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 CONTRACTOR

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
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 ____________________________________________

__________________________________________  (Seal)

Signature of Notary Public
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)