



Village of Palm Springs

226 Cypress Lane
Palm Springs, FL 33461
Phone (561) 584-8200 www.vpsfl.org

CHANGE OF CONTRACTOR (Filing Fee: \$50.00)

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 105.3.4.

OWNER'S REQUEST FOR CHANGE OF CONTRACTOR:

The owner shall submit a letter to the Building Official stating the reason for the change of contractor 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 registered letter 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.

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'S 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 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 General Contractor have been notified and send a letter to the Building Official stating that the Building Official is held harmless from any legal action.

*******SEE REVERSE FOR OFFICIAL FORM*******



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Date: _____

Application/Permit No. _____

Address of Project _____

Name of Contractor Being Released: _____ as of: _____

Phone Number: _____ Fax Number: _____

Name of party assuming all responsibility under terms of permit

Name of New Contractor Assuming Responsibility: _____

Address of Assuming Party _____

Print Name of qualifier _____

Contractor License Number _____ Date _____

Qualifier signature _____

NOTARY: State of Florida, County of Palm Beach
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20__ by _____ who is personally known to me, or who has produced _____ as identification.

Notary Public

My Commission Expires (SEAL)

Property Owner

At the time the previous contractor was removed from the permit I, the Owner, shall assume total responsibility for the work completed to date and hold the Village of Palm Springs harmless and without liability for the removal of the previous contractor and any work performed before, during or after such removal. **I understand that a New Contractor will apply for this change if the permit has already been issued and that any sub-permits which may exist at this time must be re-applied for in order to move forward.**

Print Name of owner _____

Owner's Signature _____

NOTARY: State of Florida, County of Palm Beach
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20__ by _____ who is personally known to me, or who has produced _____ as identification.

Notary Public

My Commission Expires (SEAL)

For Office Use Only

Sub Permits Affected: Yes No APPROVED: _____

Building Official

Date _____

Receipt No. _____

*****THIS FORM MUST BE SIGNED AND NOTARIZED BY BOTH PARTIES*****