

PERMIT APPLICATION FOR CHANGE OF CONTRACTOR

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

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](https://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

Phone: 407.836.5115

Fee:

Change of Contractor Fee is 25% of the original permit fee or minimum permit fee, whichever is greater per permit.

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 _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____, day of _____, 20____, by _____ as _____, _____, a Florida _____, on behalf of the company, who is personally known to me or has produced _____ (type of identification) as identification.

Notary Public Signature

Print Name: _____ My Commission Expires: _____

NEW CONTRACTOR INFORMATION

CONTRACTOR

*Contractor Signature _____ Date: _____

Print Name _____ (Contractor)

STATE OF FLORIDA, COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____, day of _____, 20____, by _____ as _____, _____, a Florida _____, on behalf of the company, who is personally known to me or has produced _____ (type of identification) as identification.

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 orlando.gov
PERMITTING

CITY HALL • 400 SOUTH ORANGE AVENUE • FIRST FLOOR • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
orlando.gov/permits