



# CITY OF SEMINOLE

*Achieving Service Through Dedication*

## **Change of Contractor Procedure & Documentation**

1. Copy of Notarized Letter to Current Contractor sent by Certified Mail.
  - Provide a copy of the notarized letter that was sent by Certified Mail to the current contractor from the customer, or the customer's legal representative, advising the contractor of the customer's intention to cancel their contract. The letter must be sent to BOTH the address listed on the contract AND the last known address on file with the Community Development Department. The letter should include the permit number and the project address.
2. Contract Issues with Contractor.
  - In the event that an owner is dissatisfied with their contractor, the owner should be advised to seek legal advice about how to cancel their contract with the contractor.
3. Proof of Certified Mailing to the Contractor.
  - Provide a copy of the Certified Mail payment receipt, completed to include the mailing address information of the current contractor. We do not need the green return receipt (i.e. evidence of delivery). Note: if a home is under foreclosure, a certified letter sent to the contractor will not be required if the owner provides a copy of the recorded deed.
4. Permit Application Form.
  - The new contractor, or Owner-Builder in the case of an owner, who is assuming the permit must submit a completed permit application form.
5. Owner-Builder Disclosure Statement Form.
  - If an owner is assuming the permit, the owner must submit an Owner-Builder Disclosure Statement form. Note: please read the Owner-Builder Disclosure Statement carefully.
6. Notice of Commencement (NOC) Form.
  - Submit a new recorded NOC, if a NOC is required to be submitted (i.e. if the improvement has a direct contract price greater than \$2,500) listing the new contractor, or owner in the case of an Owner- Builder. Note: NOC's are recorded at the Clerk of Circuit Court's office.
7. Subcontractor Worksheet Form.
  - Submit a new Subcontractor Worksheet form with the signatures of all subcontractors (if subcontractors are performing any work).
8. Fee Payment.
  - The fee for a change of contractor is \$25.00



# CITY OF SEMINOLE

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## CHANGE OF CONTRACTOR FORM

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

Permit Number: \_\_\_\_\_

Job Address: \_\_\_\_\_

Reason for Change of Contractor: \_\_\_\_\_

\_\_\_\_\_

Please select one or more of the following options below:

- Change of Contractor
- Change of Sub-Contractors (Separate form for each sub-contractor)
- Change of Owner Builder

Original Contractor: Business Name: \_\_\_\_\_

License Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

New Contractor: Business Name: \_\_\_\_\_

License Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

Owner: Name of Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Owner's signature: \_\_\_\_\_

A copy of the letter of notification of termination to the Original Contractor of record must be submitted to the City of Seminole.