

Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, Florida 33330
954 343-7445 Office
954-343-1490 Fax

Change of Contractor Instructions

- *The Building Permit application must be completed, with the new contractor's notarized signature. Two (2) sets of plans must also be submitted, if applicable.*
- *The Change of Contractor form must be completed in full. The owner and new contractor must each provide notarized signatures.*
- *Licensing and insurance for the new contractor (State, Business Tax Receipt, Liability and Worker Compensation or Exemption) (Insurance Certificate needs to show the Town of Southwest Ranches as the certificate holder).*
- *A copy of the Certified Letter from the owner to the old contractor dismissing that qualifier from the job.*
- *A copy of the Mail Receipt (Green Card) signed by recipient.*

CHANGE OF CONTRACTOR FORM

In accordance with Florida Building Code Regulations, Section 104.9.4.4.1, "Change of Contractor or Sub-Contractor"

Permit #: _____ **Name of Owner:** _____

Job Address: _____

Street Lot/Blk Subdivision _____

Name of **Original** General or Certificate/License Number _____

Sub-Contractor (Please Print) _____

Name of **New** General or Certificate/License Number _____

Sub-Contractor (Please Print) _____

Reason for Change:

This instrument is for the purpose of advising all concerned that the person(s) whose signature appears below will hold the Building Official of the Town of Southwest Ranches and the Town of Southwest Ranches harmless as a result of this Change of Contractor. The undersigned agrees to indemnify and hold harmless and defend the Town of Southwest Ranches, its agents, servants and employees from and against any claim arising out of the Change of Contractor through any act, error, omission or negligent act of the undersigned. It's or his agents, servants or employees or any act, error, omission or negligent act for which the Town of Southwest Ranches or its agents, servants or employees are alleged to be liable.

Change of General Contractor:

Property Owner Signature Date

Notary as to Owner Date

Change of Sub-Contractor:

Property Owner Signature Date

Notary as to Owner Date

General Contractor Signature Date

Notary as to General Contractor Date

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select One Trade: Building Electrical Plumbing Mechanical Other _____

Application Number: _____ Application Date: _____

1	Job Address: _____	Unit: _____	City: _____
	Tax Folio No.: _____	Flood Zn: _____	BFE: _____
	Building Use: _____	Construction Type: _____	Job Value: _____
	Present Use: _____	Proposed Used: _____	Occupancy Group: _____
	Description of Work:		
	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Revision <input type="checkbox"/> Other: _____		
	Legal Description: _____ <input type="checkbox"/> Attachment		

2	Property Owner: _____	Phone: _____	Email: _____
	Owner's Address: _____	City: _____	State: _____ Zip: _____

3	Contracting Co.: _____	Phone: _____	Email: _____
	Company Address: _____	City: _____	State: _____ Zip: _____
	Qualifier's Name: _____	Owner-Builder: <input type="checkbox"/>	License Number: _____

4	Architect/Engineer's Name: _____	Phone: _____	Email: _____
	Architect/Engineer's Address: _____	City: _____	State: _____ Zip: _____
	Bonding Company: _____		
	Bonding Company Address: _____	City: _____	State: _____ Zip: _____
	Fee Simple Titleholder's name (if other than owner): _____		
	Fee Simple Titleholder's Address (if other than owner): _____	City: _____	State: _____ Zip: _____
	Mortgage Lender's Name: _____		
	Mortgage Lender's Address: _____	City: _____	State: _____ Zip: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent

X _____
Signature of Qualifier

STATE OF _____
COUNTY OF _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.
Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.