

City of Miami Springs

Building & Code Compliance Department
201 Westward Drive
Miami Springs, FL 33166
Office: 305-805-5030 Fax: 305-805-5036

CHANGE OF CONTRACTOR/CANCELLATION OF PERMIT PROCEDURES

A Change of Contractor(s) on an issued permit(s) is requested by the Owner of record or the contractor for the permit and is accomplished in accordance with the Florida Building Code (F.B.C.) Section 105.6.1.5.

Owner Requested Change of Contractor or Sub-Contractor:

When an Owner request a Change of Contractor, the Owner shall submit a completed Hold Harmless/Indemnity form (attached) to the Building Department stating the reason for the change being requested and stating that the City of Miami Springs and its employees (including the Building Official) are held Hold Harmless from any legal involvement regarding this request. The existing permit may be cancelled, but it is not necessary, per F.B.C. Section 105.6.1.5.

In addition, the Owner shall submit proof to the Building Official that the contractor on record for the subject permit has been notified of intent to change the contractor. The proof shall be either a copy of a certified registered letter sent to the contractor by the Owner together with a copy of the Domestic Return Receipt for Certified Mail or by a notarized letter from the contractor stating he/she is aware of and has no objection to the Change of Contractor request.

When an Owner requests a Change of Sub-Contractor, the procedures as above apply, with the exception that both the Owner of record and the contractor shall submit a completed Hold Harmless/Indemnity form to the Building Official.

Any portion of work already covered by the contractor or sub-contractor shall be suspended and no further inspections performed until a new contractor or sub-contractor has obtained a new permit.

CONTRACT REQUEST TO WITHDRAW FROM A PERMITTED JOB:

When a contractor wants to withdraw from a permitted job without canceling the permit, the contractor shall submit proof to the Building Official that the Owner of record has been notified, and submit a completed Hold Harmless/Indemnity form stating that the City of Miami Springs and its employees (including the Building Official) are held harmless from any legal involvement.

If a sub-contractor wants to withdraw from a permitted job without canceling the permit, the sub-contractor contractor shall submit proof to the Building Official that the Owner of record and the contractor have been notified, and also submit a completed Hold Harmless/Indemnity form stating that the City of Miami Springs and its employees (including the Building Official) are held harmless from any legal involvement.

CONTRACTOR REQUEST TO CANCEL A PERMIT:

If a contractor wants to cancel a permit, he/she shall submit proof to the Building Official that the Owner of record for the permit has been notified. The proof shall be either a copy of a certified registered letter sent to the Owner together with a copy of the Domestic Return Receipt for Certified Mail, or by a notarized letter from the Owner stating he/she is aware of and has no objection to the cancellation of the permit/ In addition, the contractor will submit a completed Hold Harmless/Indemnity form stating that the City of Miami Springs and its employees (including the Building Official) are held harmless from any legal involvement. Upon receipt of these documents, the existing permit will be cancelled.

If a sub-contractor wants to cancel a permit, the same procedures apply, with the exception that the sub-contractor must show proof to the Building Official that both the contractor and the Owner of Record have been notified and have no objections. The sub-contractor will also submit a completed Hold Harmless/Indemnity form stating that the City of Miami Springs and its employees (including the Building Official) are held harmless from any legal involvement.

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CHANGE OF CONTRACTOR

Date: _____

PERMIT TYPE: Building Mechanical Plumbing Electrical Roof

Permit #: _____ Job Address: _____

Property Owner: _____

Original Contractor: _____ Cert. #: _____

New Contractor: _____ Cert. #: _____

Reason for Change: _____

This instrument is for the purpose of advising all concerned that the person(s) whose signature appears below will hold the Building Official of the City of Miami Springs, the Building Department, and the City of Miami Springs harmless as a result of this Change of Contractor.

The undersigned agrees to indemnify and hold harmless and defend the City of Miami Springs, their agents, servants and employees from and against any claim arising out of this Change of Contractor through the act, error, omission or negligent act of the undersigned, its or his agents, servants or employees or any act, error, omission or negligent act for which the City of Miami Springs, their agents, servants or employees are alleged to be liable.

CHANGE OF ORIGINAL CONTRACTOR:

Printed Name of Original Contractor Original Contractor's Signature

Printed Business Name: _____ (MUST BE FILLED OUT)

Original Contractor Subscribed and Sworn to before me this _____ day of _____ in the year _____

Notary Public's Signature My Commission Expires

CHANGE TO NEW CONTRACTOR:

Printed Name of NEW Contractor NEW Contractor's Signature

Printed Business Name: _____ (MUST BE FILLED OUT)

Original Contractor Subscribed and Sworn to before me this _____ day of _____ in the year _____

Notary Public's Signature My Commission Expires

OWNER:

Printed Name of Owner Owner's Signature

Owner subscribed and sworn to before me this _____ day of _____ in the year _____

Notary Public's Signature My Commission Expires

**CITY OF MIAMI SPRINGS
BUILDING DEPARTMENT**
201 WESTWARD DRIVE, MIAMI SPRINGS, FL 33166
PHONE: (305) 805-5030

HOLD HARMLESS

Date: / /

Re: Property located at (address and legal description) _____

Gentlemen:

As legal owner of subject property, I request the cancellation of permit number (in full) _____, issued to (name of previous permit holder _____ (mailing address) on (date) ___/___/___ for the following reason:

Date of last inspection ___/___/___.

I no longer authorize the previous permit holder 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 construct of complete the construction on subject property.

I agree to hold City of Miami Springs, 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.

Very truly yours,

Signature _____
Owner

Signature _____
PRIME CONTRACTOR (only if Sub-Contractor holds the permit or if there is a change of qualifier.)

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE) SS:
The person whose signature appears above,
deposes that he/ she is the legal owner of the
above property.

STATE OF FLORIDA)
COUNTY OF MIAMI-DADE) SS:

Sworn to and subscribed before me by

Sworn to and subscribed before me by

Who is personally known to me or produced _____

Who is personally known to me or produced _____

As identification, this _____ day of _____
_____ 20 _____.

As identification, this _____ day of _____
_____ 20 _____.

Notary's Signature _____

Notary's Signature _____

MY COMMISSION EXPIRES

MY COMMISSION EXPIRES