



City of Belle Isle

Universal Engineering Sciences 3532 Maggie Blvd., Orlando, FL 32811
Tel 407-581-8161 * Fax 407-581-0313 * www.universalengineering.com

CHANGE OF CONTRACTORS

To change Contractors on an active permit, the following is needed:

1. An original notarized letter from the property owner requesting a change of contractor.
2. An original notarized letter from the license holder willingly relinquishing their active permit(s) for the specific job to be changed to the new contractor.
3. An original notarized letter from the new contractor accepting and assuming all responsibilities for the job.
4. Complete Building, Electrical, Plumbing, or Mechanical Permit Application Information form (page 2) for any permit, where job cost is \$2,500 or more.
5. Record new Notice of Commencement indicating new contractor for any permit where job cost is \$2,500 or more. Provide certified copy to the City of Belle Isle.
6. **\$26.00** for an amended permit for contractor change.

Should any of the parties disagree and not provide the notarized statement as requested, a new permit with full permit fee for the entire project will be required for the new contractor.

Please contact the Building Department at 407-581-8161 with any questions.

Change of Contractor Letter
(Owner or General Contractor)

I, _____, am requesting a change of contractor at project
(Name of Contractor)

located at _____, permit number _____ from
(Complete Address)

_____ to _____
(Old Contractor's Name) (New Contractor's Name)

License Holder/Homeowner Name: _____

License Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

License Holder/Homeowner Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by the above reference 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 know to me _____ or produced _____ as valid identification.

WITNESS my hand and official seal this _____ day of _____, 20____.

Notary Public
Printed Name: _____
My Commission Expires: _____

Change of Contractor Letter
(Old Contractor Information)

I, _____, am requesting that my permit number
(Name of Contractor)

_____ for job located at _____
(Complete Address)

be voided and a new permit issued to _____
(New Contractor's Name)

as I am voluntarily giving up full responsibility of the job.

License Holder/Homeowner Name: _____

License Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

License Holder Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by the above reference 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 know to me _____ or produced _____ as valid identification.

WITNESS my hand and official seal this _____ day of _____, 20____.

Notary Public
Printed Name: _____
My Commission Expires: _____

Change of Contractor Letter
(New Contractor Information)

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

located at _____, Original permit number _____

License Holder/Homeowner Name: _____

License Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

License Holder/Homeowner Signature: _____

STATE OF FLORIDA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by the above reference 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 know to me _____ or produced _____ as valid identification.

WITNESS my hand and official seal this _____ day of _____, 20____.

Notary Public
Printed Name: _____
My Commission Expires: _____