



Instructions for Change of Contractor Process

March 23, 2020

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One Fourth Street North
St. Petersburg, FL 33701
(727) 893-7231/email: permits@stpete.org

This form is to be used by a General Contractor (“Contractor”) requesting to be removed from an application or issued Permit. For this process, there must be a Contractor to replace the one identified on the Permit. Please review the following five **CHANGE OF CONTRACTOR SCENARIOS** to identify the correct process for the applicable Permit situation.

SCENARIO 1: CHANGE THE CONTRACTOR IDENTIFIED ON A PERMIT

Process:

1. The **Change of Contractor Notification Form** is required to be completed by the Contractor. This form notifies the City that there is a new Contractor that is replacing the Contractor identified on the Permit. The existing Contractor, Property Owner, and new Contractor’s Qualifier must each sign the form in their respective sections, in the presence of a notary.
2. All Building Plan Review, Inspection and Change of Contractor Fees must be paid before a Change of Contractor can be approved.
3. Upon approval of the Change of Contractor, a new Placard and Permit will be provided to the new Contractor.

SCENARIO 2: TERMINATE AND REPLACE THE CONTRACTOR IDENTIFIED ON A PERMIT

Process:

1. The Change of Contractor Notification Form is required to be completed by the Proposed Contractor and the Property Owner.
2. Property Owner or the Proposed Contractor must prepare a **Letter of Notification to Contractor for Termination from the City of St. Petersburg Building Permit**, below and send it to the Contractor identified on the Permit by way of Certified Mail. The Letter of Notification to Contractor for Termination from the City of St. Petersburg Building Permit must be signed by the Property Owner in the presence of a notary.
3. The Property Owner or the Proposed Contractor must send a copy of the Letter of Notification to Contractor for Termination from the City of St. Petersburg Building Permit with the green certified mail slip to the City as proof that the Contractor identified on the Permit has been notified of the termination.
4. All Building Plan Review, Inspection and Change of Contractor Fees must be paid before a Change of Contractor can be approved.
5. If new Subcontractors are sought, an inspection hold will be placed until the required Subcontractor affirmations are provided.
6. Upon approval of the Change of Contractor, a new Placard and Permit will be provided to the new Contractor.

SCENARIO 3: CHANGE FROM CONTRACTOR TO OWNER-BUILDER

Process:

1. The **Change of Contractor Notification Form, Section A** must be completed by the Contractor identified on the Permit.
 2. The Property Owner must sign Sections B and C of the Change of Contractor Notification Form.
 3. The Property Owner must sign the Owner-Builder Affidavit in the presence of a City of St. Petersburg staff person.
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SCENARIO 4: TERMINATE OWNER-BUILDER AND REPLACE WITH CONTRACTOR

Process:

1. The **Change of Contractor Notification Form, Section A** must be completed by the Contractor identified on the Permit.
 2. The Property Owner must sign Sections A and C of the Change of Contractor Notification Form.
 3. The Property Owner must sign the Owner-Builder Affidavit in the presence of a City of St. Petersburg staff person.
 4. The Property Owner must prepare a **Letter of Notification to Contractor for Termination from the City of St. Petersburg Building Permit**, below and send it to the Contractor identified on the Permit by way of Certified Mail. The Letter of Notification to Contractor for Termination from the City of St. Petersburg Building Permit must be signed by the Property Owner in the presence of a notary.
 5. The Property Owner must send a copy of the Change of Contractor Notification Form and Letter of Notification to Contractor for Termination from the City of St. Petersburg Building Permit with the green certified mail slip to the City of St. Petersburg as proof that the Contractor identified on the Permit has been notified of the termination.
 6. All Building Plan Review, Inspection and Change of Contractor Fees must be paid before a Change of Contractor can be approved.
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SCENARIO 5: CHANGE FROM OWNER-BUILDER TO CONTRACTOR (APPLIES ONLY TO ISSUED PERMITS)

Process:

1. The Owner-Builder identified on the Permit must complete Section A and Section C of the **Change of Contractor Notification Form**.
1. The Contractor must sign Section B of the Change of Contractor Notification Form.
3. The Building Review and Inspection Division must pre-approve the eligibility of the request.
4. All Building Plan Review, Inspection and Change of Contractor Fees must be paid before a Change of Contractor can be approved.



Construction Services & Permitting
**Change of Contractor
Notification Form**

One Fourth Street North
St. Petersburg, FL 33701
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PERMIT AND PROPOSED CONTRACTOR INFORMATION

DATE: _____ PERMIT APPLICATION NO. _____
JOB ADDRESS: _____
Proposed Contractor NAME: _____
Proposed Contractor E-MAIL: _____
Proposed Contractor PHONE: _____

CHANGE OF CONTRACTOR SCENARIO OPTIONS

- Scenario 1: Change of Contractor Identified on Permit
- Scenario 2: Terminate and Replace the Contractor Identified on the Permit
- Scenario 3: Change from Contractor to Owner-Builder
- Scenario 4: Terminate Owner-Builder and Replace with Contractor
- Scenario 5: Change from Owner-Builder to Contractor (applies only to issued permits)

SUBCONTRACTOR OPTIONS

- Change of Contractor using the same subcontractors
- Change of Contractor using new subcontractors

Sections A through C must be completed in full and signed in the presence of a notary.

SECTION A: CONTRACTOR IDENTIFIED ON THE PERMIT SIGNATURE

Signature of Contractor's Qualifier: _____

Printed Name of Contractor's Qualifier: _____

Printed Business Name: _____ Phone No. _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online
notarization this _____ day of _____, 20____, by printed name of owner or qualifier: _____

_____. Such person(s) (*Notary to check applicable box.*):

- are personally known to me.
- has produced a current driver's license _____.
- has produced _____ as identification.

Notary Signature _____

Must comply with Notarial Law - Notary Seal:



Construction Services & Permitting
**Change of Contractor
Notification Form- Continued**

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Sections A through C must be completed in full and signed in the presence of a notary.

SECTION B: PROPOSED CONTRACTOR SIGNATURE

Signature of Proposed Contractor: _____

Printed Name of Proposed Contractor: _____

Printed Business Name: _____ Phone No. _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online
notarization this ____ day of _____, 20____, by printed name of owner or qualifier: _____
_____. Such person(s) (*Notary to check applicable box.*):

- are personally known to me.
- has produced a current driver's license _____.
- has produced _____ as identification.

Notary Signature _____

Must comply with Notarial Law - Notary Seal:

SECTION C: PROPERTY OWNER SIGNATURE

Signature of Property Owner: _____

Printed Name of Property Owner: _____

Printed Business Name: _____ Phone No. _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online
notarization this ____ day of _____, 20____, by printed name of owner or qualifier: _____
_____. Such person(s) (*Notary to check applicable box.*):

- are personally known to me.
- has produced a current driver's license _____.
- has produced _____ as identification.

Notary Signature _____

Must comply with Notarial Law - Notary Seal:

Letter of Notification to Contractor for Termination from Building Permit

March 23, 2020

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St. Petersburg, FL 33701
(727) 893-7231/ email: permits@stpete.org

This letter is to inform you, _____, the Contractor, that you are being terminated from the City of St. Petersburg Permit Application No. _____ associated with the structure located at _____ as of _____ (termination date).

The reasons for this termination are due to:

Notarized Signature

Signature of Property Owner: _____

Printed Name of Property Owner: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization this _____ day of _____, 20____, by printed name of owner or qualifier: _____.

Such person(s) (*Notary to check applicable box.*):
are personally known to me.
has produced a current driver's license _____.
has produced _____ as identification.

Notary Signature _____

Must comply with Notarial Law - Notary Seal:

To be completed after mailing to the Contractor or Owner-Builder

This information must be provided to the City of St. Petersburg Building Department as proof of notification.

Certified Mail Receipt/Tracking Number: _____

Insert/attach Certified Mail Receipt copy here: