



## **Town of Pembroke Park**

### **Change of Contractor/Architect/Engineer**

### **Procedure:**

The following is required to be submitted to the Building Department for a Change of Contractor/Architect/Engineer:

- New permit application per trade.
- New permit application with the New Contractor/Architect/Engineer
- Change of Contractor/Architect/Engineer Form ( With Original Signatures)
- Proof of return receipt from The Local Post Office ( U.S.P.S)

#### **Please Note:**

- The new drawings shall be re-reviewed by all applicable trades.
- There will be a \$35.00 fee for the Change of Contractor/Architect/Engineer plus any other applicable fees per re-reviews for each trade.
- The new Contractor/Architect/Engineer record must comply with the requirements of Chapter 471, Florida Statutes & Chapter 61G15, Florida Administrative Code.



# Town of Pembroke Park

## Change of Contractor, Architect, or Engineer Form:

As the legal owner of property located at: \_\_\_\_\_

I request a change of Architect, Contractor, or Engineer for permit #: \_\_\_\_\_

Issued to (name of previous Architect, Contractor, or Engineer) \_\_\_\_\_

With a mailing address of: \_\_\_\_\_ on date: \_\_\_\_\_ for the proposed work:

Status of permit:  In Process  Active  Expired

I no longer authorize the previous Architect, Contractor or Engineer to proceed with the work covered by the plans/permit. I hereby as owner-builder, or authorized new Architect, Contractor, or Engineer: \_\_\_\_\_ to apply for such permits or complete the construction on subject property.

**Note: For change of Architect, Contractor and/or Engineer provide a release from the previous Architect, Contractor, or Engineer to this form.**

If permit is issued or active,

I agree to hold **The Town of Pembroke Park**, 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 cancellation of the existing permit and/or the issuance of a new permit. I furthermore assume responsibility for the correction, if required, of 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.

Owner: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sworn to or affirmed and subscribed before me

Sworn to or affirmed and subscribed before me

This \_\_\_ day of \_\_\_\_\_, in the year 20\_\_

This \_\_\_ day of \_\_\_\_\_, in the year 20\_\_

Personally Known

Personally Known

Identification Provided

Identification Provided

\_\_\_\_\_

\_\_\_\_\_

Notary Public

Notary Public



# Town of Pembroke Park

## Change of Contractor/Architect/Engineer

### Waiver of 10 Day Notification Period

**Date:**

Re: Property located at:

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**To Whom It May Concern:**

We the undersigned contractor/subcontractors have been properly notified of the change of contractor and agree to the change on permit number: \_\_\_\_\_, issued to (name of permit holder)

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\_\_\_\_ Day \_\_\_\_ Month \_\_\_\_\_ Year. We are aware that we can file an objection that will be part of the file.

Contractor Number: \_\_\_\_\_

Qualifier Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sworn to or affirmed and subscribed before me this

\_\_\_\_ Day of \_\_\_\_\_, in the year 20\_\_\_\_

By \_\_\_\_\_

who has taken an oath and is personally known to

me or has produced \_\_\_\_\_

as identification.

My Commission Expires:

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Notary Public