



**Change of Prime Contractor or Sub-Contractor**

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

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

New Contractor: \_\_\_\_\_ License/Cert. # \_\_\_\_\_

New Contractor Address: \_\_\_\_\_

**To whom it may concern the existing Prime Contractor / Sub-Contractor for the above referenced project:**

has abandoned the project.  is unable to complete the project.

I (we) therefore, request the replacement of the existing contractor with the new contractor noted above. In accordance with the Florida Building Code, Broward County Administrative Provisions Section **105.6.4.1**, the undersigned agree to hold the Building Official and the City of Hollywood harmless from legal involvement.

1. Where the contractor being changed is the Prime Contractor, the Owner shall file such hold-harmless letter.
2. Where the Sub-Contractor or Specialty Contractor is the permit holder the Owner and the Prime Contractor shall both file such hold-harmless letters.

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. Also- a new completed permit application with the new contractor/sub-contractor information must be included with the submittal of this form.

Please note: There is a \$50.00 change of contractor process fee, which will be charged for this request.

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Print Name)

Sworn to (or affirmed) and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Personally known: \_\_\_\_\_ Identification provided: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Prime Contractor's Qualifier)

\_\_\_\_\_  
(Print Name)

Sworn to (or affirmed) and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Personally known: \_\_\_\_\_ Identification provided: \_\_\_\_\_