



SUBMITTAL REQUIREMENTS:

- Copy of certified letter of change sent to previous contractor
- Application; signed by both owner and new contractor
- Change of Contractor form: Only property owner may request change of contractor for master permit contractor
- New Contractor's License/State Occupational
- New Contractor's Certificate of Competency
- New Contractor's Certificate of Insurance –liability and w/c (must be valid for minimum of 6 months)
- Change of Contractor Fee (See Fee Schedule)

DISCIPLINES REQUIRED TO REVIEW:

Applicable Chief Inspector
Building Official



Building & Zoning Department
12340 NE 8 Avenue
North Miami, FL 33161
(305) 895-9820

CHANGE OF CONTRACTOR

DATE: _____

RE: Property located at _____
ADDRESS & LEGAL DESCRIPTION

Gentlemen:

As legal owner of subject property, I request the transfer of Permit Number _____
issued to _____ on (date) _____,
to new qualified contractor, _____.
I hereby apply as owner-builder, _____.

I agree to hold North Miami harmless and relieve it from any responsibility or liability for any legal action or damage resulting from the transfer of the existing permit or the issuance of new permits. I furthermore assume responsibility for the correction, if required, of work performed under the permit for which I am requesting transfer.

Very truly yours,

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE)

The undersigned, being first duly sworn, deposes and says that he (she) is the legal owner of the above property.

Sworn to and subscribed before me this _____ day of _____ 20_____.

Notary Public, State of Florida

Commission expires;