



THE CITY OF KEY WEST

Building Department

P.O.Box 1409, Key West, FL 33040

CHANGE OF CONTRACTOR CHECKLIST (for issued permits only)

1. Property owner request page.
2. Departing contractor page.
3. New contractor page.
4. Property owner hold harmless page.
5. If departing contractor page is not completed, written statement from property owner stating that all fees paid to the Key West Building Department for permits, impact fees, etc, to date are responsibility of property owner; i.e. the departing contractor has no claim to the Key West Building Department for those fees.
6. NOC for new contractor or owner-builder, as applicable.
7. Fee is \$100 for each permit number transferred.

Permit Number _____



CITY OF KEY WEST BUILDING DEPARTMENT

**CHANGE OF CONTRACTOR
(Property Owner)**

I, _____, am requesting a change of contractor at project
(Property Owner)

located at _____, from _____
(Complete Address) (Departing Contractor Name)

to _____.
(New Contractor Name)

Property Owner Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____,
by the above referenced individual, _____, who acknowledged
that he/she is the property owner, and who acknowledged that he/she is authorized to
execute this document. He/she is either personally known to me ____ or produced
_____ as valid identification.

WITNESS my hand and official seal this _____ day of _____, _____.

Notary Public

Printed Name: _____

My Commission Expires: _____

Permit Number _____



CITY OF KEY WEST BUILDING DEPARTMENT

**CHANGE OF CONTRACTOR
(Departing Contractor)**

I, _____, am requesting that I be removed from project
(Departing Contractor)

located at _____, and have agreed to transfer
(Complete Address)

to _____.
(New Contractor Name)

Departing Contractor Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____,
by the above referenced individual, _____, who acknowledged
that he/she is a duly licensed contractor with _____, and who
acknowledged that he/she was authorized to execute this document. He/she is either
personally known to me ____ or produced _____ as valid
identification.

WITNESS my hand and official seal this ____ day of _____, _____.

Notary Public

Printed Name: _____

My Commission Expires: _____

Permit Number _____



CITY OF KEY WEST BUILDING DEPARTMENT

**CHANGE OF CONTRACTOR
(New Contractor)**

I, _____, am taking full responsibility for the entire project
(New Contractor)

located at _____
(Complete Address)

New Contractor Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____,
by the above referenced individual, _____, who acknowledged
that he/she is a duly licensed contractor with _____, and who
acknowledged that he/she was authorized to execute this document. He/she is either
personally known to me ____ or produced _____ as valid
identification.

WITNESS my hand and official seal this ____ day of _____, _____.

Notary Public

Printed Name: _____

My Commission Expires: _____

City of Key West Building Department
3140 Flagler Avenue Key West Fl. 33040
Hold Harmless

Re: Property address: _____

Permit # _____

Building Department:

I am the legal owner of the property listed above and I request the removal of the original contractor named on the permit _____.
(contractor name)

Date of last inspection _____

I no longer authorize the previous contractor to proceed with the work covered by the permit. I hereby apply as owner-builder, or authorize (new contractor) _____ to apply for such permits as necessary to construct or complete the construction on subject property. I agree to hold the City of Key West, 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 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.

Property Owner:

Printed

Signature

State of Florida

County of Monroe

The foregoing instrument was
acknowledged before me this
____ day of _____, 20 ____.

By: _____
Personally known or produced identification.

Notary Public (seal)