



## Removal of and/or Changing Contractor Procedure

1. **Notify the Contractor:** Provide a copy of the Removal of and/or Changing Contractor Form that was sent via certified mail to the current contractor. This form must notify the contractor of your intent to cancel the contract. The form should be sent to:
  - The addresses listed in the contract; and,
  - The last known address on file with the Community Development Department.

Additionally, the permit number and project address must be included on the form.

2. **Certified Mail Receipt:** Provide a copy of the certified mail payment receipt, including the mailing address of the contractor. The green return receipt (evidence of delivery) is not required. *If the property is under foreclosure, a certified letter to the contractor is not needed if the owner provides a copy of the recorded deed.*
3. **Submit a New Permit Application:** The new contractor or the owner-builder (if the owner is assuming the permit) must submit a completed permit application form. *If an owner is assuming the permit, they must submit an Owner-Builder Disclosure Statement Form. Please read this form carefully before submitting.*
4. **Submit a New Recorded Notice of Commencement (NOC):** For projects with a construction cost over \$5,000, submit a new NOC listing the new contractor or owner-builder.
5. **Submit a New Subcontractor Worksheet Form:** If subcontractors will be performing any work, submit a new subcontractor worksheet form with the names and license numbers of all subcontractors.
6. **Payment for Change of Contractor:** The fee for a contractor change is \$61. Payment can be made by cash, check, Visa, or Mastercard. Make checks payable to CCBCC (Charlotte County Board of County Commissioners).

Once all documents are complete, submit them either via email to [BuildingConstruction@CharlotteCountyFL.gov](mailto:BuildingConstruction@CharlotteCountyFL.gov) or in person at the Community Development Department office (18400 Murdock Circle, Port Charlotte). \*If an owner is taking over a permit, documents must be submitted in person.

*If you are dissatisfied with your contractor, it is recommended to seek legal advice on how to properly cancel your contract.*



## Removal of and/or Changing Contractor Form *(Form must be signed by the property owner and notarized)*

This letter is to inform you, \_\_\_\_\_, that you are being removed from  
(name of contractor)  
permit number \_\_\_\_\_ at \_\_\_\_\_  
(permit number) (job address)  
as of \_\_\_\_\_.  
(date of removal)

I am requesting to have this permit closed out and confirming no work has been performed.  
*\*Permit cannot be closed if any inspections have been completed.*

### **Current Contractor Information**

Company Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### **Owner Information**

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Lot/Unit #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please provide the following to the Charlotte County Community Development Department:**

- **A copy of the certified letter (Removal/Change of Contractor Form) sent to the current contractor**
- **A copy of the certified mail receipt showing the contractor's mailing address (see example attached)**

Property Owner's Signature: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, on  
vthis \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ who  is personally known to me or who  has produced  
\_\_\_\_\_ as identification and who

did/did not take an oath.

Notary Seal

Signature of Notary: \_\_\_\_\_

Notary's Printed Name: \_\_\_\_\_

## Removal of and/or Changing Contractor Example of U.S. Postal Service Certified Mail Receipt

The contractor's address must be listed on this receipt.

<p>9589 0710 5270 2173 8107 28</p> <p style="font-size: small;">PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS. FOLD AT DOTTED LINE</p> <p style="font-size: x-large; font-weight: bold;">CERTIFIED MAIL®</p>		<p>9589 0710 5270 2173 8107 28</p> <p>9589 0710 5270 2173 8107 28</p>	<p style="font-size: large; font-weight: bold;">U.S. Postal Service™ CERTIFIED MAIL® RECEIPT</p> <p style="font-weight: bold;">Domestic Mail Only</p> <p style="font-size: small;">For delivery information, visit our website at <a href="http://www.usps.com">www.usps.com</a>®.</p> <p style="font-size: x-large; font-weight: bold; text-align: center; color: white;">OFFICIAL USE</p>																		
			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Certified Mail Fee</td> <td style="width: 40%; border-bottom: 1px solid black;">\$</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Extra Services &amp; Fees (check box, add fees as appropriate)</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Return Receipt (hard copy)</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Return Receipt (electronic)</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Adult Signature Required</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;"><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Postage</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Total Postage and Fees</td> <td style="border-bottom: 1px solid black;">\$</td> </tr> </table>	Certified Mail Fee	\$	Extra Services & Fees (check box, add fees as appropriate)		<input type="checkbox"/> Return Receipt (hard copy)	\$	<input type="checkbox"/> Return Receipt (electronic)	\$	<input type="checkbox"/> Certified Mail Restricted Delivery	\$	<input type="checkbox"/> Adult Signature Required	\$	<input type="checkbox"/> Adult Signature Restricted Delivery	\$	Postage	\$	Total Postage and Fees	\$
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Total Postage and Fees	\$																				
			<p style="font-size: large; font-weight: bold; color: orange; text-align: center; border: 2px solid orange; border-radius: 15px; padding: 10px;">SAMPLE</p> <p style="text-align: right; font-size: small;">Postmark Here</p>																		
			<p style="border-bottom: 1px solid black;">Sent To</p> <p style="border-bottom: 1px solid black; font-size: small;">Street and Apt. No., or PO Box No.</p> <p style="border-bottom: 1px solid black; font-size: small;">City, State, ZIP+4®</p>																		
			<p>PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions</p>																		