



BUILDING DEPARTMENT

1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

**CHANGE OF CONTRACTOR
(INSTRUCTION SHEET)
From Owner-Builder to General Contractor**

WILLING

Use this packet if the Owner-Builder is hiring a General Contractor to construct or complete the project

Documents required:

1. **Work Permit Application** Signed by the Property Owner and the New Qualifier
2. **Change of Contractor Hold Harmless Form**
 - A. Signed by the Owner on the first page and the New Contractor on the second page
3. Letter from the Property Owner stating he/she is hiring a contractor to start/complete the project.
4. **Check** payable to the **City Of Miami Beach** in the amount of :
 - A. If work has taken place the amount for a change of contractor is \$150.00.
 - B. If no work has taken place the amount for a change of contractor is \$115.00.

Change of Contractor transferring permit

From:

Owner Builder

To:

General Contractor

**SAMPLE LETTER
FROM OWNER TO BUILDING OFFICIAL**

Date _____

Richard McConachie, Building Official
Building Department
City of Miami Beach
1700 Convention Center Dr., 2nd Floor
Miami Beach, FL 33139

Re: Permit # _____
Address: _____

Dear Mr. McConachie:

I, _____, (owner builder) originally pulled this permit as an Owner Builder. I have now decided to hire a General Contractor to construct or complete this project. I wish to process a Change of Contractor.

Very Truly Yours,

Owner's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Owner

Personally known to me; or Produced Identification _____

Signature of Notary Public

(Seal)



BUILDING DEPARTMENT
1700 Convention Center Drive, 2nd Floor
Miami Beach, FL, 33139

Change of Contractor Hold Harmless

Re: Property located at _____

To whom it may concern:

As legal owner of subject property, I request a change of contractor for permit number _____ issued to _____ (name of previous permit holder) whose mailing address is _____. The permit was issued on _____ (date permit was issued). I am requesting a change of contractor for the following reason:

I hereby authorize _____ (new contractor) to take over the permit to construct or complete the construction at subject property.

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

Very Truly Yours,

Owner's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Owner

[] Personally known to me; or [] Produced Identification _____

Signature of Notary Public

(Seal)

Change of Contractor Hold Harmless (cont'd)

Re: Property located at _____

Permit Number _____

I, the new CONTRACTOR, agree to hold the City of Miami Beach Building Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the Change of Contractor on the existing permit. I furthermore assume responsibility for the entire scope of the permitted work; specifically all work completed and work to be completed. I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting a change of contractor. If there has been a change of ownership on the property, the new owner assumes responsibility of notifying the previous owner of his or her intent to transfer the permit.

Very Truly Yours,

Qualifier's Signature

The person, whose signature is above, deposes that he/she is the legal owner of the above property.

STATE OF FLORIDA

COUNTY OF DADE

Sworn to and subscribed before me this _____ day of _____, 2008 by:

Printed Name of Qualifier

[] Personally known to me; or [] Produced Identification _____

Signature of Notary Public

(Seal)