

Instructions for Change of Subcontractor Process

This form is to be used by a Subcontractor requesting to be removed from an application or issued permit. For this process, there must be a Subcontractor to replace the one identified on the permit. Please review the following two CHANGE OF SUBCONTRACTOR PROCESSES to identify to the correct process for the applicable Permit situation.

SCENARIO 1: CHANGE A SUBCONTRACTOR ON A PERMIT

PROCESS:

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, property owner, and new Subcontractor's Qualifier to sign their respective sections in the presence of a notary.
2. A change of Subcontractor fee is added to issued permits.
3. Submit the form to PermittingPlanReview@colliercountyfl.gov.

SCENARIO 2: GENERAL CONTRACTOR ('CONTRACTOR') TERMINATES/REPLACES A SUBCONTRACTOR

PROCESS:

1. The proposed Subcontractor's Qualifier signs Section B of this *Change of Subcontractor Notification Form*.
2. The owner builder identified on the permit completes Section C of the *Change of Subcontractor Notification Form*.
 - a. Please note: Section A does not need to be completed.
3. Contractor prepares a *Letter of Notification to Subcontractor of Termination from Collier County Building Permit* and sends it to the Subcontractor identified on the permit by way of certified mail. The *Letter of Notification to Subcontractor of Termination from Collier County Building Permit* must be signed by the Contractor in the presence of a notary.
4. The Contractor sends a copy of the *Change of Subcontractor Notification Form* and *Letter of Notification to Subcontractor of Termination from Collier County Building Permit* with the tracking number and/or a green certified mail slip to the County as proof that the contractor identified on the permit has been notified of the termination.
5. County Staff will monitor the tracking number and once it is confirmed the termination letter was delivered to the Subcontractor identified on the permit, he or she can be removed from the permit.
6. For owner-builder permits, the owner-builder assumes the role of the Contractor's tasks noted above.
7. Submit the *Change of Subcontractor Notification Form* to PermittingPlanReview@colliercountyfl.gov.

Change of Subcontractor Notification Form

Permit and Proposed Subcontractor Information

Date: _____ Permit Number: _____

Proposed Subcontractor Email: _____

Job Address: _____

Change of Contractor Process Options – See Instruction pages

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

Sections A, B, and C must be completed in full and signed in the presence of a notary. Section A does not need to be completed for *Scenario 2: General Contractor ('Contractor') Terminates/Replaces a Subcontractor*.

Section A. EXISTING SUBCONTRACTOR ON THE PERMIT SIGNATURE

Signature of Subcontractor's Qualifier

Printed Name of Subcontractor's Qualifier

Printed Business Name: _____ Phone #: _____

NOTARY

State of _____ County of _____

Subscribed and Sworn before me this ____ day of _____, in the year 20____, by _____, who ____ is known to me, or presented identification _____ (type of ID).

Signature of Notary Public: _____

Seal

See page 3 for Sections B and C.



2800 N. Horseshoe Dr.
Naples, FL 34104
239-252-2400

PermittingPlanReview@colliercountyfl.gov

Section B. PROPOSED SUBCONTRACTOR SIGNATURE

Signature of Subcontractor’s Qualifier

Printed Name of Subcontractor’s Qualifier

Printed Business Name: _____ Phone #: _____

NOTARY

State of _____ County of _____

Subscribed and Sworn before me this ____ day of _____, in the year 20____, by _____, who ____ is known to me, or presented identification _____ (type of ID).

Signature of Notary Public: _____

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

NOTARY

State of _____ County of _____

Subscribed and Sworn before me this ____ day of _____, in the year 20____, by _____, who ____ is known to me, or presented identification _____ (type of ID).

Signature of Notary Public: _____

Seal

Letter of Notification to Subcontractor for Termination from Collier County 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:

Signature of Contractor's Qualifier

Printed Name of Contractor's Qualifier

NOTARY

State of _____ County of _____

Subscribed and Sworn before me this ____ day of _____, in the year 20____, by
_____, who ____ is known to me, or presented identification
_____ (type of ID).

Signature of Notary Public: _____

Seal

TO BE COMPLETED AFTER MAILING TO SUBCONTRACTOR

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

Certified Mail Receipt/Tracking Number: _____