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CITY OF WEST PARK  
**CHANGE OF CONTRACTOR**

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## 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 City of West Park 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 the recipient.
- Submit a New Broward County Uniform Building Permit Application.
- Submit with Hold Harmless Application.



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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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature                      Date

\_\_\_\_\_  
Change of Sub-Contractor:                      Date

\_\_\_\_\_  
General Contractor Signature:                      Date

\_\_\_\_\_  
Printed Name of Notary                      Date