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941-263-6494

City of Sarasota Building Division

Change of Contractor Form for active or pending permit.

Permit Number _____

Property Address _____

To the Building Official,

I _____, have terminated my construction contract with:

I request my new contractor _____

be approved to take over the permit on my property. This new contractor will assume the responsibility for the entire project.

The following will also be required to process a change of contractor request.

1. An Original notarized letter from the property owner requesting a change of contractor.
2. An Original notarized letter from the license holder willingly relinquishing their active or pending permit (s) and plans specific job to be changed to the new contractor.
3. An original notarized letter from the New contractor accepting and assuming all responsibilities for the job.

Signature of Owner

Date

Printed Name

Signature of Contractor

Date

Printed Name

I have notified the current contractor of the termination of my contract and attached is a copy of that termination letter and the copy of the Post office signed certified return receipt signed by the contractor of record. Please provide copy of letter from contractor removing himself from the permit also. _____ Initial

I understand that the fee to change the contractor is 10% of the original permit fee or \$50.00, whichever is greater, if permit is active. _____ Initial.