

# BAL HARBOUR

- V I L L A G E -

## CHANGE OF CONTRACTOR

### WILLING

#### Instruction sheet

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

Use this packet if the Contractor is  
**WILLING** to provide a letter of withdrawal

#### Documents Required:

1. **Work Permit Application** Signed By the Property Owner and the New Qualifier
2. **Change Of Contractor Hold Harmless Form** Signed by the old Contractor, Owner and the new Contractor / notarized.
3. **Letter of withdrawal from the existing contractor of record** wanting to no longer be responsible for the work being done for the project/permit or that he/she is aware of the change of contractor taking place. This letter must be on company letterhead, signed by qualifier & must be notarized to make it a legal document.
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 willing to provide a letter.

#### **TO:**

Another Contractor hired by the Property Owner.

FROM CONTRACTOR TO BUILDING OFFICIAL

Date \_\_\_\_\_

Building Official  
Building Department  
Bal Harbour Village Hall  
655 96th Street  
Bal Harbour, FL 33154

Re: Permit #: \_\_\_\_\_  
Address: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_ (qualifier) of \_\_\_\_\_ (company name) am notifying you that my company will no longer be the Contractor for project / permit number \_\_\_\_\_.

Permit # \_\_\_\_\_ is still active, NOT EXPIRED.

I wish to withdraw from this job/permit because:

\_\_\_\_\_  
\_\_\_\_\_

I no longer want to be held responsible for work done at the above-mentioned address and have no objections to a change of contractor for this project/permit.

\_\_\_\_\_  
Qualifier's Signature

\_\_\_\_\_  
Printed Name

STATE OF FLORIDA

COUNTY OF MIAMI-DADE

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)

*Please hand-deliver this letter to Administration.*

\_\_\_\_\_  
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

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

**STATE OF FLORIDA**

**COUNTY OF MIAMI-DADE**

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 Building Department, 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 FLORIDA**

**COUNTY OF MIAMI-DADE**

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)