



## Change of Contractor Form

Re: **Request to change the Contractor of Record and Hold Harmless Affidavit for the following:**

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

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

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

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

New Contractor: \_\_\_\_\_ CERT. # \_\_\_\_\_

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

To Whom It May Concern:

The existing contractor for the above referenced project:

- has abandoned the project.
- is unwilling to complete 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. Also as noted below, a copy of this letter has been mailed to the existing contractor. **I (we) understand that when this request relates to a change in the primary contractor, this letter must only be signed by the property owner; and that when the request relates to a sub-contractor, both the property owner and prime contractor, must sign the letter.** There is a fee which will be charged for the processing of this request. Also included is a new completed permit application for the new contractor.

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

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

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

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

Sworn to (or affirmed) and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Personally Known: \_\_\_\_\_ Identification Provided: \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Personally Known: \_\_\_\_\_ Identification Provided: \_\_\_\_\_

Cc \_\_\_\_\_  
(Existing Contractor)