

Change of Contractor Procedure

City of Safety Harbor

- The change of contractor for a permit not issued can be processed after receiving and reviewing completeness of the following forms.

- **Requirements:**

- ❖ Building Permit Application
- ❖ Subcontractor Job Registration
- ❖ Change of Contractor Form
- ❖ Copy of Certified Termination Letter
- ❖ Owner/Builder Affidavit if applicable
- ❖ Recorded Notice of Commencement if over \$2500

- **Fees:** Any credit fee previously collected will not be refunded to the former contractor, but it will be credited to the permit.

- **Notes:**

- ❖ New plans will be requested if the former contractor is listed.
- ❖ Keep same permit number already assigned to permit application.
- ❖ Same procedure may apply for change of contractor request when a permit is already issued and inspections have been performed, need to verify with Plan Reviewer or Building Official.