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 Statues & 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:

Signature: __________________________
Print Name: __________________________
Sworn to or affirmed and subscribed before me
This ___ day of __________________, in the year 20___
Personally Known □
Identification Provided □

Prime Contractor:

Signature: __________________________
Print Name: __________________________
Sworn to or affirmed and subscribed before me
This ___ day of __________________, in the year 20___
 Personally Known □
 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:

__________________________


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)

__________________________

______ 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:

__________________________

Notary Public