THE CITY OF KEY WEST
Building Department
P.O.Box 1409, Key West, FL 33040

# CHANGE OF CONTRACTOR CHECKLIST
## (for issued permits only)

1. New contractor page.
2. Departing contractor page
3. Property owner hold harmless page (only necessary if departing contractor does not release permit).
4. Fee is $100 for each permit number transferred.

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: _____

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: _____

**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 or general contractor listed on the referenced permit # and I request the removal of the original contractor/subcontractor named on the permit _____.
(contractor name to be removed)

Date of last inspection _____

I no longer authorize the previous contractor / subcontractor 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 or General Contractor responsible for job.**

_____
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)