

Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, Florida 33330
954 343-7445 Office
954-343-1490 Fax

Change of Contractor Instructions

- *The Building Permit application must be completed, with the new contractor's notarized signature. Two (2) sets of plans must also be submitted, if applicable.*
- *The Change of Contractor form must be completed in full. The owner and new contractor must each provide notarized signatures.*
- *Licensing and insurance for the new contractor (State, Business Tax Receipt, Liability and Worker Compensation or Exemption) (Insurance Certificate needs to show the Town of Southwest Ranches as the certificate holder).*
- *A copy of the Certified Letter from the owner to the old contractor dismissing that qualifier from the job.*
- *A copy of the Mail Receipt (Green Card) signed by recipient.*

CHANGE OF CONTRACTOR FORM

In accordance with Florida Building Code Regulations, Section 104.9.4.4.1, "Change of Contractor or Sub-Contractor"

Permit #: _____ **Name of Owner:** _____

Job Address: _____

Street Lot/Blk Subdivision _____

Name of **Original** General or Certificate/License Number _____

Sub-Contractor (Please Print) _____

Name of **New** General or Certificate/License Number _____

Sub-Contractor (Please Print) _____

Reason for Change:

This instrument is for the purpose of advising all concerned that the person(s) whose signature appears below will hold the Building Official of the Town of Southwest Ranches and the Town of Southwest Ranches harmless as a result of this Change of Contractor. The undersigned agrees to indemnify and hold harmless and defend the Town of Southwest Ranches, its agents, servants and employees from and against any claim arising out of the Change of Contractor through any act, error, omission or negligent act of the undersigned. It's or his agents, servants or employees or any act, error, omission or negligent act for which the Town of Southwest Ranches or its agents, servants or employees are alleged to be liable.

Change of General Contractor:

Property Owner Signature Date

Notary as to Owner Date

Change of Sub-Contractor:

Property Owner Signature Date

Notary as to Owner Date

General Contractor Signature Date

Notary as to General Contractor Date