



## **Change of Contractor/ Cancellation of a Permit**

Change of Contractor on an issued permit is requested by the owner of record or the contractor for the permit and is accomplished in accordance with the Florida Building Code (FBC) Section 105.10.4.4

### **Owner requested change of contractor or sub-contractor (form attached)**

When an owner requests a change of contractor, the owner shall submit an executed Change of Contractor form to the City of Coconut Creek Building Division, stating the reason for the change being requested and stating that the Building Official is held harmless from any legal involvement regarding this request. The existing permit may be cancelled, but it is not necessary, per FBC Section 105.10.4.4, Broward County Amendments.

In addition, the owner shall submit proof to the Building Official that the contractor of record for the subject permit has been notified of intent to change the contractor. The proof shall be either a copy of a certified registered letter sent to the contractor by the owner, or by a notarized letter from the contractor of record stating that he/she is aware of, and has no objection to, the change of contractor.

When an owner requests a change of sub-contractor, the procedures above apply, with the exception that both the owner of record and the contractor of record shall submit an executed Change of Contractor form to the Building Official.

Any portion of work already covered by the contractor or sub-contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has obtained a new permit.

### **Contractor request to withdraw from a permitted job**

When a contractor wants to withdraw from a permitted job without cancelling the permit, the contractor shall submit proof to the Building Official that the owner of record has been notified. The proof shall be a copy of a certified registered letter sent to the owner. The contractor must also submit a letter to the Building Official holding the Building Official harmless from any legal involvement.

If a sub-contractor wants to withdraw from a permitted job without cancelling the permit, he/she shall submit proof to the Building Official that the owner of record and the contractor of record have been notified. The proof shall be a copy of a certified registered letter sent to the owner of record and contractor of record. The sub-contractor must also submit a letter to the Building Official holding the Building Official harmless from any legal involvement.



# CITY OF COCONUT CREEK

DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

## CHANGE OF CONTRACTOR

In accordance with Florida Building Code Regulations, Section 105.10.404, Broward County  
Amendment - "Change of Contractor or Sub-Contractor"

Permit # \_\_\_\_\_ Name of Owner \_\_\_\_\_

Job Address \_\_\_\_\_

Street Lot/Blk Subdivision

\_\_\_\_\_  
Name of **Original** General or  
Sub-Contractor (Please Print)

\_\_\_\_\_  
Certificate/License Number

\_\_\_\_\_  
Name of **New** General or  
Sub-Contractor (Please Print)  
Reason for Change \_\_\_\_\_

\_\_\_\_\_  
Certificate/License Number

\*\*\*\*\*  
This instrument is for the purpose of advising all concerned that the person(s) whose signature appears below will hold the Building Official of the City of Coconut Creek and the City of Coconut Creek harmless as a result of this Change of Contractor.

The undersigned agree to indemnify and hold harmless and defend the City of Coconut Creek, it's agents, servants and employees from and against any claim arising out of the Change of Contractor through any act, error, omission or negligent act of the undersigned. Its or his agents, servants or employees or any act, error, omission or negligent act for which the City of Coconut Creek or its agents, servants or employees are alleged to be liable.

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### Change of General Contractor:

\_\_\_\_\_  
Property Owner Signature Date

\_\_\_\_\_  
Notary as to Owner Date

### Change of Sub-Contractor:

\_\_\_\_\_  
Property Owner Signature Date

\_\_\_\_\_  
Notary as to Owner Date

\_\_\_\_\_  
General Contractor Signature Date

\_\_\_\_\_  
Notary as to General Contractor Date