



**NOTICE TO INDUSTRY**  
**CHANGE OF CONTRACTOR PROCEDURE**  
**EFFECTIVE MONDAY, SEPTEMBER 16, 2024**

Due to continued efforts to simplify and streamline processes, we have introduced a revised version of the Change of Contractor forms, previously known as Completion forms.

Please ensure that any outdated or blank forms currently saved or downloaded are deleted and replaced with the new forms. The updated Change of contractor forms can be accessed in the Permit Document Center located on [CapeCoral.gov](http://CapeCoral.gov).



## **Change of Contractor Guidelines**

- Complete Change of Contractor Permit Requirements (See form below).
- Owner/Builders taking over permits will still apply for & pick up the Change of Contractor in person at the front counter. The permit number will remain the same.
- Contractors taking over for another contractor or an owner are to submit the Change of Contractor documents to [permits@capecoral.gov](mailto:permits@capecoral.gov) . Email Subject line needs to read "Permit # and Change of Contractor."

### **Fee's:**

- |                                    |         |
|------------------------------------|---------|
| • Change of Contractor Residential | \$86.25 |
| • Change of Contractor Commercial  | \$94.50 |
| • Surcharge                        | NO      |



## **Change of Contractor Permit Documents Required**

1. \_\_\_\_\_ Change of Contractor Notification Letter and Termination Letter, signed by the property owner of record, (Sent certified mail to previous contractor releasing them from the project).
  2. \_\_\_\_\_ Certified receipt, with the name and address of where the letter was sent.
  3. \_\_\_\_\_ Change of Contractor Form. (Signed by Contractor and Owner Builder)
  4. \_\_\_\_\_ NOC (Notice of Commencement) – with new contractor information listed (if Applicable)
  5. \_\_\_\_\_ Owner/Builder Affidavit (if owner of record is applying for Change of Contractor)
  6. \_\_\_\_\_ Extension Request Form (If permit is expired)
  7. \_\_\_\_\_ Subcontractor Forms (if applicable)
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Permit # \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

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### **For Internal Processing Only**

Once the Change of Contractor is Approved, complete the following:

\_\_\_\_\_ Update Permit Contact

\_\_\_\_\_ Add Change of Contractor fees (BOTH the deposit and the balance) & Invoice Fees

\_\_\_\_\_ Add Misc. Fee \_\_\_\_\_ Amount \_\_\_\_\_

\_\_\_\_\_ Email new contractor advising Change of Contractor approved.

\_\_\_\_\_ Enter Internal Note (Change of Contractor approved and notified contractor)

**Building Official or Designee Approval Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Official or Designee Rejection Notes:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_



# Change of Contractor Notification Letter

Building Official  
City of Cape Coral  
1015 Cultural Park Blvd.  
Cape Coral, FL 33990

Attention Building Official,

I (Property Owner) \_\_\_\_\_,  
have terminated my construction contract with \_\_\_\_\_.  
I am requesting my new contractor \_\_\_\_\_  
be approved to take over the permit to complete the construction on my property at

_____	_____
Site Address	Permit Number

**Verification Pursuant to Section 92.525, Florida Statutes**  
Under penalties of perjury, I declare that I have read the foregoing and that the facts.  
Stated in it are true to the best of my knowledge and belief.

_____	_____	_____
Printed name of owner	Signature of Owner	Date



# Change of Contractor Form

Permit#: \_\_\_\_\_ Job Site Address: \_\_\_\_\_

Name Of New Contractor: \_\_\_\_\_

License#: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Original Permitting Contract: \_\_\_\_\_

As the owner of above listed property, hereinafter referred to as "PROPERTY":

I hereby certify and agree:

I am the owner of record per LEEPA of said PROPERTY and have the authority to initiate the Change of Contractor.

I am requesting this Change of Contractor as indicated above and that the existing permit holder has been notified of the request for the Change of Contractor.

In consideration of the Change of Contractor for certain work at the PROPERTY, the owner of said PROPERTY, his/her heirs, assigns and successors in interest, waive, renounce, relinquish, absolve, and discharge the City of Cape Coral from any and all liability for personal injury and property damage which may result from the Change of Contractor for certain work on the PROPERTY even if the Change of Contractor for certain work on the PROPERTY is later found to be wrongful or negligent.

As the owner of said PROPERTY, I will hold harmless and indemnify the City of Cape Coral from and against all liability, loss, claims, damages, cost, attorneys, attorneys' fees and expenses of whatever kind or nature which the City of Cape Coral may sustain, suffer, or incur or be required to pay by reason of the Change of Contractor for certain work on the PROPERTY even if the Change of Contractor for certain work on the PROPERTY is later found to be wrongful or negligent.

Contractor to stay in compliance with all existing local, state, and federal codes and ordinances.

If there are subcontractors on this permit, will they remain the same? Yes ☐ No ☐

If no, submit new subcontractor forms with the completion package.

I acknowledge by my signature that I agree to the conditions as prescribed in this Change of Contractor Form

## **Verification Pursuant to Section 92.525, Florida Statutes**

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

\_\_\_\_\_  
Printed name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of New Contractor

\_\_\_\_\_  
Signature of New Contractor

\_\_\_\_\_  
Date