



# Community Development Department Building Construction Division

18400 Murdock Circle | Port Charlotte FL 33948  
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Zoning Phone: 941.743.1964 | Zoning Fax: 941.743.1598  
BuildingConstruction@CharlotteCountyFL.gov  
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number:

20

Application date:

CSR Initial

## Change of Contractor Request

This form must be submitted in person, or email to [BuildingConstruction@CharlotteCountyFL.gov](mailto:BuildingConstruction@CharlotteCountyFL.gov)

Permit #: \_\_\_\_\_ Permit/Job Address: \_\_\_\_\_

### Change of Contractor or Owner/Builder from:

Name of current licensed contractor and license number, or Owner/Builder name:

Company name (N/A if Owner/Builder): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Change of Contractor or Owner/Builder to:

Name of new licensed contractor and license number, or Owner/Builder name:

Company name (N/A if Owner/Builder): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Reason(s) for request:

I am requesting to have this permit closed out and confirming no work has been performed.

\*Permit cannot be closed if any related work has been started.

### ACKNOWLEDGMENT:

- The County does not resolve private contractual disputes.
- Change of contractor does not relieve parties of obligations under private agreements.

**HOLD HARMLESS:** Applicant agrees to indemnify and hold harmless Charlotte County, its officers, employees, and agents from any claims or liabilities arising from permit withdrawal or contractor removal.

Please be aware of the following fees and documents, which may be required for your Change of Contractor Request to be processed:

- New Permit Application
- New Sub-contractor worksheet
- Change of Contractor Fee
- Recorded NOC (reflecting updated Licensed Contractor or Owner/Builder information)

\_\_\_\_\_  
Owner Printed Name

\_\_\_\_\_  
\*Owner Signature

\_\_\_\_\_  
Date

\*Owner Builders must appear in person to complete the process of taking over a permit from a licensed contractor.