



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. An original notarized Change of Primary Contractor form from the new contractor accepting the job as per F.S. 553.79.
3. Completed Contractor Change Request listing all subcontractors whether they are being changed or not.
4. A new recorded Notice of Commencement indicating new contractor for any permit where one is required.
5. 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, _____, as the property owner, am requesting a change of primary contractor for the above listed permit.

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.

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
(New Contractor Acknowledgement)

Re: Project address: _____

City: _____ State: _____ Zip Code: _____

Permit Number: _____

I, _____ am the new primary contractor for the 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 new contractor 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: _____