North Bay Village
Building Department
1666 Kennedy Causeway #101, North Bay Village, FL 33141
Tel: (305) 754-6740 Fax: (305) 756-7722

CHANGE OF CONTRACTOR

Date: _____

Re: Property located at: _____
(Address and legal description)

Ladies and Gentlemen:

As legal owner of subject property, I request the cancellation of permit number (in full) _____ issued to (name of previous permit holder)_____,
located at:_____,
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 necessary to construct or complete the construction on subject property.

I agree to hold North Bay Village, its agents, and authorized personnel harmless and relieve them from any responsibility of liability for any legal action or damage, including negligence, cost of expense (including attorney's fees) resulting from the cancellation of the existing permit and the issuance of a new permit. I furthermore assume responsibility for the correction, if required, or work performed under the permit for which I am requesting cancellation. In the event there has been a change of ownership of the property, the new owner assumes the responsibility of notifying the previous owner of his or her intent to transfer the permit. I further agree to defend and indemnify North Bay Village, its agents, and employees, from any action filed by any person or entity as a result of the foregoing.

Very truly yours,

_____
Owner's Signature

_____
Print Owner's Name

_____
Releasing Contractor's Signature

_____
Print Releasing Contractor's Name

_____
Incoming Permit Holder's Signature

_____
Print Incoming Permit Holder's Name

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

_____
Notary Public, State of Florida at Large, Sworn to & Subscribed before me this ___ day of _____, 20__.

_____
Notary Public, State of Florida at Large, Sworn to & Subscribed before me this ___ day of _____, 20__.

_____
Notary Public, State of Florida at Large, Sworn to & Subscribed before me this ___ day of _____, 20__.

FOR 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 Original Permit Issued:_____ Date Changed: _____ Fee: _____ Date of Last Valid Inspection: _____

_____
Print Name

_____
Building Official