



## CHANGE OF CONTRACTOR PROCEDURES

Property owner's requesting a change of contractor shall submit a signed and notarized Change of Contractor Form stating the reason for the change of contractor and holding the City of Oakland Park and it's Building Official harmless from any legal involvement regarding the change of contractor. A new complete permit application signed and notarized by both the property owner and the new contractor will also be required.

Property owner's or contractor's of master permits requesting a change of sub-contractor for a sub-permit shall submit a Change of Contractor Form signed and notarized by both the property owner and master permit contractor. The Change of Contractor Form shall state the reason for the change of contractor and hold the City of Oakland Park and it's Building Official harmless from any legal involvement regarding the change of sub-contractor. A new complete permit application signed and notarized by both the property owner and the new sub-contractor will also be required.

In addition, the owner or master permit contractor shall send a letter to the former contractor notifying them of the intent to change the contractor via certified mail. A Domestic Return Receipt for Certified Mail and a copy of the letter sent shall be submitted as proof that the contractor on record for the subject permit has been notified of the intent to change the contractor. A notarized letter from the contractor on record for the subject permit stating that they are aware of and have no objection to the change of contractor request is also acceptable.

<b>Sample Domestic Return Receipt</b>	
SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> <i>Aris H</i> <input type="checkbox"/> Agent  <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name)  <b>ARIS HARTUNIAN</b></p> <p>C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes            If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p><b>HARTUNIAN, ARIS TR            111 BAY COLONY DR            FORT LAUDERDALE FL 33308-2024</b></p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail  <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>2. Article Number            (Transfer from service label) <b>70033110000068560853</b></p>	
<p>PS Form 3811, February 2004 <span style="margin-left: 100px;">Domestic Return Receipt</span> <span style="float: right;">102595-02-M-1540</span></p>	



**CHANGE OF CONTRACTOR FORM**

Permit #: \_\_\_\_\_ Master Permit #: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Job Address: \_\_\_\_\_ Job Phone #: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Former Contractor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Qualifier Name of Former Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Former Contractor Address: \_\_\_\_\_

Former Contractor Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

New Contractor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Qualifier Name of New Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

New Contractor Address: \_\_\_\_\_

New Contractor Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Master Contractor Name: \_\_\_\_\_ Email: \_\_\_\_\_

Qualifier Name of Master Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Master Contractor Address: \_\_\_\_\_

Master Contractor Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Reason(s) for Change of Contractor: \_\_\_\_\_

***I approve of the change of contractor and agree to hold the City of Oakland Park and it's Building Official harmless and relieve it from any responsibility or liability for any legal action or damage resulting from the change of contractor and re-issuance of the permit. I further assume responsibility for correction of work performed under the initial permit, if required.***

Signatures:

\_\_\_\_\_  
Owner                                      Qualifier of Master Contractor                                      Qualifier of New Contractor

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Notary as to above Owner                                      Notary as to above Qualifier                                      Notary as to above Qualifier

\_\_\_\_\_  
Notary Seal                                      Notary Seal                                      Notary Seal



*Below to be completed by City of Oakland Park*

**CHANGE OF CONTRACTOR- BUILDING OFFICIAL VERIFICATION**

Permit #: \_\_\_\_\_ Master Permit #: \_\_\_\_\_

*Please Circle:*

APPROVED TO BE CHANGED

DENIED TO BE CHANGED

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Change of Contractor Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHANGE OF CONTRACTOR CONFIRMATION / CHANGE OF CONTRACTOR DENIAL**

Change of Contractor Confirmations / Change of Contractor Denials Sent

Please check:

\_\_\_\_\_ Property Owner

\_\_\_\_\_ Master Contractor

\_\_\_\_\_ Sub-Contractor

Change of Contractor Date: \_\_\_\_\_

Permit Technician Initials: \_\_\_\_\_

Change of Contractor Confirmation/ Denial Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_