

Instructions for Change of Contractor Process

This form is to be used by 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. Please review the following five CHANGE OF CONTRACTOR SCENARIOS to identify the correct process for the applicable Permit situation.

SCENARIO 1: CHANGE THE CONTRACTOR IDENTIFIED ON A PERMIT

PROCESS:

1. 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.
2. All Building Plan Review and Inspection fees must be paid before a Change of Contractor can be approved.
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 new Inspection Job Card and Permit will be provided to the new Contractor.

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

PROCESS:

1. The *Change of Contractor Notification Form* is required to be completed by the Proposed Contractor and the Property Owner.
2. Property Owner or the Proposed Contractor must prepare a *Letter of Notification to Contractor for Termination from Collier County Building Permit*, below and send it to the Contractor identified on the Permit by way of certified mail. The *Letter of Notification to Contractor for Termination from Collier County Building Permit* must be signed by the Property Owner in the presence of a notary.
3. The Property Owner or the Proposed Contractor must send a copy of the *Change of Contractor Notification Form* and *Letter of Notification to Contractor for 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.
4. County Staff will monitor the tracking number and once it is confirmed the *Letter of Notification to Contractor for Termination from Collier County Building Permit* was delivered to the Contractor identified on the Permit, he or she can be removed from the Permit.
5. All Building Plan Review and Inspection fees must be paid before a Change of Contractor can be approved.
6. If new Subcontractors are sought, an inspection hold will be placed until the required Subcontractor affirmations are provided.
7. Upon approval of the Change of Contractor, a new Inspection Job Card and Permit will be provided to the new Contractor.

SCENARIO 3: CHANGE FROM CONTRACTOR TO OWNER-BUILDER

PROCESS:

1. The *Change of Contractor Notification Form, Section A* must be completed by the Contractor identified on the Permit.
2. The Property Owner must sign Sections B and C of the *Change of Contractor Notification Form*.
3. The Property Owner must sign the Owner-Builder Affidavit in the presence of a Collier County notary.
4. All Building Plan Review and Inspection fees must be paid before a Change of Contractor can be approved.

SCENARIO 4: TERMINATE OWNER-BUILDER AND REPLACE WITH CONTRACTOR

PROCESS:

1. The *Change of Contractor Notification Form, Section A* must be completed by the Contractor identified on the Permit.
2. The Property Owner must sign Sections A and C of the *Change of Contractor Notification Form*.
3. The Property Owner must complete the Owner-Builder Affidavit in the presence of a Collier County notary.
4. Property Owner must prepare a *Letter of Notification to Contractor for Termination from Collier County Building Permit* and send it to the Contractor identified on the Permit by way of certified mail. The *Letter of Notification to Contractor for Termination from Collier County Building Permit* must be signed by the Property Owner in the presence of a notary.
5. The Property Owner must send a copy of the *Change of Contractor Notification Form* and *Letter of Notification to Contractor for Termination from Collier County Building Permit* with the tracking number and/or a green certified mail slip to Collier County as proof that the Contractor identified on the Permit has been notified of the termination.
6. County Staff will monitor the tracking number and once it is confirmed the *Letter of Notification to Contractor for Termination from Collier County Building Permit* was delivered to the Contractor identified on the Permit, he or she can be removed from the Permit.
7. All Building Plan Review and Inspection fees must be paid before a Change of Contractor can be approved.

SCENARIO 5: CHANGE FROM OWNER-BUILDER TO CONTRACTOR (APPLIES ONLY TO ISSUED PERMITS)

PROCESS:

1. The Owner-Builder identified on the Permit must complete Section A and C of the *Change of Contractor Notification Form*.
2. The Contractor must sign Section B of the *Change of Contractor Notification Form*.
3. The Building Review and Inspection Division must pre-approve the eligibility of the request.
4. All Building Plan Review and Inspection fees must be paid before a Change of Contractor can be approved.

Change of Contractor Notification Form

Permit and Proposed Contractor Information

Date: _____ Permit Number: _____

Proposed Contractor Email: _____

Portal Account ID: _____

Job Address: _____

Change of Contractor Process Scenario options (see Instructions on pages 1 and 2)

- SCENARIO 1: Change the Contractor Identified on a Permit**
- SCENARIO 2: Terminate and Replace the Contractor Identified on the Permit**
- SCENARIO 3: Change from Contractor to Owner-Builder**
- SCENARIO 4: Terminate Owner-Builder and Replace with Contractor**
- SCENARIO 5: Change from Owner-Builder to Contractor (Applies only to issued Permits)**

Subcontractor Options

- Change of Contractor using the same subs**
- Change of Contractor with new subs**

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

Signature of Contractor's Qualifier

Printed Name of Contractor'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 4 for Sections B and C

Section B. PROPOSED CONTRACTOR SIGNATURE

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

Signature of Proposed Contractor Printed Name of Proposed Contractor
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. PROPERTY OWNER SIGNATURE

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

Signature of Property Owner Printed Name of Property Owner

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 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:

Signature of Property Owner

Printed Name of Property Owner

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 THE CONTRACTOR OR OWNER-BUILDER
(This information must be provided to Collier County as proof of Notification.)

Certified Mail Receipt/Tracking Number: _____