Building Official of the City of Coconut Creek harmless as a result of this Change of Contractor.

The undersigned agrees to indemnify and hold harmless and defend the City of Coconut Creek, its agents, servants and employees from and against any claim arising out of the Change of Contractor through any act, error, omission or negligent act of the undersigned. Its or his agents, servants or employees or any act, error, omission or negligent act for which the City of Coconut Creek or its agents, servants or employees are alleged to be liable.

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\_\_\_\_\_  
Property Owner Signature                      Date  
(Required)

\_\_\_\_\_  
Notary as to Owner                                      Date

\_\_\_\_\_  
General Contractor Signature                      Date  
(Required for Change of Sub-Contractor)

\_\_\_\_\_  
Notary as to Contractor                                      Date

\_\_\_\_\_  
General Contractor Print Name