



Date _____

Request to **Change the Contractor of Record** and **Hold Harmless Affidavit** for the Following:

Permit Number: _____
Property Owner: _____
Project Address: _____
Existing Contractor: _____
New Contractor: _____
New Contractor Address (Street/Town/State/Zip Code): _____

To Whom It May Concern:

The Existing Contractor for the above referenced project:

- _____ has abandoned the project.
- _____ is unwilling to complete the project.
- _____ is unable to complete the project.

I (we) therefore, request the replacement of the existing contractor with the new contractor noted above. In accordance with Florida Building Code, Section 106.10.4.4, the undersigned agree to hold the Building Official and the Town of Pembroke Park harmless from legal involvement. Also as noted below, a copy of this letter has been mailed to the existing contractor. I (we) understand that when this request relates to a change in the primary contractor, this letter must only be signed by the property owner; and that when the request relates to a sub contractor, both the property owner and prime contractor, must sign the letter. Included with this letter is a check made payable to the Town of Pembroke Park in the amount of \$25.00, for the processing of this request. Also is a competed permit application for the new contractor.

(Property Owner Signature)

(Signature of Contractor's Qualifier)

(Print Name)

(Print Name)

Sworn to (or affirmed) and subscribed
subscribed
before me this _____ day of
_____, 20_____.

Sworn to (or affirmed) and
before me this _____ day of
_____, 20_____.

Signature _____
(NOTARY as to Property Owner)
Personally Known: _____,

Signature _____
(NOTARY as to Contractor's Qualifier)
Personally Known: _____,

Identification Provided _____.

Identification Provided: _____.

CC: _____
(Existing Contractor)