



Resilient Environment Department

BUILDING CODE DIVISION

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 a Property Owner requests a Change of Contractor, the Property Owner shall submit a letter to the Building Official of Broward County Building Code 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 Property 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 return receipt*) sent to the contractor by the owner, or by a notarized registered letter (*must include return receipt*) from the contractor stating their awareness of and has no objection to the Change of Contractor request.

Change of Contractor Document Checklist:

- Completed Change of Contractor/Contractor Request to Withdraw request form.
- Completed permit application(s) for the proposed new Contractor.
- If the proposed Contractor is not registered in Broward Municipal Services District (Unincorporated Broward County) permitting jurisdiction, registration is required. Please complete the “Florida Contractor License Verification Form” located on the following website: [Forms Building Code and Permits \(broward.org\)](#). Or email building@broward.org to request the registration form.
- Letter addressed to “Broward County Building Code Division Building Official” stating the reason for the change and stating that the Building Official is held harmless from any legal involvement regarding this request.
- Proof of service (certified, registered, notarized letter sent to the contractor on record by the Property Owner). Or, notarized registered letter from the contractor on record stating their awareness of and has no objection to the Change of Contractor request.

Example of Proof of Service:



Certified Mail Receipt | USPS.com
store.usps.com



Stamps.com
stamps.com



MAIN OFFICE RETAIL
1124 PACIFIC ST RM 107

06/20/2024 09:22 AM
Product Qty Unit Price
Priority Mail Express Intl™ 1 \$144.70
Uganda
Weight: 8 lb 6.0 oz
Go to www.usps.com to track your shipment
Tracking #: ~~XXXXXXXXXXXX~~
Insurance \$0.00
Up to \$200.00 included
Total \$144.70

Grand Total: \$144.70

Credit Card Remit \$144.70

Card Name: AMEX
Account #: XXXXXXXXXXXXXXXXX
Approval #: ~~XXXXXXXXXX~~
Transaction #: ~~XXXXXXXXXX~~
AID: A00000025010801 Contactless
AL: AMERICAN EXPRESS
PIN: Not Required



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 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: _____

City (Jurisdiction): _____

Name of Property 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 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.

Property Owner Name

New Contractor Name

Property Owner Authorization/Signature

Contractor Authorization/Signature

(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)

Notary Public State of Florida My Commission Expires _____

(Contractor) Subscribed and sworn to before me this _____ day of _____ 20 _____

Notary Public State of Florida My commission Expires _____