



**CONSTRUCTION SERVICES DEPARTMENT**

P.O. Box 3366  
West Palm Beach, Florida 33402  
Telephone (561) 805-6650  
Fax: (561)805-6677

*"The Capital City of the Palm Beaches"*

**CHANGE OF CONTRACTOR FORM**

<b>FOR OFFICE USE ONLY</b>
Processed by: _____
Fee: _____
(Date Stamp Here)

**Application / Permit Number:** \_\_\_\_\_  
**Address of Project:** \_\_\_\_\_  
**Name of Contractor Being Released:** \_\_\_\_\_

**New Contractor - Complete this section:**

**Name of New Contractor Assuming Responsibility:** \_\_\_\_\_  
**Address of Assuming Party:** \_\_\_\_\_  
**Qualifiers Name:** \_\_\_\_\_ **License Number:** \_\_\_\_\_  
**Signature of Qualifier:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_.

(Name of person acknowledging)

*(Print, type or stamp Commissioned Name of Notary Public)*

\_\_\_\_\_  
(Signature of Notary Public)

Personally known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

**Owner – Complete this section:**

At the time the previous contractor is removed from the permit, I, the Owner, shall assume total responsibility for the work completed to that date and hold the City harmless and without liability. **I understand that a Change of Contractor fee will apply for this change if the permit has already been issued, and that any sub-permits which may exist at this time must be re-applied for in order to continue.**

**Owner's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_.

(Name of person acknowledging)

*(Print, type or stamp Commissioned Name of Notary Public)*

\_\_\_\_\_  
(Signature of Notary Public)

Personally known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

***"An Equal Opportunity Employer"***