



# Charlotte County Government

"Delivering Exceptional Service"

[www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov)

## Change of Contractor Procedure & Documentation

(Revised December 2023)

**1. Copy of Change of Contractor form Sent by Certified Mail.**

Provide a copy of the Change of Contractor form attached 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 form must be sent to **BOTH** addresses listed on the contract **AND** the last known address that is on file with the Community Development Department. **The permit number and the project address must be filled in on the form.**

**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. Proof of Certified Mailing to the Contractor.**

Provide a copy of the Certified Mail **Payment Receipt, completed to include** the mailing address information of the current contractor. We do not need the green return receipt (i.e. evidence of delivery).

*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 \$5,000) listing the new contractor, or owner in the case of an Owner-Builder.

*Note: NOC's are recorded at the Clerk of Circuit 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. Please make checks payable to "CCBCC" or "Charlotte County Board of County Commissioners."

### **COMMUNITY DEVELOPMENT DEPARTMENT**

Building Construction Division

18400 Murdock Circle | Port Charlotte FL 33948-1074

Phone: 941.743.1201 | Fax: 941.764.4907

[BuildingConstruction@CharlotteCountyFL.gov](mailto:BuildingConstruction@CharlotteCountyFL.gov)



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## Change of Contractor

(Form must be signed by the property owner and notarized)

This letter is to inform you, \_\_\_\_\_,  
(Name of contractor)

you are being removed from permit number \_\_\_\_\_ at  
\_\_\_\_\_ as of \_\_\_\_\_.  
(Job address) (Date of Removal)

I am requesting to have this permit closed out.

### Contractor Information

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

### Owner Information

Owner's Name \_\_\_\_\_  
Address \_\_\_\_\_ Lot/Unit # \_\_\_\_\_  
Phone Number \_\_\_\_\_

**\*\*A copy of this letter must be submitted to the Charlotte County Community Development Department along with the completed certified mail receipt from the Post Office (receipt example attached)\*\***

Property Owner Signature \_\_\_\_\_ Printed  
Name \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_.

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ who  is personally known to me or  who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

Notary Seal

Signature of notary \_\_\_\_\_

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

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## Change of Contractor Continued

The contractor's address must be listed on the green receipt.

**U.S. Postal Service™**  
**CERTIFIED MAIL® RECEIPT**  
*Domestic Mail Only*

For delivery information, visit our website at [www.usps.com](http://www.usps.com)®.

**OFFICIAL USE**

Certified Mail Fee  
\$ **SAMPLE**

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$ _____
<input type="checkbox"/> Return Receipt (electronic)	\$ _____
<input type="checkbox"/> Certified Mail Restricted Delivery	\$ _____
<input type="checkbox"/> Adult Signature Required	\$ _____
<input type="checkbox"/> Adult Signature Restricted Delivery	\$ _____

Postage  
\$ \_\_\_\_\_

Total Postage and Fees  
\$ \_\_\_\_\_

Sent To  
Street and Apt. No., or PO Box No. **SAMPLE**  
City, State, ZIP+4® **SAMPLE**

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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