



Environmental Protection and Growth Management Department

**BUILDING CODE SERVICES DIVISION | BUILDING PERMITTING**

2307 West Broward Boulevard, Suite #300 • Fort Lauderdale, Florida 33312 • 954-765-4400 • Broward.org/Building

## **CHANGE OF CONTRACTOR/CONTRACTOR REQUEST TO WITHDRAW**

### **Forward:**

Change of Contractor(s) on an issued permit(s) 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 105.6.1.5**.

### **OWNER REQUESTED CHANGE OF CONTRACTOR:**

When an owner requests a Change of Contractor, the owner shall submit a notarized letter to the Building Official of the Building Code Services Division, stating the reason for the change being required and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be cancelled but is not necessary.

In addition, the owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a certified, notarized registered letter (*must include original return receipt*) sent to the contractor by the owner, or by a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request.

When an owner requests a Change of Sub-Contractor, the procedures as above apply, with the exception that both the owner of record and the contractor shall submit a hold-harmless letter to the Building Official (form on reverse side).

Any portion of work already done 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 REQUEST TO WITHDRAW FROM A PERMITTED JOB:**

When a contractor wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified, and submit a notarized letter to the Building Official, stating that the Building Official is held harmless from any legal involvement.

If a Sub-Contractor wants to withdraw from a permitted job without cancelling the permit, the Sub-Contractor shall submit proof to the Building Official that the owner of record and the Contractor have been notified, and also send a notarized letter to the Building Official stating that the Building Official is held harmless from any legal action.

**CHANGE OF CONTRACTOR**

**In accordance with the Florida Building Code Section 105.6.1.5**

Permit # \_\_\_\_\_ Job Site Address \_\_\_\_\_ Street \_\_\_\_\_  
City \_\_\_\_\_

Name of Owner \_\_\_\_\_

Name of Original General or Sub-Contractor \_\_\_\_\_ Cert. # \_\_\_\_\_

Name of New General or Sub-Contractor \_\_\_\_\_ Cert. # \_\_\_\_\_

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

This instrument is for the purpose of advising all concerned that the person(s) whose signatures appear below will hold the Building Official of the Broward County Building Code Services Division and Broward County harmless as a result of this Change of Contractor.

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

Change of Contractor

Change of Sub-Contractor

(Property Owner) \_\_\_\_\_ (Contractor) \_\_\_\_\_

(Property Owner)  
Sworn to (or affirmed) and subscribed before me by means of  physical appearance or  online notarization,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (year) by \_\_\_\_\_ (name of person)

\_\_\_\_\_  
My Commission Expires \_\_\_\_\_  
Notary Public State of Florida

(Contractor)  
Sworn to (or affirmed) and subscribed before me by means of  physical appearance or  online notarization,  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (year) by \_\_\_\_\_ (name of person)

\_\_\_\_\_  
My Commission Expires \_\_\_\_\_  
Notary Public State of Florida