

BAL HARBOUR

- V I L L A G E -

CHANGE OF CONTRACTOR

NOT WILLING

Instruction sheet

From **Previous Contractor** to **New Contractor**

Use this packet if the Contractor is **NOT WILLING** to provide a letter of withdrawal

Documents Required:

1. **Building Permit Application** Signed By the Property Owner and the New Qualifier
2. **Change Of Contractor Hold Harmless Forms** Signed and notarized by the old Contractor, Owner and the new Contractor on all pages.
3. **Letter from the Property Owner to existing contractor of record** notifying them that they has been terminated from the job. A copy of the letter along with proof that the contractor received this letter, either via certified return receipt, courier, hand delivered, etc., must be provided to the Building Department.
4. **Payment** to **Bal Harbour Village** in the amount of 25% of the original building permit fee.

Change of contractor transferring permit

FROM:

Contractor who has left the job and is NOT willing to provide a letter.

TO:

Another Contractor hired by the Property Owner.

FROM PROPERTY OWNER TO CONTACTOR

Date: _____

Contractor Name: _____

Contractor Address: _____

I, _____, property owner of _____(address) am notifying you that your services are hereby terminated from our project / permit number _____.

Permit # _____ is still active, NOT EXPIRED.

You are being terminated because:

You are no longer authorized to come on my property.

Owner's Signature

Printed Name

State of _____

County of _____

Sworn to and Subscribed before me this _____ day of _____, 20_____ by _____(printed name of qualifier)

Personally known to me; or Produced Identification _____

Signature of Notary Public

(Seal)

If the letter is going to be hand-delivered to the Contractor, the Contractor needs to fill out below

Received by: Signature

Date

Printed Name

*****PROPERTY OWNER*****

Change of Contractor Hold Harmless

Re: Property located at _____

To whom it may concern:

As legal owner of subject property, I request a change of contractor for permit number _____ issued to _____ (name of previous permit holder) whose mailing address is _____. The permit was issued on _____ (date permit was issued). I am requesting a change of contractor for the following reason:

I no longer authorize the previous permit holder to proceed with the work covered by the permit.

I hereby authorize _____ (name of new contractor) to take over the permit to construct or complete the construction at subject property.

I, _____, agree to hold Bal Harbour Village, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the change of contractor on the existing permit. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Very Truly Yours,

Owner's Signature

Printed Name

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

State of _____

County of _____

Sworn to and Subscribed before me this _____ day of _____,

20_____ by _____ (printed name of applicant)

Personally known to me; or Produced Identification _____

Signature of Notary Public

(Seal)

Change of Contractor Hold Harmless (continued)

Re: Property located at _____

Permit Number _____

I, _____, agree to hold Bal Harbour Village, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the change of contractor on the existing permit. I, furthermore assume responsibility for the entire scope of the permitted work, specifically all work completed and work to be completed. I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting a change of contractor. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her Intent to transfer the permit.

Qualifier's Signature

Date

Printed Name

The person, whose signature is above, deposes that he/she is the qualifier of the above property.

State of _____

County of _____

Sworn and Subscribed before me this _____ day of _____ ,
20_____ by _____(printed name of applicant)

Personally known to me; or Produced Identification _____

Signature of Notary Public

(Seal)