

## Change of Contractor Procedure

### City of Safety Harbor

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- 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.