

Instructions for Change of Contractor Process

This form is to be used to replace a General Contractor ('Contractor') requesting to be removed from an application or issued Permit. For this process, there must be a Contractor to replace the one identified on the Permit.

If the permit is in expired status, you will complete the extension form and select COC on form and upload to the public portal under conditions.

- 1. All Building Plan Review and Inspection fees must be paid before a Change of Contractor can be approved.**
- 2. A fee will be assessed if the permit has been issued.**
- 3. If new Subcontractors are sought, an inspection hold will be placed until the required Subcontractor Affirmations are provided.**
- 4. Upon approval of the Change of Contractor, a combined Permit and Inspection Job Card will be provided to the new Contractor.**

SCENARIO 1: CHANGE THE CONTRACTOR IDENTIFIED ON A PERMIT

- The *Change of Contractor Notification Form* is required to be completed by the Contractor. This form notifies the County that there is a new Contractor that is replacing the Contractor identified on the Permit. The existing Contractor, Property Owner, and new Contractor's Qualifier must each sign the form in their respective sections, in the presence of a notary.

SCENARIO 2: TERMINATE AND REPLACE THE CONTRACTOR IDENTIFIED ON THE PERMIT

- The *Change of Contractor Notification Form* is required to be completed by the Proposed Contractor and the Property Owner.
- The *Letter of Notification to Contractor for Termination* 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. Once the letter has been delivered or attempted to be delivered, the entire change of contractor package along with the letter of notification to contractor for termination must be sent to the building dept as proof that the contractor identified on the permit has been notified.

SCENARIO 3: CHANGE FROM CONTRACTOR TO OWNER-BUILDER

- The *Change of Contractor Notification Form, Section A* must be completed by the Contractor identified on the Permit.
- The Property Owner must sign Sections B and C of the *Change of Contractor Notification Form*.
- The Property Owner must sign the Owner-Builder Affidavit in the presence of a Collier County notary.

SCENARIO 4: CHANGE FROM OWNER-BUILDER TO CONTRACTOR

- The Owner-Builder identified on the Permit must complete Section A and C of the *Change of Contractor Notification Form*.
- The Contractor must sign Section B of the *Change of Contractor Notification Form*.
- The Building Review and Inspection Division must pre-approve the eligibility of the request.

SCENARIO 5: CHANGE OF QUALIFIER ONLY

- The *Change of Contractor Notification Form* is required to be completed by the Proposed Contractor and the Property Owner.
- The *Letter of Notification to Contractor for Termination* 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. Once the letter has been delivered or attempted to be delivered, the entire change of contractor package along with the letter of notification to contractor for termination must be sent to the building dept as proof that the contractor identified on the permit has been notified.

CHANGE OF CONTRACTOR NOTIFICATION FORM

Permit and Proposed Contractor Information

Date: _____ Permit Number: _____

Job Address: _____

Proposed Email: _____

Check all that Apply:

Using existing portal account name

Remove existing and replace with new

Adding new portal account name _____

Change of Contractor Process Scenario Options (see instructions on pages 1 and 2)

- Scenario 1: Change of Contractor Identified on Permit (Section A filled out)
- Scenario 2: Terminate and Replace the Contractor Identified on the Permit (Letter of Termination sent)
- Scenario 3: Change from Contractor to Owner-Builder
- Scenario 4: Change from Owner-Builder to Contractor
- Scenario 5: Change of Qualifier Only

Subcontractor Options

- Change of Contractor using the same subcontractors
- Change of Contractor using new subcontractors

Sections A through C must be completed in full and signed in the presence of a notary.

Section A: Contractor Identified on the Permit Signature

- Letter of Notification provided (skip Section A) (Letter must be delivered or attempted to be delivered)

Signature of Existing Qualifier: _____

Printed Name of Existing Qualifier: _____

State License Number: _____

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

See page 3 for Sections B and C

Section B: Proposed Contractor Signature

I acknowledge that I have read pages three and four of the Collier County Building Plan Review and Inspection Division Building Permit Application.

Signature of Proposed Contractors Qualifier: _____

Printed Name of Proposed Contractors Qualifier: _____

State License #: _____ 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

Signature of Property Owner: _____

Printed Name of Property Owner _____

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) _____

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 to Contractor for Termination from Collier County Building Permit

This letter is to inform you, _____, the Contractor, that you are being terminated from the Collier County Permit Number, _____ associated with the structure located at _____, as of (termination date).

The reason for this termination is due to:

Notarized Signature

Signature of Property Owner: _____

Printed Name of Property Owner: _____

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

To be completed after mailing to the Contractor or Owner-Builder

(This information must be provided to Collier County as proof of notification)

Certified Mail Receipt/Tracking Number: _____



Email completed form to: changeofcontractor@colliercountyfl.gov