



## **POLK COUNTY BUILDING DIVISION**

# **CHANGE OF PRIMARY CONTRACTOR**

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

1. An original notarized form from the property owner requesting a change of primary contractor.
2. An original notarized "Change of Primary Contractor - Property Owner Acknowledgement Letter" form.
3. An original notarized "Change of Primary Contractor - New Contractor Acknowledgement" form from the new contractor accepting the job as per F.S. 553.79.
4. Completed "Sub-Contractor Change Request" listing all subcontractors whether they are being changed or not.
5. Complete "Add Contact to Existing Permit" form
6. A new recorded "Notice of Commencement" indicating new contractor for any permit where one is required.
7. 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 know to me or produced \_\_\_\_\_ as valid identification.

(AFFIX NOTARY SEAL)

\_\_\_\_\_  
Notary Public

Print Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_