



BUILDING DEPARTMENT

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

CHANGE OF CONTRACTOR (INSTRUCTION SHEET)

From Previous Sub-Contractor to New Sub-Contractor
TRADE PERMIT IS ATTACHED TO A MASTER

WILLING

Use this packet if the Sub-Contractor is **WILLING**
to provide a letter of withdrawal

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 qualifier for the general contractor on the second page (notarized)
3. **Letter from the existing contractor of record** stating he/she wishes to withdraw from the project/permit and he/she no longer wishes to be responsible for the work or that he/she is aware of the change of contractor taking place. This letter must be on company letterhead, signed by the qualifier & must be notarized to make it a legal document
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.
5. **Contractors Licenses & Insurances on File:**
 - A. Occupational License for place of business; State Certification; and Certificate of Insurance made out to the **City of Miami Beach** for Liability & Workers' Compensation or Workers' Compensation exemption. or;
 - B. Municipal Contractor's Occupational License; Certificate of Competency; and Certificate of Insurance made out to the **City of Miami Beach** for Liability & Workers' Compensation or Workers' Compensation exemption.

Change of Contractor transferring permit

From:

Sub-Contractor who is willing to provide a letter of withdrawal

To:

Another Sub-Contractor hired by the General Contactor

**SAMPLE LETTER
FROM SUB-CONTRACTOR TO SUB-CONTRACTOR**

Date

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

RE: Sub Permit #: _____
Address: _____

Mr. McConachie:

I, _____, (qualifier), am the qualifier for
_____ (company name). I am notifying you that, my
company will no longer be doing the job at _____ (address)
under permit number _____.

Permit # _____ is still active, NOT EXPIRED.

I wish to withdraw from this job/permit because:

I no longer want to be held responsible for work done at the above-mentioned address.
I have no objections to a change of contractor for this job/permit.

Qualifier's Signature

Printed Name

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)

If the letter is going to be hand-delivered to the General Contractor, the General Contractor needs to fill out below.

Received by: Signature

Date

Printed Name



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 no longer authorize the previous permit holder to proceed with the work covered by the permit.

I hereby authorize _____ (name of new sub-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

STATE OF FLORIDA

COUNTY OF DADE

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

Printed Name of Applicant

[] 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 General 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.

Qualifier's Signature

Date

Printed Name

The person, whose signature is above, deposes that he/she is the qualifier for the prime contractor.

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)