



# City of Miami Springs

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



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## 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 requests 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 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. The letter should state specifically that the contractor is being removed from the job/permit. It should reference the Permit Number and the address of the job. This can also be accomplished 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 submitted a new permit application, signed by the owner and the new contractor.

### **CONTRACTOR 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 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



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## HOLD HARMLESS

Date: \_\_\_\_\_

Property located at: \_\_\_\_\_

Folio #: \_\_\_\_\_

Gentlemen:

As the owner of subject property, I request the change of contractor and/or 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 to construct or complete the construction on subject property.

I agree to hold the CITY OF MIAMI SPRINGS, its agents and authorized personnel harmless and relieve them from any responsibility of liability for any legal action or damage, cost or expense (including attorney's fee) resulting from change of contractor and/or cancellation of the existing permit or the issuance of a new permit. I furthermore assume responsibility for the correction of work performed under the permit for which I am requesting change of contractor and/or cancellation.

### OWNER

### GENERAL CONTRACTOR

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

### SWORN TO AND SUBSCRIBED

### SWORN TO AND SUBSCRIBED

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

by \_\_\_\_\_

by \_\_\_\_\_

Personally known or Produced Identification

Personally known or Produced Identification

Notary signature

Notary Signature

(SEAL) \_\_\_\_\_  
PRINT, TYPE OR STAMP NAME OF NOTARY

(SEAL) \_\_\_\_\_  
PRINT, TYPE OR STAMP NAME OF NOTARY

### \*\*\*DEPARTMENT USE ONLY\*\*\*

**Note:** Hold Harmless letter must be signed by the owner of the property and the General Contractor in case of subsidiary permits or change of qualifier.

Date Issued (original): \_\_\_/\_\_\_/\_\_\_ Change Date: \_\_\_/\_\_\_/\_\_\_ Fee: \_\_\_\_\_ Last Valid Inspection: \_\_\_/\_\_\_/\_\_\_

**A NEW PERMIT APPLICATION AND CHANGE OF CONTRACTOR FORM MUST BE SUBMITTED WITH HOLD HARMLESS**