



# Town of Dundee Building Department

◆ 124 Dundee Rd ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863) 438-8330 ◆ Fax (863) 438-8338

## CHANGE OF PRIMARY CONTRACTOR

**To change the Primary Contractor on an active permit, the following are required:**

**An original notarized form from the property owner requesting a change of primary contractor.**

- 1. An original notarized “Change of Primary Contractor - Property Owner Acknowledgement Letter” form.**
- 2. An original notarized “Change of Primary Contractor - New Contractor Acknowledgement” form from the new contractor accepting the job as per F.S. 553.79.**
- 3. Completed “Contractor Change Request” listing all subcontractors whether they are being changed or not.**
- 4. Complete “Add Contact to Existing Permit” form**
- 5. A new recorded “Notice of Commencement” indicating new contractor for any permit where one is required.**
- 6. Payment of Fees due including, but not limited to, any outstanding permitting, red tag, reopen or administrative fees.**

**Change of Primary Contractor Letter  
(Property Owner Acknowledgement Letter)**

Re: Project address: \_\_\_\_\_

City: \_\_\_\_\_ Florida Zip Code: \_\_\_\_\_

Permit Number: \_\_\_\_\_

I, \_\_\_\_\_, as the Property Owner, am requesting a change of primary contractor for the above listed permit.

From: \_\_\_\_\_ of \_\_\_\_\_  
(Current Contractor's License Holder) (Current Contractor's Company Name)

To: \_\_\_\_\_ of \_\_\_\_\_  
(New Contractor's License Holder) (New Contractor's Company Name)

I hereby certify I'm changing the current contractor on file to the new contractor listed above.

Property Owner: \_\_\_\_\_  
Signature

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who acknowledge that he/she is the owner of the above listed property and who acknowledged that he/she is authorized to execute this document. He/She \_\_\_\_\_ is personally known to me or \_\_\_\_\_ has produced \_\_\_\_\_ as identification.

(AFFIX NOTARY SEAL)

\_\_\_\_\_  
Notary Public

Print Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**Change of Primary Contractor  
(New Contractor Acknowledgement)**

Re: Project address: \_\_\_\_\_

City: \_\_\_\_\_, Florida Zip Code: \_\_\_\_\_

Permit Number: \_\_\_\_\_

I, \_\_\_\_\_ am the new primary contractor for the address and permit number listed above.

License Holder Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_, City: \_\_\_\_\_, Florida Zip Code: \_\_\_\_\_

License Holder Signature: \_\_\_\_\_

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of \_\_\_\_ physical presence or \_\_\_\_ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who acknowledges that he/she is the new contractor of above listed property and who acknowledged that he/she is authorized to execute this document. He/she is either personally know to me or produced \_\_\_\_\_ as valid identification.

(AFFIX NOTARY SEAL)

\_\_\_\_\_  
Notary Public

Print Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_