



## **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.