

CITY OF SANIBEL BUILDING DIVISION

CHANGE OF CONTRACTOR FORM



PERMIT #: _____ EMAIL: _____

DATE: _____ CONTRACTOR'S LICENSE #: _____ JOB SITE ADDRESS: _____ _____	PLEASE SELECT ONE OR MORE OF THE FOLLOWING OPTIONS BELOW: <input type="checkbox"/> CHANGE OF CONTRACTOR <input type="checkbox"/> CHANGE OF OWNER/BUILDER
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ORIGINAL CONTRACTOR:

PRINTED NAME OF ORIGINAL CONTRACTOR **ORIGINAL CONTRACTOR'S SIGNATURE**
PRINTED BUSINESS NAME: _____ **PHONE #:** _____
SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME BY THE MEANS OF PHYSICAL PRESENCE OR ONLINE
NOTARIZATION ON THIS _____ DAY OF _____, 20_____, BY
_____ (NAME OF LICENSE HOLDER).

STAMP

SIGNATURE OF NOTARY PUBLIC

PERSONALLY KNOWN OR PRODUCED IDENTIFICATION
TYPE OF I.D. USED: _____

CHANGE TO NEW CONTRACTOR:

PRINTED NAME OF NEW CONTRACTOR **NEW CONTRACTOR'S SIGNATURE**
PRINTED BUSINESS NAME: _____ **PHONE #:** _____
SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME BY THE MEANS OF PHYSICAL PRESENCE OR ONLINE
NOTARIZATION ON THIS _____ DAY OF _____, 20_____, BY
_____ (NAME OF LICENSE HOLDER).

STAMP

SIGNATURE OF NOTARY PUBLIC

PERSONALLY KNOWN OR PRODUCED IDENTIFICATION
TYPE OF I.D. USED: _____

PROPERTY OWNER'S ACKNOWLEDGEMENT:

PRINTED NAME OF PROPERTY OWNER **PROPERTY OWNER'S SIGNATURE**
PRINTED BUSINESS NAME: _____ **PHONE #:** _____
SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME BY THE MEANS OF PHYSICAL PRESENCE OR ONLINE
NOTARIZATION ON THIS _____ DAY OF _____, 20_____, BY
_____ (NAME OF PROPERTY OWNER).

STAMP

SIGNATURE OF NOTARY PUBLIC

PERSONALLY KNOWN OR PRODUCED IDENTIFICATION
TYPE OF I.D. USED: _____

BUILDING OFFICIAL'S APPROVAL: APPROVED DISSAPROVED | **SIGNATURE:** _____

CITY OF SANIBEL BUILDING DIVISION CHANGE OF CONTRACTOR PROCEDURE



A CHANGE OF CONTRACTOR(S) ON AN ISSUED PERMIT(S) IS REQUESTED BY THE FEE OWNER OF RECORD OR THE CONTRACTOR FOR THE PERMIT AND IS ACCOMPLISHED IN ACCORDANCE WITH THE FLORIDA BUILDING CODE (2017 FBC 6TH EDITION). A BUILDING PERMIT ISSUED TO A LICENSED CONTRACTOR BY THE CITY OF SANIBEL MAY BE TRANSFERRED TO A NEW LICENSED CONTRACTOR OR OWNER/BUILDER TO COMPLETE THE CONSTRUCTION. PRIOR TO THE ACTUAL TRANSFER OF THE BUILDING PERMIT FROM THE ORIGINAL CONTRACTOR TO THE NEW CONTRACTOR OR OWNER/BUILDER A CHANGE OF CONTRACTOR FORM MUST BE **NOTARIZED** AND **SUBMITTED**.

OWNER REQUESTED CHANGE OF CONTRACTOR OR SUB-CONTRACTOR:

WHEN AN OWNER REQUESTS A CHANGE OF CONTRACTOR, THE OWNER SHALL SUBMIT A COMPLETED **CHANGE OF CONTRACTOR FORM** TO THE CITY OF SANIBEL COMMUNITY SERVICES.

IN ADDITION, THE OWNER SHALL SUBMIT PROOF TO THE BUILDING OFFICIAL THAT THE CONTRACTOR ON RECORD FOR THE SUBJECT PERMIT HAS BEEN NOTIFIED OF INTENT TO CHANGE THE CONTRACTOR. THE PROOF SHALL BE EITHER A COPY OF A CERTIFIED REGISTERED LETTER SENT TO THE CONTRACTOR BY THE OWNER TOGETHER WITH A COPY OF THE DOMESTIC RETURN RECEIPT FOR CERTIFIED MAIL OR THE NOTARIZED CHANGE OF CONTRACTOR FORM SIGNED BY THE ORIGINAL CONTRACTOR MAKING THEM AWARE OF THE CHANGE AND MAKING SURE THEY HAVE NO OBJECTION TO THE CHANGE OF CONTRACTOR REQUEST.

OWNER REQUEST TO WITHDRAW FROM THEIR 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 COMPLETED CHANGE OF CONTRACTOR FORM THAT INCLUDES THAT OWNER ACKNOWLEDGEMENT PORTION OF THE FORM COMPLETED.

ANY PORTION OF WORK ALREADY COVERED BY THE CONTRACTOR OR SUB-CONTRACTORS SHALL BE SUSPENDED AND NO FURTHER INSPECTIONS PERFORMED UNTIL A NEW CONTRACTOR OR SUB-CONTRACTOR HAS BEEN ASSOCIATED TO THE PERMIT.

FEES: FEES WILL APPLY IF PERMIT HAS BEEN ISSUED – ANY APPLICABLE FEES ARE PER THE CITY OF SANIBEL COMMUNITY SERVICES FEE SCHEDULE. OUTSTANDING PERMIT FEES AND A PERMIT RE-ISSUANCE FEE WILL BE APPLIED TO THE NEW CONTRACTOR FOR RE-ISSUANCE.

*****ANY FURTHER QUESTIONS ON THIS PROCEDURE SHOULD BE DIRECTED TO THE CITY OF SANIBEL BUILDING DIVISION BY CONTACTING US AT THE PHONE OR EMAIL BELOW*****