

	Community Development Department Building Construction Division 18400 Murdock Circle Port Charlotte FL 33948 Building Phone: 941.743.1201 Building Fax: 941.764.4907 Zoning Phone: 941.743.1964 Zoning Fax: 941.743.1598 BuildingConstruction@CharlotteCountyFL.gov www.CharlotteCountyFL.gov	<u>For Office Use Only</u> Permit Number: _____ 20_____ Application date: _____ CSR Initial _____
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Termination of Contractor/Change of Contractor Request

This form must be submitted in person, or email to BuildingConstruction@CharlotteCountyFL.gov

Permit #: _____ Permit/Job Address: _____

Current Contractor or Owner/Builder FROM:

Name of **current** licensed holder's name / Company name and license number, or Owner/Builder name:

Phone number: _____ Email address: _____

New Contractor or Owner/Builder TO:

Name of **new** licensed holder's name / Company name and license number, or Owner/Builder name:

Phone number: _____ Email address: _____

Reason(s) for request:

☐ I am requesting to have this permit closed out and confirming no work has been performed.

*Permit cannot be closed if any related work has been started.

ACKNOWLEDGMENT:

- The County does not resolve private contractual disputes.
- Change of contractor does not relieve parties of obligations under private agreements.

HOLD HARMLESS: Applicant agrees to indemnify and hold harmless Charlotte County, its officers, employees, and agents from any claims or liabilities arising from permit withdrawal or contractor removal.

Please be aware of the following fees and documents, which may be required for your Change of Contractor Request to be processed:

- New Permit Application
- New Sub-contractor worksheet
- Change of Contractor Fee
- Recorded NOC (reflecting updated Licensed Contractor or Owner/Builder information)

Owner Printed Name

*Owner Signature

Date

*Owner Builders must appear in person to complete the process of taking over a permit from a licensed contractor.