

Village of Estero Building and Permitting Services  
9401 Corkscrew Palms Cir  
Estero, FL 33928  
Tel # (239) 221-5036 | Fax # (239) 319-2235



### CHANGE OF CONTRACTOR

Permit Number: \_\_\_\_\_ E:mail: \_\_\_\_\_

<p>Date: _____ Contractor's Licenses No.: _____ Job Address: _____ _____</p>	<p>Please select one or more of the following options below:</p> <p><input type="checkbox"/> Change of Contractor</p> <p><input type="checkbox"/> Change of Sub-Contractors</p> <p><input type="checkbox"/> Change of Owner Builder</p>
------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### ORIGINAL CONTRACTOR/SUBCONTRACTOR/OWNER:

\_\_\_\_\_  
Printed Name of Original Contractor Original Contractor's Signature

Printed Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Signature of Notary Public: \_\_\_\_\_ Seal

#### CHANGE TO NEW CONTRACTOR/SUBCONTRACTOR/OWNER:

\_\_\_\_\_  
Printed Name of New Contractor/Owner New Contractor's Signature/Owner

Printed Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

New Contractor Subscribed and Sworn to before me this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_ Seal

#### OWNER/GENERAL CONTRACTOR AUTHORIZING:

\_\_\_\_\_  
Printed Name of Owner/General Contractor Owner's/General Contractor's Signature

Phone #: \_\_\_\_\_

Owner/Contractor Subscribed and Sworn to before me this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_ Seal

## CHANGE OF CONTRACTOR PROCEDURE

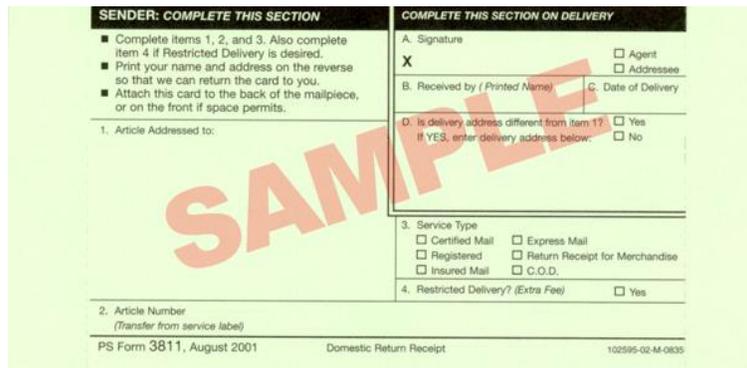
A Change of Contractor(s) on an issued permit(s) is requested by the Owner of record or the contractor for the permit and is accomplished in accordance with the Florida Building Code. A building permit issued to a licensed contractor by the Village of Estero Building and Permitting Services may be transferred to a NEW Licensed Contractor or owner builder to complete the construction. Prior to the actual transfer of the building permit from the Original contractor to the NEW contractor or owner builder a Change of Contractor Form must be notarized and submitted, and a new application form completed in its entirety as well as an updated NOC reflecting the new contractor's name.

### Owner Requested Change of Contractor or Sub-Contractor:

When an Owner requests a Change of Contractor, the Owner shall submit a completed Change of Contractor Form to the Village of Estero Building and Permitting Services Department stating the reason for the change being requested. In addition, the Owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of 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 (see sample below), or the notarized Change of Contractor signed by the Original Contractor making them aware of and has no objection to the Change of Contractor request.

### QUALIFIERS ACKNOWLEDGEMENT OF THE VILLAGE OF ESTERO REGULATIONS

**THIS PERMIT IS VOID IF THE FIRST INSPECTION IS NOT MADE WITHIN SIX (6) MONTHS FROM THE DATE ISSUED OR IF NO INSPECTION HAS BEEN MADE FOR A PERIOD OF SIX (6) MONTHS FROM THE MOST RECENTLY PASSED INSPECTION. THE PERMIT IS VOID IF THE ZONING CLASSIFICATION IS VIOLATED. APPLICANT AGREES TO COMPLY WITH THE SANITARY REGULATIONS AND UNDERSTANDS THAT THE PROPOSED STRUCTURE MAY NOT BE USED OR OCCUPIED UNTIL AN APPROVED CERTIFICATE OF OCCUPANCY IS ISSUED. APPLICANT FURTHER UNDERSTANDS THAT FAILURE TO OBTAIN PERMIT OR MISREPRESENTATION OF THE IMPROVEMENTS IS A MISDEMEANOR AND UPON CONVICTION, APPLICANT CAN BE PUNISHED AS PROVIDED BY THE LAW. FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE IMPROVEMENTS.**



The image shows a sample Domestic Return Receipt form for Certified Mail. The form is divided into two main sections: 'SENDER: COMPLETE THIS SECTION' and 'COMPLETE THIS SECTION ON DELIVERY'. A large 'SAMPLE' watermark is overlaid on the form.

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

2. Article Number  
(Transfer from service label)

PS Form 3811, August 2001

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
 Agent  
 Addressee

B. Received by (Printed Name) \_\_\_\_\_ C. Date of Delivery \_\_\_\_\_

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type

Certified Mail  Express Mail  
 Registered  Return Receipt for Merchandise  
 Insured Mail  C.O.D.

4. Restricted Delivery? (Extra Fee)  Yes

Domestic Return Receipt 102595-02-M-0835

When an Owner or General Contractor requests a Change of Sub-Contractor, the procedures as stated above apply. 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 been associated to the permit.

**Fees:** Processing fees will apply if permit has been issued – Any applicable fees are per the Village of Estero Community Development Department Fee Schedule

### Contractor Request to Withdraw from a Permitted Job:

When a contractor wants 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 Change of Contractor form.