

**City of Deltona**  
**Building and Enforcement Services**  
**Construction Services Division**

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## Change of Contractor or Subcontractor

I, \_\_\_\_\_, do hereby request \_\_\_\_\_  
*(Contractor/subcontractor's Name)*

\_\_\_\_\_, who is my \_\_\_\_\_ contractor/subcontractor  
*(License number)* *(Electrical, Mechanical, Gas, Plumbing, Roofing)*

be removed as the contractor/subcontractor of record on permit # \_\_\_\_\_ at

\_\_\_\_\_ and be replaced by \_\_\_\_\_  
*(Address of permitted property)* *(Contractor /subcontractor)*

\_\_\_\_\_  
*(License number)*

I acknowledge by my signature that I will hold the City of Deltona harmless and relieve it from any responsibility or liability for any legal action or damage resulting from this change.

\_\_\_\_\_  
*(Contractor's Signature)*

\_\_\_\_\_  
*(Date)*

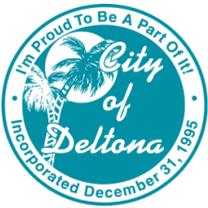
STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Affirmed and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ (type of ID) identification.

\_\_\_\_\_  
Signature of Notary Public State of Florida

\_\_\_\_\_  
Print, Type or Stamp Name of Notary

(SEAL)



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***See procedure for changing a Contractor/Subcontractor on a permit on the back of this form.***

**PROCEDURES FOR CHANGING A CONTRACTOR/SUBCONTRACTOR ON A PERMIT**

This form only applies for permits with (2) or more inspections. The following documentation must accompany the request for changing a contractor/subcontractor.

- A letter on company letterhead from the originating contractor stating that he wants to be removed as the contractor/subcontractor of record. (If the contractor/subcontractor is present, you may take a written statement requesting that they be removed and make a copy of their driver's license for the file).

**OR**

- A copy of a letter and the return receipt of registered mail from the homeowner to the originating contractor/subcontractor informing the contractor/subcontractor that they are being replaced as the contractor/subcontractor and a notarized "Change of Contractor" or "Change of Subcontractor" form.

**AND**

- A new application filled out listing all appropriate contractors/subcontractors.
- **Change of Contractor fee is \$50.00 and the Change of Subcontractor fees of \$25.00 per subcontractor.**

**DO NOT USE THIS FORM** if the permit has a single inspection permit, i.e., (mechanical change-out, re-roof, electrical repair, hot water heater replacement, etc.) In this case the permit can be canceled with the following documentation:

A letter on company letterhead from the originating contractor/subcontractor stating that he wants to cancel the permit. (If the contractor/subcontractor is present, you may take a written statement requesting the permit be cancelled and make a copy of their driver's license for the file)

**OR**

A copy of a letter and the return receipt of registered mail from the homeowner to the originating contractor/subcontractor informing the contractor/subcontractor they are being replaced as the contractor/subcontractor.

**Original permit shall be canceled before a new permit with the new contractor/subcontractor is issued.**