



# CHANGE OF CONTRACTOR

(INSTRUCTION SHEET)

From General Contractor to Owner-Builder

## NOT WILLING

Use this packet if the General Contractor is **NOT WILLING** to provide a letter of withdrawal.

### DOCUMENTS REQUIRED:

1. **WORK PERMIT APPLICATION** Signed By Property Owner – As Owner-Builder  
**CHANGE OF CONTRACTOR HOLD HARMLESS FORM**  
Signed and notarized by the Owner on both pages
2. **Letter from the Property Owner to the existing contractor of record notifying him that he** has been terminated from the job. A copy of the letter along with proof that the contractor received this letter, either *via-certified return receipt, courier, hand-delivered*, etc., must be provided to the Building Department.
3. **A new notice of commencement is required for submittal along with this form**
4. **Check payable to Seminole County in the amount : \$20.00**

Change of Contractor transferring permit

### FROM:

\_\_\_\_\_  
General Contractor who has left the job and is **NOT** willing to provide a letter.

### TO:

\_\_\_\_\_  
Property owner who will take over the permit as an **OWNER-BUILDER**

**FROM PROPERTY OWNER TO GENERAL CONTRACTOR**

DATE: \_\_\_\_\_

Contractor: \_\_\_\_\_

ATTN: Qualifier: \_\_\_\_\_

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

I, \_\_\_\_\_, property owner of \_\_\_\_\_  
(address), am notifying you that your services are hereby terminated from our project / permit number  
\_\_\_\_\_.

You are being terminated because:

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

**You are no longer authorized to come onto my property.**

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

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

who is [ ] personally known to me; or [ ] who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public (Seal)

**If the letter is going to be hand-delivered to the General Contractor, the General Contractor needs to fill out below.**

\_\_\_\_\_  
Received by: Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Change of Contractor Hold Harmless

Re: Property located at \_\_\_\_\_

To whom it may concern: A legal owner of subject property, I request a change of contractor for permit number \_\_\_\_\_ issued to \_\_\_\_\_ (name of previous permit holder) whose mailing address is \_\_\_\_\_. The permit was issued on \_\_\_\_\_ (date permit was issued). I am requesting a change of contractor for the following reason:

**I no longer authorize the previous permit holder to proceed with the work covered by the permit.**

**By signing below, the owner certifies they own the permitted plans.**

**I hereby apply as Owner-Builder [F. S. 489.103(7) as defined].**

**I, the Property Owner acting as my own contractor as an OWNER-BUILDER, agree to hold the SEMINOLE COUNTY Building Division, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the Change of Contractor on the existing permit. I further assume responsibility for the entire scope of the permitted work; specifically all work completed and work to be completed. I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting a change of contractor. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.**

Owner's Signature: \_\_\_\_\_

The person, whose signature is above, deposes that he/she is the owner above property,

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

Printed Name of Applicant: \_\_\_\_\_

who is [ ] personally known to me; or [ ] who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public (Seal)