



Bay County Building Safety Division
 840 W. 11th St.
 Panama City, Fl. 32401
 (850)248-8373 Fax: (850) 248-8384

Change of Contractor Form

Permit #: _____

Address: _____

Please select one or more of the following options below:

- Change of Contractor
- Change of Owner Builder

ORIGINAL CONTRACTOR/OWNER BUILDER:

 Printed Name of Original Contractor

 Original Contractor's Signature

License #:

Business Name: _____ Phone#:

The foregoing instrument was acknowledged before me this ___ day of _____ in the year 20__.

Signature of Notary Public: _____ Seal:

CHANGE TO NEW CONTRACTOR/OWNER BUILDER:

 Printed Name of New Contractor

 New Contractor's Signature

License #:

Business Name: _____ Phone#:

The foregoing instrument was acknowledged before me this ___ day of _____ in the year 20__.

Signature of Notary Public: _____ Seal:

Office Staff Only:

Date Approved: _____ Approved by:

CHANGE OF CONTRACTOR PROCEDURE

A change of contractor on an issued permit is requested by the owner of record or the contractor for the permit and is accomplished in accordance with the Florida Building Code Statue 489. A building permit issued to a licensed contractor by the Building Department may be transferred to a NEW licensed contractor or owner builder to complete the construction. Prior to the actual transfer of the building permit from the original contractor to the new contractor or owner builder a Change of Contractor Form must be notarized and submitted.

Owner Requested Change of Contractor:

When an owner requests a change of contractor, the owner shall submit a completed Change of Contractor Form to the Building Department.

In addition, the owner shall submit in writing to the Bay County Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor and that the contractor has been terminated. This shall be either a copy of a certified letter sent to the contractor by the owner or the notarized Change of Contractor Form signed by the original contractor making them aware of and has no objection to the change of contractor request.

Any portion of work already covered by the contractor shall be suspended and no further inspections performed until a new contractor has signed onto the permit.

Contractor Request to Withdraw from a Permitted Job:

When a contractor wants to withdraw from a permitted job without canceling the permit, the contractor shall submit a request to the Building Official that the owner of record has been notified, and submit a Change of Contractor form.