

# PERMIT APPLICATION FOR CHANGE OF CONTRACTOR

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If your permit **has not been issued**:

1. [Complete a new building permit application.](#)
2. Make sure to include the permit number on the application.
3. Email new Building Permit application to [digitalpermits@orlando.gov](mailto:digitalpermits@orlando.gov)

If your permit **has been issued**:

1. **Complete the Change of Contractor Application (page 2).**
2. **The owner and contractor must sign and notarize the Change of Contractor Application (page 2).**
3. Submit your application (**page 2**) in one of three ways:

**ONLINE** at [Orlando.gov/change-contractor](http://Orlando.gov/change-contractor)

You can **DROP-OFF THE COMPLETED APPLICATION IN-PERSON**

City Hall Permitting Services Division (1st Floor)

400 South Orange Avenue Orlando, FL 32802

8 a.m. - 5 p.m., Monday through Friday, except holidays.

4. **Record a new Notice of Commencement indicating new contractor for any permit where job cost is \$2,500 or more (if applicable).**

Orange County Comptroller's Office

109 East Church Street, 3rd Floor, Suite 300, Orlando, FL 32802

Hours of Operation: 7:30 a.m. - 4:30 p.m. Monday through Friday, except holidays

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## Fee:

Change of Contractor Fee is 25% of the original permit fee or \$60, whichever is greater for each permit associated with the job.

**City of Code Chapter 13 Section 13.2 (d) 105.16 Permit transfer.**

*A permit may be transferred from one holder to another, and such transfer may occur before or after work has commenced. The building official shall transfer a permit upon receipt of a written, signed, and notarized request to do so from the owner of the real property to which the permit applies, and the payment of a fee set by resolution of Council and equal to the reasonably estimated administrative cost of transferring a permit. The building official may require transfer applicants to make their request on a form provided for such purpose.*

# PERMIT APPLICATION FOR CHANGE OF CONTRACTOR

Permit #: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
New Contractor's Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Previous Contractor's Name: \_\_\_\_\_  
Previous Company Name: \_\_\_\_\_  
Digital Applicant Name: \_\_\_\_\_  
Digital Applicant Email: \_\_\_\_\_

PROPERTY OWNER

\*Property Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ (Owner)

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

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by \_\_\_\_\_, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

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

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

## NEW CONTRACTOR INFORMATION

CONTRACTOR

\*Contractor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_ (Contractor)

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

SWORN to and subscribed freely and voluntarily for the purpose therein expressed before me by \_\_\_\_\_, known to me to be the person described in and who executed the foregoing. He/she is personally known to me or has produced \_\_\_\_\_ (type of identification) as identification.

WITNESS my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

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

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

## CERTIFICATE OF COMPETENCY HOLDER

Contractor's State Certification or Registration No. \_\_\_\_\_

Contractor's Certificate of Competency No. \_\_\_\_\_

## OWNER'S ELECTRONIC SUBMISSION STATEMENT:

Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

For plan review status, inspection scheduling/results and other permitting information, visit online at [cityoforlando.net/](http://cityoforlando.net/)

## PERMITTING

CITY HALL • 400 SOUTH ORANGE AVENUE • FIRST FLOOR • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990 • FAX 407.246.3420 • [cityoforlando.net/permits](http://cityoforlando.net/permits)

revised 11/2019