

**CHANGE OF CONTRACTOR NOTICE  
OR SURRENDERANCE OF ISSUED PERMIT  
City of Bradenton Beach**

**\_\_\_\_\_ Change of Contractor. The Owner will hire a New Contractor to complete permitted work.**

The owner of the property will need to submit this form as a City of Bradenton Beach Hold Harmless notice. The Hold Harmless notice must be signed by the property owner and the new general contractor as well. A new Permit Application from the new contractor must be submitted to the Building Department and/or the Subcontractor Verification form, if needed. Please be advised that the Building Department charges an administrative fee of \$100.00 per change of contractor and \$50.00 per subcontractor. A new Notice of Commencement form will be required.

**Permit number:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_  
issued to: \_\_\_\_\_ located at: \_\_\_\_\_  
State of FL License Number: \_\_\_\_\_ Phone # \_\_\_\_\_

I hereby authorize as my new contractor \_\_\_\_\_ License # \_\_\_\_\_.  
My new contractor is to apply for such permits as necessary to construct or complete the construction at subject property. As the owner of the property, I agree to hold the City of Bradenton Beach, its agents and authorized personnel, hold harmless and relieve them of any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the cancellation of the existing permit or the issuance of a new permit. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to transfer the permit.

\_\_\_\_\_  
**Signature of Property Owner**

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of \_\_\_ physical presence or \_\_\_ online notification, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ by (owner's name) \_\_\_\_\_, who is \_\_\_ personally known to me or \_\_\_ who has produced as identification \_\_\_\_\_ exp \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_ Stamp:

As the new contractor assigned to this project, I agree to hold the City of Bradenton Beach, its agents and authorized personnel, hold harmless and relieve them of any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the cancellation of the existing permit or the issuance of a new permit. I, the new contractor, furthermore assume responsibility for the entire scope of the permitted work, specifically all work completed and work to be completed. I further assume the entire scope of the permitted work, specifically all work completed and work to be completed. I further assume full responsibility for any corrections, if required, of the work performed under the permit for which I am requesting cancellation. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to transfer the permit.

\_\_\_\_\_  
**Signature of New Contractor/Qualifier**

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of \_\_\_ physical presence or \_\_\_ online notification, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ by (contractor's name) \_\_\_\_\_, who is \_\_\_ personally known to me or \_\_\_ who has produced as identification \_\_\_\_\_ exp \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_ Stamp:

CONTINUED:

**Request to surrender permits. The contractor/qualifier is no longer going to perform work.**

The contractor of record who is no longer going to perform work on a project must send a letter to the City of Bradenton Beach Building Department advising of this fact and include a copy of the permit. The letter must include the permit number, jobsite address and explanation as to why the permit is being surrendered.

A hold will be placed on the permit to prevent inspections until the owner has completed the hold harmless process to change the permit into the name of the new contractor or an inspection can be scheduled to verify what, if any, of the permitted work has been completed. The permit holder and property owner will receive written notification with reference to the change of contractor requirements and status of permit. No permitting fees will be refunded. The City will require new Subcontractor Verification forms for the listed trades on the issued permit.

NOTE: Failure to complete the permitted work could result in Code Violations and the loss of use of the property/structure. Transferring the permit to another licensed contractor could save the expense and time of re-permitting the work that has been permitted already.

Permit number: \_\_\_\_\_ Property Address: \_\_\_\_\_  
issued to: \_\_\_\_\_ located at: \_\_\_\_\_  
State of FL License Number: \_\_\_\_\_ Phone # \_\_\_\_\_

I no longer authorize this previous permit holder to proceed with the work covered by this permit for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ The last inspection date on this permit was: \_\_\_\_\_

As the owner of the property, I agree to hold the City of Bradenton Beach, its agents and authorized personnel, hold harmless and relieve them of any responsibility or liability for any legal action or damage, cost or expense (including attorney's fees) resulting from the cancellation of the existing permit or the issuance of a new permit. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to transfer the permit.

**Signature of Property Owner**

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of \_\_\_ physical presence or \_\_\_ online notification, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ by (owner's name) \_\_\_\_\_, who is \_\_\_ personally known to me or \_\_\_ who has produced as identification \_\_\_\_\_ exp \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_ Stamp:

**Signature of Contractor Surrendering the Permit**

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of \_\_\_ physical presence or \_\_\_ online notification, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ by (contractor's name) \_\_\_\_\_, who is \_\_\_ personally known to me or \_\_\_ who has produced as identification \_\_\_\_\_ exp \_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_ Stamp: