

# Instructions for Change of Subcontractor Process

This form is to be used to replace a subcontractor from an application or issued permit. For this process, there must be a subcontractor to replace the one identified on the Permit.

1. A fee will be assessed if the permit has been issued.
2. For owner/builder permits the owner-builder assumes the role of the contractor's tasks stated below.

## SCENARIO 1:

The subcontractor is required to complete this **Change of Subcontractor Notification** form. This form notifies the county that there is a new subcontractor that is replacing the subcontractor identified on the permit. The form requires the existing subcontractor and the general contractor to sign their respective sections in the presence of a notary.

## SCENARIO 2:

The **Change of Subcontractor Notification** form is required to be completed by the proposed subcontractor in **Section B** and the general contractor in **Section C**. Section A does not need to be filled out.

The contractor prepares a **Letter of Notification to Subcontractor of Termination from a Building Permit** and sends it to the subcontractor identified on the permit by way of certified mail. The letter of notification to subcontractor for termination form must be signed by the contractor in the presence of a notary.

The Contractor must send a copy of the change of subcontractor notification form and letter of notification to subcontractor for termination from a building permit with the tracking number and/or green certified mail slip to Collier County. This should be sent once the green card has been delivered or has attempted to be delivered. This would provide proof that the subcontractor identified on the permit has been notified of the termination.

# CHANGE OF SUBCONTRACTOR NOTIFICATION FORM

## Permit and Proposed Contractor Information

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

Proposed Subcontractor \_\_\_\_\_

Name Job Address: \_\_\_\_\_

Check One:

- Electrical     Plumbing     Roofing     Mechanical     Septic     Other \_\_\_\_\_

## Subcontractor Process Scenario Options (see instruction page)

- Scenario 1: Change a Subcontractor on a Permit  
 Scenario 2: General Contractor ('Contractor') Terminates/Replaces a Subcontractor

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

## Section A: Existing Subcontractor on the Permit Signature

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

Signature of Subcontractor's Qualifier: \_\_\_\_\_

Printed Name of Subcontractor's Qualifier: \_\_\_\_\_

Printed Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

State License Number: \_\_\_\_\_

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 subcontractor's 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 Subcontractor Signature**

Signature of Subcontractor's Qualifier: \_\_\_\_\_

Printed Name of Subcontractor's Qualifier: \_\_\_\_\_

Printed Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

State License Number: \_\_\_\_\_

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 subcontractor's 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: Contractor Signature** *For Owner-Builder Permits, the Owner-Builder Must Complete this Section.*

Signature of Contractor's Qualifier: \_\_\_\_\_

Printed Name of Contractor's Qualifier: \_\_\_\_\_

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 subcontractor's 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 to Subcontractor for Termination from a Building Permit

This letter is to inform you, \_\_\_\_\_, the Subcontractor, 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 Contractor's Qualifier: \_\_\_\_\_

Printed Name of Contractor's Qualifier: \_\_\_\_\_

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 subcontractor's 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 Subcontractor

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

Certified Mail Receipt/Tracking Number: \_\_\_\_\_

