



**POLK COUNTY, BUILDING DIVISION**

**CHANGE OF PRIMARY CONTRACTOR**

**To change the Primary Contractor on an active permit, the following is needed:**

1. An original notarized form from the property owner requesting a change of primary contractor.
2. A copy of the notarized letter sent by Certified Mail to the current contractor from the owner/customer, advising the contractor of the owner/customer's intention to cancel their contract.
3. Provide a copy of the certified mail Return Receipt (green card). The card must have either the signature of the contractor, or the signature of the contractor's representative, on the card. If the U.S. Postal Service is unable to obtain a signature on the card, they will stamp the envelope "undeliverable" and will return it to the sender. This envelope must be provided if the green card is returned unsigned.
4. An original notarized form from the new contractor accepting and assuming all responsibilities for the job.
5. Completed Contractor Change Request listing all subcontractors whether they are being changed or not.
6. Recorded new Notice of Commencement indicating new contractor for any permit where one is required.
7. Payment of Fees due including, but not limited to, any outstanding permitting, red tag or administrative fees.



Change of Primary Contractor Letter
(Owner Acknowledgement Letter)

Re: Project address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

I, \_\_\_\_\_, am requesting a change of primary contractor for above listed permit.
(Name of Owner)

From: \_\_\_\_\_ of \_\_\_\_\_
(Current Contractor's License Holder) (Current Contractor's Company Name)

To: \_\_\_\_\_ of \_\_\_\_\_
(New Contractor's License Holder) (New Contractor's Company Name)

I hereby certify that the attached letter is a copy of the termination letter that was sent to the current contractor on file for the permit number listed above by certified mail as evidenced by the attached proof of certified mail.

Owner: \_\_\_\_\_
Signature

STATE OF FLORIDA
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_, by the above referenced individual, \_\_\_\_\_, who acknowledge that he/she is the owner of above listed property and who acknowledged that he/she is authorized to execute this document. He/she is either personally know to me or produced \_\_\_\_\_ as valid identification.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_



Change of Primary Contractor Letter  
(New Contractor Acknowledgement Letter)

Re: Project address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

I, \_\_\_\_\_ am taking full responsibility for the entire project at the  
(Name of Contractor) address and permit number listed above

License Holder Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_, City: \_\_\_\_\_, State: \_\_\_\_\_, Zip Code: \_\_\_\_\_

License Holder Signature: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me the \_\_\_\_\_ day of \_\_\_\_\_, by the  
above referenced individual, \_\_\_\_\_, who acknowledge that he/she is  
the owner of above listed property and who acknowledged that he/she is authorized to execute this  
document. He/she is either personally know to me or produced \_\_\_\_\_ as  
valid identification.

WITNESS my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

Name: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_