



POLK COUNTY, BUILDING DIVISION

CHANGE OF PRIMARY CONTRACTOR

To change the Primary Contractor on an active permit, the following is required:

An original notarized form from the property owner requesting a change of primary contractor.

1. An original notarized "Change of Primary Contractor - Property Owner Acknowledgement Letter" form.
2. An original notarized "Change of Primary Contractor - New Contractor Acknowledgement" form from the new contractor accepting the job as per F.S. 553.79.
3. Completed "Contractor Change Request" listing all subcontractors whether they are being changed or not.
4. Complete "Add Contact to Existing Permit" form
5. A new recorded "Notice of Commencement" indicating new contractor for any permit where one is required.
6. Payment of Fees due including, but not limited to, any outstanding permitting, red tag, reopen or administrative fees.



Change of Primary Contractor Letter (Property Owner Acknowledgement Letter)

Re: Project address: _____

City: _____ Florida Zip Code: _____

Permit Number: _____

I, _____, as the Property Owner, am requesting a change of primary contractor for the above listed permit.

From: _____ of _____
(Current Contractor's License Holder) (Current Contractor's Company Name)

To: _____ of _____
(New Contractor's License Holder) (New Contractor's Company Name)

I hereby certify I'm changing the current contractor on file to the new contractor listed above.

Property Owner: _____

Signature

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____, by _____, who acknowledge that he/she is the owner of the above listed property and who acknowledged that he/she is authorized to execute this document. He/She _____ is personally known to me or _____ has produced _____ as identification.

(AFFIX NOTARY SEAL)

Notary Public

Print Name _____

My Commission Expires _____



Change of Primary Contractor (New Contractor Acknowledgement)

Re: Project address: _____

City: _____, Florida Zip Code: _____

Permit Number: _____

I, _____ am the new primary contractor for the address and permit number listed above.

License Holder Name: _____

License Number: _____

Company Name: _____

Address: _____, City: _____, Florida Zip Code: _____

License Holder Signature: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____, by _____, who acknowledges that he/she is the new contractor of above listed property and who acknowledged that he/she is authorized to execute this document. He/she is either personally known to me or produced _____ as valid identification.

(AFFIX NOTARY SEAL)

Notary Public

Print Name _____

My Commission Expires _____