



Bay County Building Safety Division
840 W. 11th Street
Panama City, FL 32401
850-248-8350 www.baycountyfl.gov

CHANGE OF CONTRACTOR/CANCELATION OF PERMIT PROCEDURES

OWNER REQUESTED CHANGE OF CONTRACTOR OR SUB-CONTRACTOR:

When an Owner requests a Change of Contractor, the Owner shall submit a completed Hold Harmless/Indemnity form (attached) to the Building Department stating the reason for the change being requested and stating that the Bay County Building Safety Division (BCBSD) and its employees (including the Building Official) are held harmless from any legal involvement regarding this request. The existing permit may be canceled, but it is not necessary.

In addition, the Owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of the intent to change the contractor. The proof shall be either a copy of a certified registered letter sent to the contractor by the Owner together with a copy of the Domestic Return Receipt for Certified Mail. The letter should state specifically that the contractor is being removed from the job/permit. It should reference the Permit Number and the address of the job. This can also be accomplished by a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request.

When an Owner requests a Change of Sub-Contractor, the procedures above apply, with the exception that both the Owner of record and the contractor shall submit a completed Hold Harmless/Indemnity form to the Building Official.

Any portion of work already covered by the contractor or sub-contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has submitted a new permit application, signed by the owner and the new contractor.

CONTRACTOR REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor chooses to withdraw from a permitted job without canceling the permit, the contractor shall submit proof to the Building Official that the Owner of record has been notified and submit a completed Hold Harmless/Indemnity form stating that the BCBSD and its employees (including the Building Official) are held harmless from any legal involvement.

If a sub-contractor wants to withdraw from a permitted job without canceling the permit, the sub-contractor shall submit proof to the Building Official that the Owner of record and the contractor have been notified, and also submit a completed Hold Harmless/Indemnity form stating that the BCBSD and its employees (including the Building Official) are held harmless from any legal involvement.

CONTRACTOR REQUEST TO CANCEL A PERMIT:

If a contractor chooses to cancel a permit, they shall submit proof to the Building Official that the Owner of record for the permit has been notified. The proof shall be either a copy of a certified registered letter sent to the Owner together with a copy of the Domestic Return Receipt for Certified Mail, or by a notarized letter from the Owner stating they are aware of and has no objection to the cancellation of the permit. In addition, the contractor will submit a completed Hold Harmless/Indemnity form stating that the BCBSD its employees (including the Building Official) are held harmless from any legal involvement. Upon receipt of these documents, the existing permit will be canceled.

If a sub-contractor chooses to cancel a permit, the same procedures apply, with the exception that the sub-contractor must show proof to the Building Official that both the contractor and the Owner of Record have been notified and have no objections. The sub-contractor will also submit a completed Hold Harmless/Indemnity form stating that the BCBSD and its employees (including the Building Official) are held harmless from any legal involvement.



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CHANGE OF CONTRACTOR

Date: _____

PERMIT TYPE: Building Mechanical Plumbing Electrical Roof Other: _____

Permit #: _____ Job Address: _____

Property Owner: _____

Original Contractor: _____ Cert. #: _____

New Contractor: _____ Cert. #: _____

Reason for Change: _____

This instrument is for the purpose of advising all concerned that the person(s) whose signature appears below will hold the BCBSD Building Official and BCBSD harmless as a result of this Change of Contractor. The undersigned agrees to indemnify and hold harmless and defend the BCBSD, their agents, servants and employees from and against any claim arising out of this Change of Contractor through the act, error, omission or negligent act of the undersigned, it's or his agents, servants or employees or any act, error, omission or negligent act for which the BCBSD, their agents, servants or employees are alleged to be liable.

ORIGINAL CONTRACTOR:

 Printed Name of Original Contractor Original Contractor's Signature

Printed Business Name: _____ (MUST BE FILLED OUT)

Original Contractor Subscribed and Sworn to before me this _____ day of _____ in the year _____

 Notary Public's Signature My Commission Expires

NEW CONTRACTOR:

 Printed Name of NEW Contractor NEW Contractor's Signature

Printed Business Name: _____ (MUST BE FILLED OUT)

Original Contractor Subscribed and Sworn to before me this _____ day of _____ in the year _____

 Notary Public's Signature My Commission Expires

OWNER:

 Printed Name of Owner Owner's Signature

Owner subscribed and sworn to before me this _____ day of _____ in the year _____.

 Notary Public's Signature My Commission Expires



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HOLD HARMLESS

Date: _____

Property located at: _____

Parcel ID #: _____

As the owner of subject property, I request the change of contractor and/or cancellation of permit number (in full) _____, issued to (name of orig permit holder) _____ (original permit holder mailing address) _____ on (date) _____ for the following reason _____.

Date of last inspection: _____

I no longer authorize the previous permit holder to proceed with the work covered by the permit. I hereby apply as owner-builder, or authorize (new contractor) _____ to apply for such permits to construct or complete the construction on subject property.

I agree to hold the BCBSD, its agents and authorized personnel harmless and relieve them from any responsibility of liability for any legal action or damage, cost or expense (including attorney's fee) resulting from change of contractor and/or cancellation of the existing permit or the issuance of a new permit. I furthermore assume responsibility for the correction of work performed under the permit for which I am requesting change of contractor and/or cancellation.

OWNER

GENERAL CONTRACTOR (NEW)

Signature _____

Signature _____

Print Name _____

Print Name _____

STATE OF FLORIDA
 COUNTY OF BAY:

STATE OF FLORIDA
 COUNTY OF BAY:

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

SWORN TO AND SUBSCRIBED

SWORN TO AND SUBSCRIBED

before me this _____ day of _____, 20 _____

before me this _____ day of _____, 20 _____

by _____

by _____

Personally known or Produced Identification

Personally known or Produced Identification

Notary signature

Notary Signature

(SEAL) _____
 PRINT, TYPE OR STAMP NAME OF NOTARY

(SEAL) _____
 PRINT, TYPE OR STAMP NAME OF NOTARY

*****DEPARTMENT USE ONLY*****

Note: Hold Harmless letter must be signed by the owner of the property and the General Contractor in case of subsidiary permits or change of qualifier.

Date Issued (original): ___/___/___ Change Date: ___/___/___ Fee: _____ Last Valid Inspection: ___/___/___

CHANGE OF CONTRACTOR FORM MUST BE SUBMITTED WITH HOLD HARMLESS