



Town of
LAUDERDALE-BY-THE-SEA

4501 Ocean Drive, Lauderdale-by-the-Sea, Florida 33308-3610
Telephone: (954) 640-4215 • Fax: (954) 640-4211

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 certification 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 the qualifier from the job.
- A copy of the Mail Receipt (Green Card) signed by recipient.



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CHANGE OF CONTRACTOR

In accordance with Florida Building Code Regulations, Section 105.13.4, "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 Lauderdale-by-the-Sea and the Town of Lauderdale-by-the-Sea 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. Its 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 _____