



Charlotte County Government

"To exceed expectations in the delivery of public services."

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Change of Contractor Procedure & Documentation

(Revised July 2016)

1. Notarized Letter to Current Contractor Sent by Certified Mail.

Provide a copy of a notarized letter that was sent by certified mail to the current contractor from the customer, or the customer's legal representative, advising the contractor of the customer's intention to cancel their contract. The letter must be sent to **BOTH** of the addresses listed on the contract **AND** the last known address that is on file with the Community Development Department.

2. Contract Issues with Contractor.

In the event that an owner is dissatisfied with their contractor, the owner should be advised to seek legal advice about how to cancel their contract with the contractor.

3. Certified Mail Green Card.

Provide a copy of the certified mail green card. The card must have either the signature of the contractor, or the signature of contractor's representative, on the card. If the U.S. Postal Service is unable to obtain a signature on the card, they will stamp the envelope "undeliverable" & will return it to the sender. This envelope must be provided if the green card is returned unsigned. *Note: if a home is under foreclosure, a certified letter sent to the contractor will not be required if the owner provides a copy of the recorded deed.*

4. Permit Application Form.

The new contractor, or Owner-Builder in the case of an owner, who is assuming the permit must submit a completed permit application form.

5. Owner-Builder Disclosure Statement Form.

If an owner is assuming the permit, the owner must submit an Owner-Builder Disclosure Statement form. *Note: please read the Owner-Builder Disclosure Statement carefully.*

6. Notice of Commencement (NOC) Form.

Submit a new recorded NOC, if an NOC is required to be submitted (i.e. if the improvement has a direct contract price greater than \$2,500) listing the new contractor, or owner in the case of an Owner-Builder. *Note: NOC's are recorded at the Clerk of Court's office.*

7. Subcontractor Worksheet Form.

Submit a new Subcontractor Worksheet form with the signatures of all subcontractors (if subcontractors are performing any work).

8. Fee Payment.

The fee for a Change of Contractor is \$61, payable by cash, check, Visa or Mastercard.

DJ:ChangeOfContractorProcedure

COMMUNITY DEVELOPMENT DEPARTMENT

Permits | Inspections | Plans Review | Building Code Enforcement

Building Construction Services Building

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