



CHANGE OF CONTRACTOR APPLICATION

BUILDING DIVISION

Revised: 10/09/2025

Version: 2

FORM I.D. Number: DS.B.009

Approved by: NCT

CHANGE OF CONTRACTOR CHECKLIST AND OVERVIEW

If you need to replace a previous contractor with a new one, here is a list of steps that you can follow:

Permit Not Issued

1. **Broward County Uniform Building Permit Application:** Completely filled out and notarized with signature
2. **Letter:** A letter from the owner stating they are changing contractors
3. **Plans:** Submit new plans under the new contractor's name

Permit Was Issued

1. **Broward County Uniform Building Permit Application:** Completely filled out and notarized with signature
2. **Certified Letter:** Send a certified letter to the old contractor to let them know that their services on the project are no longer required.
3. **Certified Mail Receipt:** Get a receipt from the post office to prove that you mailed the certified letter and submit it to the building department.
4. **Hold Harmless Letter:** Complete the hold harmless letter and submit it to the building department.
5. **Change of Contractor Form:** Fill out the change of contractor form and submit it to the building department.
6. The permit technician will route your request to the Building Official for review. Keep in mind that there is a
 - a. \$100 fee for changing contractors.
7. **Plans:** Submit new plans under the new contractor's name

Definition

Hold-Harmless Letter: A hold-harmless letter is an agreement that releases the City of Lauderdale Lakes from liability for bodily injury or property damage. It's also called a liability waiver, disclaimer, or release of liability.

Per Florida Building Code

- **105.6.4** Upon request of the owner and/or permit holder an investigation by the Building Official to determine that the work has been abandoned or that the contractor is unable or unwilling to complete the contract a second permit may be issued where there is a change of Contractor without the initial permit being revoked or suspended.
- **105.6.4.1** The foregoing will be permitted only when the following stated persons have filed with the Building Official a letter stating the reason for a second permit being required and holding the Building Official harmless from legal involvement. All interested parties shall be notified before action is taken.



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Per Florida Building Code (Continued)

1. Where a prime contractor is the permit holder the owner shall file such hold-harmless letter.
2. Where a sub-contractor or specialty contractor is the permit holder the owner and prime contractor shall both file such hold harmless letters.

Owner

Application Permit #: _____ Owner's Phone: _____

Owner's Name: _____

Owner's Address: _____

Job Address: _____

Original Contractor/Subcontractor

Contractor Company Name: _____

Qualifier's Name: _____

Contractor's Address: _____

Contractor's Phone: _____ Contractor's License #: _____

New Contractor/Subcontractor

Contractor Company Name: _____

Qualifier's Name: _____

Contractor's Address: _____

Contractor's Phone: _____ Contractor's License #: _____

Approved: _____

Disapproved: _____

Plan Reviewer: _____

Date: _____



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I/We certify that the above statements are true and represent an accurate representation of the facts. Further, I/We agree to hold the City of Lauderdale Lakes, its agent, and authorized personnel, harmless, and relieve them from any responsibility for damages, costs, or expenses, including but not limited to attorney's fees, resulting from the suspension/change of contractor of the subject permit or the issuance of a new permit.

NEW CONTRACTOR/SUBCONTRACTOR

ORIGINAL CONTRACTOR/SUBCONTRACTOR

Signature

Signature

Print Name

Print Name

Company Name

Company Name

Type of Identification

Type of Identification

Notary
STATE OF _____
COUNTY OF _____

Notary
STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me
this _____ day of _____, 20_____

The foregoing instrument was acknowledged before me
this _____ day of _____, 20_____

Your Name Here, Notary Public

Your Name Here, Notary Public

My Commission Expires _____

My Commission Expires _____