

Instructions to Request Changes to Contractor or Permit Status

1. All applicable Building Plan Review fees will need to be paid prior to contractor change or contractor withdrawal
2. A new **Notice of Commencement** is required for a contractor change
3. For owner/builder permits the owner/builder assumes the role of the contractor's tasks stated below
4. One form for each permit number

SCENARIO 1: EXTENSION OF AN APPLICATION OR PERMIT

- The **Request Changes to Contractor or Permit Status** form is required to be completed by the Contractor.
- If Extension only, Scenario 1 signed by the current contractor
- If Extension and Change of Contractor, Scenario 1 signed by proposed contractor along with pages 4 & 5

SCENARIO 2: CANCELLATION OF PERMIT

- The **Request Changes to Contractor or Permit Status** form is required to be completed by the Contractor.
- Section A - signed by the current contractor
- Section C - signed by the property owner (only applicable if permit has been issued)

If Section C is not signed by the property owner, the **Letter of Notification** form must be signed by the contractor in the presence of a notary and then sent to the property owner identified on the permit by way of certified mail.

SCENARIO 3: CHANGE THE CONTRACTOR IDENTIFIED ON A PERMIT

- The **Request Changes to Contractor or Permit Status** form is required to be completed by the Contractor.
- Section A - signed by the current contractor
 - If Section A is not signed by the current contractor, the **Letter of Notification** form must be signed by the property owner in the presence of a notary and then sent to the contractor identified on the permit by way of certified mail.
- Section B - signed by the proposed contractor
- Section C - signed by the property owner
- If the contractor is being replaced by an owner/builder, the property owner must also sign the Owner-Builder Affidavit in the presence of a Collier County notary. Contractor fills out Section A, and property owner fills out Section B and C.

SCENARIO 4: CHANGE THE SUBCONTRACTOR IDENTIFIED ON A PERMIT

- The **Request Changes to Contractor or Permit Status** form is required to be completed by the Subcontractor.
- Section A - signed by the current subcontractor
 - If Section A is not signed by the current subcontractor, the **Letter of Notification** form must be signed by the general contractor in the presence of a notary and then sent to the subcontractor identified on the permit by way of certified mail.
- Section B - signed by the proposed subcontractor
- Section C - signed by the the general contractor's qualifier
- If adding an additional subcontractor of the same trade, a change is not required. Complete the Subcontractor Affirmation form and upload to the subcontractor condition on the portal.

SCENARIO 5: CHANGE OF QUALIFIER ONLY

- The **Request Changes to Contractor or Permit Status** form is required to be completed by the Contractor.
- Section A - signed by the current qualifier
 - If Section A is not signed by the existing contractor, the **Letter of Notification** form must be signed by the general contractor in the presence of a notary and then sent to the contractor identified on the permit by way of certified mail.
- Section B - signed by the proposed qualifier
- Section C - not required

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SCENARIO 6: CONTRACTOR WITHDRAWAL (CONTRACTOR REMOVES THEMSELVES WITHOUT A REPLACEMENT)

- The **Request Changes to Contractor or Permit Status** form is completed by the Contractor.
- Section A - signed by the old contractor
 - The **Letter of Notification** must be sent to the property owner. The **Letter of Notification** form must be signed by the contractor in the presence of a notary and then sent to the property owner by way of certified mail to all addresses on file.
- **Section B - not required**
- **Section C - not required**

Owner is the responsible party until a new contractor has been selected. Inspections will be placed on hold until a new contractor has been attached to the permit. Once completed, confirmation will be available on the portal.

SCENARIO 7: SUBCONTRACTOR WITHDRAWAL (SUBCONTRACTOR REMOVES THEMSELVES WITHOUT A REPLACEMENT)

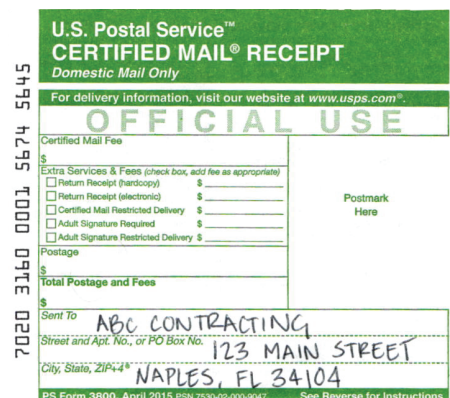
- The **Request Changes to Contractor or Permit Status** form is required to be completed by the Subcontractor.
- Section A - signed by the current subcontractor
 - The **Letter of Notification** must be sent to the general contractor. The **Letter of Notification** form must be signed by the subcontractor in the presence of a notary and then sent to the general contractor by way of certified mail to all addresses on file.

Disclaimer (Applicable to All Scenarios)

Once the **Letter of Notification** has been delivered or attempted to be delivered, the **Request Changes to Contractor or Permit Status** form along with the **Letter of Notification** form (including a copy of the certified receipt showing the tracking number and mailing address) must be sent to the building department as proof that the contractor/owner identified on the permit has been notified. (See Sample below)

Sample

Below is an example of the Certified Mail Receipt. A copy of the Certified Mail Receipt showing the mailing address and tracking number, must be sent to the Collier County Building Department along with the **Letter of Notification** and the **Request Changes to Contractor or Permit Status** form.



Instructions to Request Changes to Contractor or Permit Status

Date: _____ Parcel/Folio #: _____ Permit Number: _____

Job Address: _____

Property Owner: _____

Reason for contractor change, withdrawal, cancellation or extension:

Has Work Commenced?: Yes No

Options (see instructions pages 1 and 2)

Scenario 1: Extension of application or permit

Signature of Current Owner/Builder/Qualifier: _____

Printed Name of Current Qualifier: _____

State License Number: _____ Phone #: _____

Printed Business Name: _____

State of _____	County of _____	
The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____		
Such person(s) Notary Public must check applicable box:		Must Comply with Notarial Law
<input type="checkbox"/> Are personally known to me		Notary Seal
<input type="checkbox"/> Has produced a current drivers license _____		
<input type="checkbox"/> Has produced _____ as identification.		
Notary Signature: _____		

Scenario 2: Cancellation of Permit or Revision

Scenario 3: Change of Contractor (new or existing portal account info must be provided)

Using new portal account name: _____

Using existing portal account name

Change of Contractor using existing subs

Change of Contractor using new subs

Scenario 4: Change of Subcontractor (*replacing an existing sub, not adding an additional*)

Scenario 5: Change of Contractor's Qualifier only (exact same company name)

Scenario 6: Contractor Withdrawal only (contractor has not been replaced)

Scenario 7: Subcontractor Withdrawal (subcontractor has not been replaced)

Instructions to Request Changes to Contractor or Permit Status

Section A: Existing Contractor (Subcontractor Signature for Change of Subcontractor only)

Signature of Current Owner/Builder/Qualifier: _____
 Printed Name of Current Qualifier: _____
 State License Number: _____ Phone #: _____
 Printed Business Name: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

Section B: Proposed Contractor Signature

I acknowledge that I shall assume full responsibility for the work completed by the previous contractor/qualifier and hold Collier County, its agents, employees and elected officials harmless and without liability for the removal of my previous contractor and any work performed before, during and after such removal.

Signature of Proposed Contractors Qualifier: _____
 Printed Name of Proposed Contractors Qualifier: _____
 State License Number: _____ Phone #: _____
 Printed Business Name: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

Section C: Property Owner Signature (General Contractor Signature for Change of Subcontractor only)

Signature of Property Owner/General Contractor: _____
 Printed Name of Property Owner/General Contractor: _____
 Printed Business Name: _____ Phone #: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license _____
- Has produced _____ as identification.

Notary Signature: _____

Must Comply with Notarial Law

Notary Seal

Letter of Notification

Request Date: _____ Permit Number: _____

Property Owner Name: _____

Jobsite Address: _____

Contractor Name: _____ Qualifier Name: _____

This letter is to inform the Collier County Building Official, and Contractor, that I:

Select one:

- Request as subcontractor to be withdrawn from the permit
- Request to remove the current contractor from the permit and replace with new
- Request to remove the current subcontractor on the permit and replace with new

This letter is to inform the Collier County Building Official, and Property Owner, that I:

Select one:

- Request to cancel the permit or revision
- Request as contractor to be withdrawn from the permit

Once the contractor withdrawal is completed, the owner will assume responsibility of the permit and will need to hire a new licensed contractor or provide the owner/builder affidavit and documentation to proceed as an owner/builder permit.

Reason for Contractor Change, Withdrawal, Cancellation:

Printed Name of Property Owner/General Contractor: _____

Signature of Property Owner/General Contractor: _____

Notarized Signature

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20____, by (printed name of owner or qualifier) _____

Such person(s) Notary Public must check applicable box:

<input type="checkbox"/> Are personally known to me <input type="checkbox"/> Has produced a current drivers license _____ <input type="checkbox"/> Has produced _____ as identification.	<div style="background-color: #d3d3d3; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;">Must Comply with Notarial Law</div> <div style="border: 1px solid #ccc; height: 100px; width: 100%; display: flex; align-items: center; justify-content: center;"> Notary Seal </div>
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Notary Signature: _____